

Girton College Ordinances

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Ordinance II - The Council

Ordinance II.1 - MCR Membership of Council

1. Unless and until the Council determines otherwise, the Graduate Members of the College on the Council for unreserved business shall be the President and Vice-President of the Girton College Graduate Society, hereinafter called the Society.
2. The President and Vice-President shall be elected in accordance with the constitution of the Society and shall hold office for the periods prescribed therein.

Approved as amended by Council on 22nd October 2004

Ordinance II.2 - JCR Membership of Council

1. Unless and until the Council determines otherwise the President, Vice-President and Treasurer of the Junior Combination Room (hereinafter called the JCR) shall be members of Council for unreserved business
2. The President, Vice-President and Treasurer shall be elected in accordance with the constitution of the JCR and shall hold office for the periods prescribed therein.

Approved as amended by Council on 22nd October 2004

Ordinance II.3 - (a) Fellowship in Arts Committee

1. The Fellowship in Arts Committee shall conduct elections to Research Fellowships under Title B having power to elect Research Fellows in the Arts. The term Research Fellowship is deemed to embrace Research Bye-Fellowship. Research Fellowships in the Arts include the Margaret Smith Research Fellowship (see Ordinance IV.3) and the Helen Cam Visiting Fellowship (see Ordinance IV.5).
2. The Committee shall consist of the Mistress (*ex officio*), or a deputy nominated by her, and not more than five Fellows in the Arts. The Fellows shall be appointed, and may be reappointed, annually by Council. The Committee may invite experts in other subjects to attend its meetings as may be deemed necessary following the receipt of applications for a Research Fellowship. The Committee shall also have power to consult College teaching officers in the appropriate subject. Council shall appoint the Secretary to the Committee.
3. The Committee shall from time to time, subject to approval by Council, formulate general policy regarding the offer of Research Fellowships in Arts.
4. The Committee shall formulate the regulations for the offer and tenure of Research Fellowships in Arts, subject to approval by Council.
5. The competition for open Research Fellowships shall be held each year in the Lent Term, and the election(s) arising therefrom shall be reported to the Council meeting immediately following completion of the competition. The regulations for the offer of open Research Fellowships are set out in Schedule A.6.
6. The Committee shall have discretion to make grants for expenses to individual holders of Research Fellowships as provided in Ordinance IV.2 (d).
7. At the request of the Committee, the Bursar shall supply full information relating to the current income and charges upon the relevant funds and the prospective balances.

Approved as amended by Council 16th January 2009

Ordinance II.3 - (b) Yarrow Board

1. The Yarrow Board shall conduct elections to Research Fellowships under Title B, having power to elect Research Fellows in the Sciences. The term Research Fellowship is deemed to embrace Research Bye-Fellowship. Research Fellowships in the Sciences include the Rolls Royce Senior Research Fellowship (see Ordinance IV.4), the Glaxo Junior Research Fellowship (see Ordinance IV.4) and the Brenda Ryman Visiting Fellowship (see Ordinance IV.6).
2. The Board shall consist of the Mistress (*ex officio*), or a deputy nominated by her, and not more than five Fellows in the Sciences. The Fellows shall be appointed, and may be reappointed, annually by Council. The Board may invite experts in other subjects to attend its meetings as may be deemed necessary following the receipt of applications for a Research Fellowship. The Board shall also have power to consult College teaching officers in the appropriate subject. The Council shall appoint the Secretary to the Board.
3. The Board shall from time to time, subject to approval by the Council, formulate general policy regarding the offer of Research Fellowships in the Sciences.
4. The Board shall formulate the regulations for the offer and tenure of Research Fellowships in the Sciences subject to approval by Council.
5. The competition for open Research Fellowships shall be held each year in the Michaelmas or Lent Term and the election(s) arising therefrom shall be reported to the Council meeting immediately following completion of the competition. The regulations for the offer of open Research Fellowships are set out in Schedule A6.
6. The Board shall have discretion to make grants for expenses to individual holders of Research Fellowships as provided in Ordinance IV.2 (d).
7. At the request of the Board the Bursar shall supply full information relating to the current income and charges upon the relevant funds and the prospective balances.

Approved as amended by Council 16th January 2009

Ordinance II.4 - The Education Board

1. The Education Board shall formulate the educational policy of the College, and consider educational issues in general. The recommendations of the Education Board shall be submitted for approval to Council.
2. The Education Board shall consist of the Mistress, the Vice-Mistress, the Bursar, the Directors of Studies, Lecturers, Tutors, the Librarian and JCR and MCR representatives. The Secretary to the Board shall be appointed by the Council. It is expected that at least one representative of each subject shall be present at every meeting of the Education Board.
3. The Board shall meet at least twice a year. It shall discuss, *inter alia*, admissions policy and procedures; the organisation of studies in the College; the award of scholarships and prizes; recommendations to Council concerning students who have failed their examinations or are failing to achieve satisfactory standards of work. The Education Board may co-ordinate the educational policy of the College with policies of the other Colleges and the University.
4. The Admissions Secretary shall be asked to attend for items on the Agenda of the Education Board relating to admissions.
5. The Education Board has in the past dealt more specifically with the following matters:
 - a. educational matters relating to individual students in residence (for example: award of studentships scholarships and exhibitions award of prizes reports on unsatisfactory work changes of tripos)
 - b. miscellaneous matters relating to various prizes and grants
 - c. questions referred to the Board by the Council with regard to supervision policy and awards policy
 - d. questions of procedure relating to supervision reports
 - e. enquiries from the University or public bodies on educational matters including admission requirements
 - f. matters of policy relating to scholarships exhibitions and prizes
 - g. students' exchange arrangements
 - h. vacation study grants.

Approved as amended by Council 25th November 2011 and 26th September 2016

Ordinance II.5 - The Academic Policy Committee

1. The Academic Policy Committee shall act as a steering group for academic policy matters within the College. It shall, in particular but not exclusively, review and advise on:
 - All changes within the education sector and the University that bear on Girton's teaching aims or practices;
 - Girton's:
 - teaching needs and teaching strengths
 - student numbers
 - supervision practice
 - examination performance;
 - new teaching appointments;
 - the renewal of existing teaching appointments.

2. The Committee shall normally report to the Education Board. It shall make recommendations to the Board on matters referred to it by the Board, or of its own origination, and the Board shall then at its discretion make final proposals to the Council. In the following matters however the Committee shall report directly to the Council:
 - i) the recommendation of all new appointments;
 - ii) recommendations with regard to expiring teaching appointments;
 - iii) the presentation of an annual report on College's teaching strengths relative to subject needs.

3. The Committee shall comprise the Mistress, Vice-Mistress, Senior Tutor and Bursar *ex officio*, together with 5 Fellows to be appointed by the Council each year. Members may be reappointed annually, subject to any general rule of the Council on the maximum term of service on a College committee. In appointing the Committee, the Council shall seek to ensure adequate representation of the major subject groups in the College. The Committee may appoint its own Secretary, and may co-opt other members as from time to time it deems necessary.

4. The committee shall keep the College's teaching strength under regular review to ensure that it remains appropriate to the existing and foreseen needs of the College. It shall assess teaching needs subject by subject. A teaching need recommended by the Committee and agreed by the Council shall become an *Approved Teaching Need*. The Committee shall maintain a current record of Approved Teaching Needs in the College, which may not be varied without the Council's consent. The Committee shall compare teaching strengths with Approved Teaching Needs in a report to the Council each year as in 2.iii. above.

5. The Committee shall meet at least twice each academic year. It shall respond to all issues addressed to it by the Education Board and the Council. It shall normally meet with the Tutor for Admissions in time for the latter to take academic policy considerations into account in formulating her/his recommendations on admission numbers to the Council. It shall review in a timely manner all College teaching appointments due to expire in the academic year. It shall advise on the implications of unanticipated resignations and on potential appointments arising from Faculty and Departmental appointments in the University.

6. The Committee shall determine appropriate procedures for appointing a new teaching member of the College once Council has agreed the appointment. Such procedures, in the case of a CTO appointment, shall normally include advertising. Candidates shall always be interviewed by the Committee itself, or by an appointment committee approved by the Committee, and references shall be taken up before an appointment is offered. All appointments shall be subject to the approval of the Council.

Approved as amended by Council on 22nd October 2004 and 25 April 2008

Ordinance II.6 - Financial Planning Committee

1. The Financial Planning Committee shall be responsible to the Council for keeping the income and spending of the College under review over the full range of its activities and shall advise the Council on all issues of financial significance for the College in the short and the longer term. A more detailed list of duties is given in paragraph 6 below.

2. The Committee shall comprise the Mistress, Senior Tutor, and Bursar ex officio, together with four Fellows or Bye Fellows to be elected by the Council and one MCR and one JCR representative. The Development Director, Junior Bursar and Assistant Bursar shall be in attendance.

3. Elected members shall serve a term of 4 years with one retiring each year. Retiring members may offer themselves for re-election subject to any general rule of the Council on the maximum term of service on a College committee. The Bursar shall act as Convenor of the Committee, and shall appoint a Secretary. An external member, having formal financial qualification and demonstrable financial planning skills, may be co-opted.

4. The Committee shall meet at least once each Term and may ask any member of staff to attend its meetings.

5. The Committee shall develop its own agenda of issues as well as considering items referred to it by the Council.

6. The following responsibilities were provisionally agreed for the Committee to undertake when it was established:

- to give guidance to the Council and to Committees of Council on the financial implications of alternative choices facing the College in any given activity;
- to supervise the operation of a budgeting system;
- to keep under review the spending priorities between the different areas of College life submitting recommendations to the Council as and when appropriate;
- to keep under review the main sources of College income and their adequacy for College's future needs;
- to take the lead in determining priorities should the Council decide that overall operating economies are required;
- to keep the financial implications of changes in government and university policy under review and to advise the Council.

Approved as amended by Council on 22nd October 2004, 3rd October 2005, 25 April 2008, 13th November 2015, 26th September 2016, 19 February 2018.

Ordinance II.7 - The Graduate Awards Committee

1. The Graduate Awards Committee shall determine the academic awards given by the College to its graduate students in any year. It shall also determine, subject to the approval of Council, the overseas bursaries given to overseas graduate students (see Ordinance II.8).
2. The Committee shall comprise the two Graduate Tutors *ex officio*, together with five Fellows or Bye Fellows to be appointed by Council each year. Members may be reappointed annually, not being subject to a maximum period of service. The Graduate Tutors shall agree between themselves which of them is to chair the Committee, but shall normally rotate the chair between them. The Committee shall be convened by the Graduate Tutorial Secretary who shall also act as Secretary to the Committee.
3. The Committee shall normally meet prior to the Easter Term meeting of the Education Board to determine awards for the year commencing 1 October following, reporting its academic awards to the Board. Recommendations for overseas bursaries shall be made to the Council. The Committee may convene at other times on notice from the Chairman.
4. The Bursar shall advise the Committee before its main award meeting of the income available for graduate awards, including overseas bursaries in the following year.
5. Details of graduate awards are set out in Ordinance XIII.1.

Approved as amended by Council on 25 April 2008

Ordinance II.8 - The Library Committee

1. The Library Committee shall plan for the upkeep and future development of the College Library and the purchase of books for the Library, having special regard to the requirements of the undergraduates of the College reading for Tripos examinations. It shall review from time to time the regulations governing the use of the Library and other matters concerning the Library as provided in Ordinance XXX.
2. The Library Committee shall consist of the Mistress (*ex officio*), or a deputy nominated by her to act as Chairman of the Committee, the Librarian (*ex officio*), the Archivist (*ex officio*), a Library Assistant as Secretary to the Committee, Directors of Studies representing each subject, and representatives of the Junior Common Room and Middle Common Room (as provided for in paras 3 and 4 of this Ordinance). Directors of Studies for a particular Tripos may nominate for any academical year another Lecturer as a substitute if the Director is not the sole Lecturer for the Tripos.
3. The JCR shall appoint, during the Easter Term, two representatives to sit on the Committee. They should be drawn from among undergraduates who will be resident during the 12 months following their appointment, preferably one reading an arts subject the other a science subject.
4. The MCR shall appoint, during the Easter Term, one representative to sit on the Committee from among graduate students who will be resident during the 12 months following the appointment.
5. The Library Committee shall hold a meeting annually during the Michaelmas Term to discuss major issues of policy and the allocation of money between the subjects for the purchase of books and periodicals.
6. There shall be a sub-committee appointed by the Library Committee to consider current Library problems. This will be convened at the discretion of the Librarian, and shall consist of four members including a Chairman, the Librarian, one member representing the arts subjects and another representing the science subjects.
7. The sources of finance available to the Committee for the purchase of books are as provided in Ordinance XXX.

(As amended by Council 1 December 2017; 27 April 2018)

Ordinance II.9 - The Bursaries Committee

1. The Bursaries Committee shall determine, subject to the approval of Council, the financial awards given by the College to its undergraduate members in any year.
2. The Committee shall comprise the Head of Tutorial and Admissions, one of the Tutors for Admissions *ex officio*, the Senior Tutor and the undergraduate Tutors, except for the consideration of overseas bursaries, when the Committee shall comprise the Head of Tutorial and Admissions the Tutor for Admission *ex officio* and two undergraduate Tutors. The Tutor for Admissions shall normally chair the Committee. The Convenor and Secretary shall be the Head of Tutorial and Admissions.
3. The Committee shall normally meet in the Lent Term to determine awards for the year commencing 1 October following, submitting its recommendations to Council. It may convene at other times on notice from the Chairman.
4. The Bursar shall advise the Committee before its main awards meeting of the income available from the various bursaries funds for bursaries in the following year.
5. Income of the Overseas Bursaries Fund not allocated by the Bursaries Committee to undergraduates may be used for the purpose of awarding bursaries to overseas graduate students. Any such bursaries shall be awarded by the Graduate Awards Committee (see Ordinance II.7)

Approved as amended by Council on 22nd October 2004, 25 April 2008 and 18 July 2008 and 13 March 2009

Ordinance II.10 - Childcare Support Committee

1. The Childcare Support Committee shall:
 - a) Be responsible for management of the Childcare Bursary Fund (see Ordinance XIX);
 - b) Make recommendations from time to time to Council about the College's membership of the University pre- and after-school childcare bursary schemes;
 - c) Make recommendations from time to time to Council about the need for support for students, staff and Fellows with childcare responsibilities.
2. The Committee shall consist of the Vice-Mistress (Chair), the Personnel Officer (Secretary), the Bursar, the Junior Bursar, the Senior Tutor, the Union Steward and the Graduate Secretary.

The Committee shall meet termly, or more often if required.

Approved by Council on 8th October 2004

Ordinance II.11 - The Travel Awards Committee

1. The Travel Awards Committee shall determine, subject to the approval of Council, the travel awards given by the College to its student members in any year.
2. The Committee shall comprise five Fellows or Bye Fellows to be appointed by Council each year. Members may be reappointed annually, not being subject to a maximum period of service. The Secretary of the Travel Awards Committee shall be provided by the Tutorial Office.
3. The Committee shall normally meet in the Easter Term to determine awards for that academic year, submitting its recommendations to Council.
4. The Bursar shall advise the Committee before its meeting of the income available for travel awards that year.
5. Details of travel awards are set out in Ordinance XIII.5 (b).

Approved as amended by Council on 22nd October 2004, 25th April 2008 and 26th September 2016

Ordinance II.12 - Information Technology Committee

1. The Information Technology (IT) Committee shall advise Council on strategic issues in relation to information technology. This includes:
 - i) ensuring that all capital expenditure proposals for new IT systems are properly considered in the light of their relationship to and compatibility with existing systems;
 - ii) keeping the College's IT requirements for academic, administrative and library purposes under review, with the aim of identifying long-term needs and establishing priorities for new expenditure
 - iii) where new systems are planned, making recommendations as to the most appropriate hardware and software in the light of the resources available the College's existing systems and new technological developments;
 - iv) developing policy for upgrading and replacing hardware and software;
 - v) developing a common purchasing policy for the College;
 - vi) ensuring a consistent approach to the management of the College's various administrative systems;
 - vii) ensuring a consistent approach within the College to the use of commercially available software packages.

2. Where substantial expenditure on new systems has been approved by Council, the Committee shall be responsible for ensuring that the project is effectively managed. This includes:
 - i) ensuring that an appropriate timetable is agreed and that progress is monitored to ensure that it is adhered to;
 - ii) ensuring that costs are monitored against the original authorisation;
 - iii) ensuring that there is a smooth change-over from existing systems to new ones;
 - iv) ensuring that maintenance contracts are in place when the project "goes live".

3. Website Working Group

The Website Working Group will report to the Information Management Committee for strategic direction relating to content and communication issues and, to the Information Technology Committee for strategic issues relating to technical functionality of the website. The Acting Computer Officer and Data Protection Officer, who will Chair the Website Working Group, will act as liaison between these committees.

The Website Working Group shall comprise the Acting Computer Officer and Data Protection Officer, the Web Developer, the Communications Officer, the Junior Bursar, the Librarian and representatives from the Admissions and Tutorial Office, Development Office. Additional members shall be co-opted as required for specific projects. It shall:

- i) regularly review the design, content and functionality of the website;
- ii) arrange for the implementation of any changes it decides upon with the relevant content;

- iii) refer to the Information Technology Committee for approval of any significant changes in use or functionality of the website;
- iv) give practical guidance and support to the Web Developer.

4. The membership of the Committee shall comprise:

- i) The Director of Studies in Computer Science (Chair) (ex-officio)
- ii) The Computer Officer (Convenor)
- iii) The Assistant Computer Officer (Secretary)
- iv) The Bursar
- v) The Assistant Bursar
- vi) The Librarian
- vii) The Head of the Tutorial & Admissions Office
- viii) The Development Officer
- ix) 2 Fellows, one of whom is a member of Council
- x) A representative of the Heads of Domestic Departments
- xi) 1 MCR Representative
- xii) 1 JCR Representative

5. A full Committee meeting will be held termly. Project sub-groups will be established to address specific IT issues during the academic year and report to the IT Committee.

Approved by Council on 29 October 2010; amended 18 January 2013, 26 January 2017; 25 May 2018.


Ordinance II.13 - Conventions of Election to the Council

1. The electors shall endeavour to ensure that there is an adequate representation of Arts and Sciences on the Council.
2. Notwithstanding Statute II.7, retiring members shall not normally be proposed for re-election until after the lapse of one year, save as provided in paragraph 3 of this Ordinance.
3. Where an elective member has been elected to fill a casual vacancy for less than four terms, she shall be eligible for election to one of the three-year vacancies arising on the expiry of her term of service.
4. Where elections to the Council arise under Statute II.4 (b) and Statute II.6, nominations shall not be for a specified casual vacancy.

ORDINANCE II.14 - Declaration of interests by members of the Council

- a. Any member of the Council who has a material interest not being an excluded interest (see below (e)) in any matter of business before the Council shall declare that fact on each occasion that that business is under consideration. But that shall not apply to business solely for report, which is not discussed by the Council.
- b. If the material interest in question is a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration and shall not speak or vote on the matter.
- c. If the material interest is not a pecuniary interest, then the member of the Council declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter, unless the Council shall have resolved to the contrary.
- d. Where a member withdraws from a meeting in accordance with paragraph (b) or (c) above, that fact shall be recorded in the Minutes of the meeting. Any resolution of the Council under paragraph (c) above shall be recorded in the Minutes of the meeting at which it is made.
- e. An interest is an excluded interest for the purpose of this Standing Order if
 - i. it is an interest which arises from the holding of an office or position in the College where the other persons holding such an office or position in the College have a similar interest; or
 - ii. it is an interest arising from membership of a Faculty or Department in the University or the holding of an office or position in the University where the other members of the Faculty or Department, or the other persons holding such an office or position in the University, as the case may be, have a similar interest.
- f. In particular, an interest which arises from a general review of College stipends is excluded but shall only be so in the case of the Mistress and the Bursar in relation to an increase in their respective stipends in accordance with a general percentage stipend increase.
- g. A Fellow's interest in his or her election or re-election to a Fellowship or appointment or re-appointment to any paid office or position in the College is not excluded, but matters concerning appointment or re-appointment to any unpaid position in the College are excluded.
- h. Members of the Council, on election or re-election to the Council, shall register their material interests with the Secretary to Council who shall record that information in a register kept for the purpose. Members of the Council shall notify the Secretary of any new material interest occurring during the course of their membership whenever such new material interest occurs. The register shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University. The register of interests shall be available for inspection in the College Office by any Fellow.
- i. Subject to paragraph (j) below, a material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be exercised wholly and exclusively in the interests of the College.
- j. An interest shall not be a material interest unless the person having that interest either knew about it, or should reasonably have been aware of it. Any position as a company director or charity trustee shall not

constitute a material interest unless there is a reasonable possibility that the company or charity, as the case may be, may be engaged in any business appeal or transaction involving the College.

- k. If the Mistress considers that any member or members of the Council may have an interest which should be treated as a material interest for the purposes of paragraphs (a) to (d) above, then the Mistress may ask the Council to determine the matter. The Council shall then determine it in the absence of the member or members concerned, after hearing his her or their views, and the Council's decision shall be binding on the member or members concerned. For the purpose of this paragraph, the Council may set aside the rules above relating to excluded interests.
- l. The above rules, with the exception of those contained in paragraphs  and (k) above, shall apply with necessary modifications to committees, working parties and other bodies constituted by the Council, as they apply to the Council, except in so far as they may be specifically disappplied by decision of the Council.

Approved by Council on 3 November 2006

ORDINANCE II.15 - Disqualification as a Charity Trustee

- a. A member of Council who has been convicted of any offence other than a minor road traffic offence shall without delay inform the Mistress in person of the circumstances of the offence.

- b. A member of Council who has been adjudged bankrupt or whose estate has been sequestered and (in either case) who has not been discharged, or who has made a composition or arrangement with, or has granted a trust deed for, his or her creditors and has not been discharged in respect of it, or who has been removed from the office of charity trustee by order of the Charity Commissioners or by order of the High Court, shall without delay inform the Mistress of the circumstances of the matter.

Note: A Member of Council in these circumstances may be disqualified from acting as a charity trustee by virtue of section 72 of the Charities Act 1993.

Approved by Council on 3 November 2006

Ordinance II.16 - The Schools Contact Committee

Deleted

Deletion approved by Council on 26th September 2016

Ordinance II.17 - The College Lecturer Category D Promotions Panel

1. The College Lecturer Category D Promotions Panel shall be chaired by the Mistress. The members will be two Professorial Fellows and the Senior Tutor of another College, to be appointed by Council in the Easter Term preceding the Promotions Exercise. The Secretary of the Promotions Panel will be appointed by Council in the Easter Term preceding the Promotions Exercise.
2. The College Lecturer Category D Promotions Panel shall meet in accordance with the timetable and guidance for the College Lecturer Category D (College Teaching Officer) Promotions Exercise, as set out in the College Personnel Manual.

Approved by Council on 21 January 2011

Ordinance II.18 - Residences and Catering Committee

Deleted.

Deletion approved by Council 1 December 2017

Ordinance II.19 - Information Management Committee

1. Purpose of the Committee

- To oversee the records management function in College and to ensure that it remains appropriate to its needs.
- To ensure the College adopts a consistent and coherent strategy towards the management of its records and information in order to mitigate the information risks for College.
- To steer internal policy and oversee the management of legal compliance e.g., the General Data Protection Regulation (GDPR) and Freedom of Information.
- To determine the College's records and information management policies.
- To ensure that these policies are based on current records and information-related legislation and are updated regularly in accordance with new legislation and developments in best practice.
- To ensure that these policies are implemented and followed by all College members and employees.
- To provide a source of expertise on records and information management to which other committees or individuals should refer records and information management-related issues.

2. Membership and roles

The Committee shall comprise The Bursar, The Secretary to Council, The Senior Tutor, The Librarian, The Archivist, The Development Director, The HR Manager, The PA to the Mistress, The Acting Computer Officer and College Data Protection Lead, ex-officio.

The College Data Protection Lead shall act as Convenor and Secretary to the Committee, and the Chair shall be appointed by Council. The unreserved papers and minutes of the Committee will be circulated to the Alumni Officer and Communication Officer for information.

3. Frequency of meetings

The Committee shall be a standing committee and shall meet at least once each term and more often as necessary.

4. Communication with related Committees

To ensure that legislative guidance, policy decisions and best practice are communicated effectively to relevant committees, the minutes of the Information Management Committee will be sent to the Information Technology Committee for circulation. The Information Technology Committee will also send their minutes to the Information Management Committee for circulation.

5. Website Working Group

The Website Working Group will report to the Information Management Committee for strategic direction relating to content and communication issues and, to the Information Technology Committee for strategic issues relating to technical functionality of the website. The Acting Computer Officer and College Data Protection Lead, who will Chair the Website Working Group, will act as liaison between these committees.

The Website Working Group shall comprise the Acting Computer Officer and College Data Protection Lead, the Web Developer, the Communications Officer, the Junior Bursar, the Librarian and representatives from the Admissions and Tutorial Office, Development Office. Additional members shall be co-opted as required for specific projects;

- regularly review the design, content and functionality of the website;

- arrange for the implementation of any changes it decides upon with the relevant content;
- refer to the Information Technology Committee for approval of any significant changes in use or functionality of the website
- give practical guidance and support to the Web Developer.

Approved by Council 18 January, 2013; amended by Council 1 December 2017; 27 April 2018.

Ordinance II.20 - Girton College Boat Club Steering Committee

1. The Girton College Boat Club Steering Committee shall advise the officers of the Girton College Boat Club (GCBC) in relation to:
 - a. the medium-long-term financial management of the GCBC;
 - b. GCBC's financial relationship with College, the JCR and the MCR;
 - c. the medium and long-term management of equipment, including fleet replacement and the purchase of new boats; and
 - d. fund raising.

2. The Committee shall comprise *ex-officio* the Bursar (Chair and Convenor), the Senior Treasurer, the President, the Fund-Raising Secretary and the Junior Treasurer of GCBC and one other member of the SCR. The Committee may also invite a representative of the Development Office to its meetings as necessary.

3. The Committee shall meet once each Term.

Approved by Council 9th October 1998, amended 14th March 2014

Ordinance II.21 - Personnel Committee

1. The Personnel Committee shall comprise the following members *ex officio*: the Vice-Mistress, the Bursar, the Personnel Officer, the Junior Bursar, the Senior Tutor, the Librarian, the Development Director, the Chair of Heads of Domestic Departments Committee, the Mistress's Secretary and the UNISON Steward; it will also comprise one Fellow or Bye Fellow to be appointed by Council each year, a representative of union members from the other site (i.e. the site at which the UNISON Steward does not work), a College non-union representative, and a Fellows' representative. All representatives will be elected for terms up to 3 years.
2. At the discretion of the membership, others may be co-opted onto the Committee.
3. The Committee shall be convened by the Personnel Officer and chaired by an Official Fellow. The Secretary shall be the Personnel Administrative Assistant.
4. The Committee shall be responsible for ensuring that a consistent pay policy is implemented and followed by all departments of the College.
5. The Committee shall be responsible for ensuring that the College's terms and conditions of employment and personnel practices are based on current employment law, health and safety law, and best practice, and are updated regularly in accordance with new legislation and developments in best practice.
6. The Committee shall provide a mechanism for communicating developments and activities within the College and for consultation with employees of the College. In addition to consulting on those areas set out in sections 4 and 5 above, consultation will take place whenever the College contemplates making decisions which are likely to affect the employment organisation of work or terms and conditions of its employees.
7. A Sub-Committee of the Personnel Committee shall be responsible for matters concerning the employment of individuals, and any other matter at the discretion of the Chair.
8. The Personnel Sub-Committee will comprise the following members *ex officio*: the Vice-Mistress, the Bursar, the Personnel Officer, the Junior Bursar, the Senior Tutor, the Admissions Tutor, the Librarian, the Development Director; it will also include one Fellow or Bye Fellow to be appointed by Council each year. Others may be co-opted onto the Sub-Committee at the discretion of the membership.
9. The Personnel Sub-Committee will provide a report to each meeting of the Personnel Committee.
10. Committee members will be under a duty of confidentiality in respect of some of the information which is given to them in the course of the Committee's work.
11. The Committee shall meet at least once in each Term and more often as necessary.

Approved by Council on 25 February 2005; approved as amended by Council on 28 April 2008, 25 May 2012, September 2016, 1 December 2017, 25 May 2018.

Ordinance II.22 - The Heads of Domestic Departments Committee

1. The Committee shall comprise: the Clerk of Works, the Head Porter, the Catering Manager, the Conference Manager, the House Services Manager, the Computer Officer, the Head Groundsman, the Head Gardener, and an Office staff Representative. The Committee will elect the Chair.
2. The Purposes of the Committee shall be:
 - a. To act as a channel of communications across departments
 - b. To resolve problems across departments.
 - c. To allow Heads of Departments to warn of future plans that may affect others.
 - d. To help co-ordination across the College.
3. The Committee shall meet at intervals of about three weeks.
4. The Committee may also invite other representatives to its meetings as necessary

Approved as amended by Council 16 January 2009, 25 May 2018.

Ordinance II.23 - The Health and Safety Consultative Committee

1. The Health and Safety Consultative Committee shall consist of the Mistress, the Bursar, the Junior Bursar, the Personnel Officer, the Heads of the Domestic Departments and/or their appointed representatives, the Maintenance Secretary, a College Nurse, a member of the Library staff, the Unison Steward, a representative of the Fellows appointed by Council, a representative of the Tutors, a representative of the Administrative Staff, a representative of the MCR and a representative of the JCR. The Committee shall be convened by the Junior Bursar, and shall appoint its own Secretary.

2. The functions of the Committee shall be:
 - a. to formulate and keep under review the College's policies in relation to matters of health and safety;

 - b. to monitor compliance by the College with its obligations under legislation relating to health and safety including the maintenance of health and safety records;

 - c. to receive reports from the Heads of the Domestic Departments on health and safety work carried out or proposed by their Departments and on any accidents or incidents with health and safety implications that may have occurred;

 - d. to consider any questions or concerns relating to health and safety that may be raised by members of the Committee;

 - e. to provide a means of consultation with all employees on health and safety matters; and to make recommendations on matters of health and safety to Council.

3. The Committee shall meet at least once each term.

Approved by Council on 4 June 2004

Approved as amended by Council on 7 March 2008 and 1 December 2017.

Ordinance II.24 - Sustainability Committee

Approved by Council on 25 April 2008

Deletion approved by Council on 1 December 2017

Ordinance II.26 - The Lawrence Room Committee

1. The Lawrence Room Committee shall be responsible for the academic management, maintenance and development of the Lawrence Room collections, including their display, cataloguing, conservation and curation. It shall also produce and review a Collections Management Policy, to be sent to College Council for approval every five years.
2. The Lawrence Room Committee shall consist of the Director of Studies in Archaeology, the Director of Studies in Classics and the Curator *ex officio*. The Committee may appoint its own Secretary and Chair, and may co-opt other members as it deems necessary.
3. The Committee shall meet at least once a term.

Ordinance II.27 - Conflict of Interest Policy

The Council and its committees are responsible for recommendations and decisions which in its judgement best serve the long-term interests and objectives of the College. From time-to-time Council committees may consider matters in which their members, or individuals or organisations with which they are connected, have a direct or indirect interest.

In order to resolve any questions of conflict of interest, whether real or apparent, each member is expected to adopt the following procedures:

- i. members shall disclose to the meeting any relevant facts that might give rise to an actual or perceived conflict of interest with respect to any matter to be considered by the committee;
- ii. members shall withdraw from the meeting during consideration of the relevant matter unless the committee requests otherwise;
- iii. if any relevant facts are governed by a confidentiality agreement with a third party, members shall disclose the existence of such an agreement to the committee as a relevant fact under this procedure.

Approved by Council on 9th October 2009

Ordinance II.28 - Communications Strategy Committee

Approved by Council 29 April 2011, amended 18 January, 2013 and 25 October, 2013.

Deletion approved by Council 1 December 2017.

Ordinance II.29 - The Fellowships Committee

1. The Fellowships Committee shall comprise the following membership: the Mistress, the Vice-Mistress, the Senior Tutor, the Secretary to Council (Secretary and convenor).
2. A meeting of the Fellowships Committee shall be held once each Term on a date following the termly meeting of the Academic Policy Committee.
3. The Fellowships Committee will monitor the structure and composition of the Fellowship, and will report to Council on the following categories of Fellowship: Title C (Professorial Fellows) Title D (Life Fellowships), Title E (Supernumerary Fellows), Title F (Non-Stipendiary Fellows), non-teaching Bye-Fellows; on movements between categories of Fellowship; and will review recommendations for election under Title G (Visiting Fellowships), before forwarding them to the Yarrow Board or the Fellowship in Arts Committee as relevant.
4. The Fellowships Committee will send out an invitation periodically to the Fellows' list inviting nominations for the categories of Fellowship in 3, above, and will consider these at its termly meetings.
5. The Fellowships Committee will consider the duties and privileges attached to Fellowships.
6. The Fellowships Committee will make a report and recommendations to Council following each meeting of the Fellowships Committee.

Approved by Council 25th May 2012, 28th June 2012

Ordinance II.30 - Investments Committee

1. The Investments Committee is established under Statute XVIII.6.
2. Members of the committee appointed by Council (i.e. those members other than the *ex officio* members) shall serve for a term of four years with the possibility of re-appointment for a second term of four years. There shall be no re-appointment beyond a second term.

Approved by Council 28 June 2012; amended 16 March 2018.

Ordinance II.31 - Chapel Committee

1. The Committee shall be responsible for overseeing and organising Chapel business each Term and for addressing any ongoing matters pertaining to Chapel and the services.
2. The Committee shall comprise the Chaplain, Chair, Director of Music, Director of Chapel Music, Organ Scholars, the Chapel Wardens and any other senior or junior members as deemed necessary. A Junior Treasurer shall be appointed from among the junior members. A Senior Treasurer (normally the Chair) shall be appointed from among the senior members. Secretarial support may be provided by the College Office.
3. The Committee shall meet once per Term.

Approved by Council on 22nd May 2015

ORDINANCE II.32 Buildings Committee

1. The Buildings Committee shall be responsible to the Council for keeping the operational estate of the College under review, and shall advise the Council on all material issues concerning the College buildings.
2. The Committee shall comprise:
the Mistress (Chair); the Bursar (Convenor); the Junior Bursar, the Senior Tutor (papers only); and three Fellows under Title A or Title C to be elected by the Council
with the following in attendance:
the College Surveyor; the Development Director; the Maintenance and Contracts Manager; the Estate Maintenance Administrator (Secretary)
3. Elected members shall serve a term of 3 years, with one retiring each year. Retiring members may offer themselves for re-election, subject to any general rule of the Council on the maximum term of service on a College Committee.
4. The Committee shall meet at least once each Term and may ask any member of staff in addition to those listed above to attend its meetings.
5. The Committee shall develop its own agenda of business as well as considering items referred to it by the Council.
6. The following will normally be the responsibilities of the Committee:
 - development and review of the Strategic Academic Plan for the operational estate;
 - development of major building projects, awarding of construction contracts, monitoring of performance and budgetary control;
 - development of capital budget proposals;
 - oversight of minor works;
 - oversight of maintenance programmes and associated budgets;
 - matters referred by Council and other College Committees;
 - oversight of the College's response to the problems posed by climate change;
 - oversight of schemes and projects designed to effect reduction of the College's 'carbon footprint';
 - the engagement of College members, staff and visitors in reducing carbon emissions and responding to the green agenda;
 - compliance with legislation including in particular disabled access;
 - compliance with planning conditions.
7. Decisions will be referred to Council and Augmented Council as necessary in compliance with the College Statutes.

Approved by Council on 13 November 2015: approved as amended by Council on 26th September 2016 and 17 February 2017.

Ordinance II.33 - College PREVENT Committee

1. The College PREVENT Committee shall:
 - a) act as a local committee to assist Council to manage the duties of the College under "PREVENT" in the Counter-Terrorism and Security Act 2015;
 - b) make recommendations to Council as to policies and actions required under this Act;
2. The Committee shall consist of the Senior Tutor (Chair), the Junior Bursar, the Head Porter, the Dean for Student Discipline, the Head of Tutorial and Admissions, the Chaplain, the JCR President and the MCR President.
3. The Committee shall meet termly or as required to assist Council to fulfil the Colleges' responsibilities under the Counter-Terrorism and Security Act 2015.

Approved by Council on 15th January 2016; approved as amended by Council on 15th July 2016

Ordinance II.34 - Audit and Scrutiny Committee

Overview

1. The role of the Audit & Scrutiny Committee is to keep under review the effectiveness of the College's financial, governance and risk management structures and provide assurance to the College and its various stakeholders that appropriate arrangements are in place to ensure the efficiency and effectiveness of the College in achieving its objectives.

Remit

2. The remit of the Committee shall be:
 - a) to monitor internal systems of financial and other controls, keep under review the effectiveness of the College's financial and risk management and make recommendations to Council as appropriate;
 - b) to advise Augmented Council on the appointment of external auditors; to consider reports submitted by the auditors, meet annually with the auditors to discuss the annual report and accounts and report on these to Augmented Council; to monitor and report as appropriate on the implementation of any recommendations made by the auditors;
 - c) to consider, investigate and report as appropriate on any issue of governance or risk management that may be brought to its attention by any party;
 - d) to make an annual report to Council

Membership

3. The membership of the committee shall comprise between 3 and 5 members, approved by Governing Body, a majority of whom shall be external to the College. No member of the Committee shall be a current member of Council, but internal members of the committee should have experience of service on key College Committees that report to Council. Members will normally be appointed for three years, renewable for a further three years. A retiring member who has served for more than three consecutive years may not normally serve again until three years have elapsed.

Powers

4. The Committee will receive minutes of Council, Reserved Council, Augmented Council and Governing Body and will be empowered to see on request the minutes and papers of any College committee, to make enquiries of College officers, and to request to be invited to attend meetings of College committees.

Approved by Council on 10 June 2016

Ordinance II.35 - Wine Committee

1. The Wine Committee selects wines, including non alcoholic wines, for the Cellar, for use at College events both internal and external, and for Fellows' entertainments and private purchase.
2. The Designated Premises Supervisor, usually the Catering Manager, who has overall responsibility for the sale and service of alcohol in College shall be a member *ex officio*.
3. The membership shall comprise 6 members of the SCR and the Designated Premises Supervisor *ex officio*. Members of relevant College committees may be co opted from time to time for tastings in relation to specific College events and purposes.
4. The Committee shall elect a Chair and Secretary and designate a member or members to represent it at local wine tastings and cellar tours organised by other colleges and wine sellers.
5. The committee shall meet at least termly.
6. In addition to selection of wines for College purposes, the Wine Committee shall be responsible for:
 - a) compiling and circulating the Fellows' wine list;
 - b) advising the Catering Manager and Junior Bursar on pricing of wine for internal and external use and sales, in accordance with the Financial regulations;
 - c) writing and publishing responsible promotional material for internal and external wine sales;
 - d) oversight of the Cellar budget within the Catering account;
 - e) organising tasting events for the SCR, to include non alcoholic wines;
 - f) selection of wines to be labelled as House wines and for specific events and design of labels;
 - g) where it is appropriate and economic to do so, selection and purchase of wines for storage for future events;
 - h) inspection and maintenance of the College cellar and making recommendations for improvements to relevant budget holders;

and shall be consulted on any proposed alterations to the College cellar.

Approved by Council on 15th July 2016

Ordinance II.36 - Dining Rights

1. There are two kinds of Dining Rights in College: Full Dining Rights (for Fellows/SCR) and Standard Dining Rights. (*Reserved Council, 13 February 2015*)
2. Standard Dining Rights comprise the right to one meal a week (either lunch or dinner) throughout the year at High Table in Girton or at any of the cafeterias operated by Girton. Any alcohol consumed is charged at cost. Rights cannot be exercised for dinner at High Table on the evenings of the Matriculation Dinner, Admissions Ceremony dinner, College Guest nights, College Feast, or Fellows' Night Dinner. They can be exercised on the evenings of the regular Fellows' Tuesday served dinner and of the Thursday Formal Halls.
3. Standard Dining Rights also permit those granted them the opportunity to pay for meals throughout the year at external rates.
4. Standard Dining Rights shall normally be granted to the following categories of person:
 1. Post-Doctoral Teaching associates (PDTAs), for three years or for the length of their appointment in College, whichever is the shorter. This forms part of their employment contract. PDTAs shall otherwise dine at student rates.
 2. Former Graduate Students of Girton holding a post-doctoral appointment at the University of Cambridge. These persons shall be known as 'Post-Doctoral Associates' or PDAs.
 3. Any former fellow of Girton.
 4. Any person resident or working in Cambridge, whose presence at High Table would provide a valuable link with the wider scholarly community, and whose rights would provide mutual benefits for Girton.
5. Any member of the Governing Body shall be able to nominate a person for Standard Dining Rights. Persons in category 4.2 above are automatically eligible for Standard Dining Rights but Council must approve the rights as well as for persons in category 4.4. Nominations shall be done through the Secretary to Council, [using a standard template which is available here](#). The nomination will be considered at the next available Council meeting.
6. Standard Dining Rights are granted for a period of three years, ending on 30 September of the third full academic year following their approval, and can be renewed.
7. Once agreed by Council, the Secretary to Council will send a letter to the recipient explaining the terms on which the rights are granted. A list of persons with Standard Dining Rights is maintained by the Mistress's PA and shall be reviewed once a year at the Long Vacation Council.
8. MAs of Girton, in common with practice in other colleges, shall be permitted to dine for free once a term, either at the Alumnae Formal or High Table. Costs shall be charged to the college hospitality budget code. Any guests shall be paying.

Approved by Council 26 May 2017; 27 April 2018.

Ordinance II.37 - Voting Procedures in Council and Augmented Council

1. In line with practice on the boards of most charities, public bodies and corporations, and as implicit in the College Statutes, voting in Council on matters other than those relating to individuals should be by show of hands.
2. Voting in Augmented Council on matters of strategic importance will be held by secret ballot if at least half of those present at the meeting request it on a show of hands. Normally, a secret ballot will be preceded by an open vote to indicate the mood of the meeting and to provoke discussion on key points of difference. The subsequent secret ballot will, nevertheless, be decisive.

Approved by Council 1 December 2017

Ordinance II. 38 - The Statutory Data Protection Officer and College Data Protection Lead

1. The Statutory Data Protection Officer is a person appointed by the Office of Intercollegiate Services, responsible for ensuring the College implements the General Data Protection Regulation (GDPR) in its legal compliance. The Statutory Data Protection Officer's role is discrete from the role of the College Data Protection Lead, who is responsible for the management, administration and training provision of Data Protection in College.
2. The College Data Protection Lead shall:
 - a) Inform and advise the College of its data protection obligations to comply with the Data Protection Legislation and General Data Protection Regulation (GDPR);
 - b) Monitor compliance, conduct audits and raise awareness through training and guidance documentation in College
 - c) Provide advice with regard to data protection impact assessments
 - d) Monitor performance
 - e) Determine and implement mitigating measures to reduce the likelihood of data breaches occurring;
 - f) act as the point of contact, to cooperate and liaise with the Statutory Data Protection Officer, the Police and Information Commissioner's Office when required;
 - g) act as the point of contact and manage all data subject access requests and manage all data subject rights requests;
 - h) manage the impact of data breaches within the College and implement any internal or external recommendations as required.
3. The College Data Protection Lead will be an ex-officio member of the Information Management Committee.
4. The College Data Protection Lead will report primarily to Council, but will essentially be independent and given the autonomy to conduct audits and investigations with complete confidentiality in order to ensure compliance⁵
5. In exceptional circumstances the College Data Protection Lead will report to the Audit and Scrutiny Committee to ensure the appropriate measures are implemented in College; to demonstrate accountability and compliance with the Data Protection Legislation and General Data Protection Regulation (GDPR)
6. The College Data Protection Lead will submit an annual report to Council and to the Audit and Scrutiny Committee.

Approved by Council 1 December 2017; revised 27 April 2018.

Ordinance II.39 - The Curatorial Committee

1. The Curatorial Committee shall have oversight of all strategy and activity relating to the College's portable heritage assets, including devising college-wide policies, as well as maintaining and monitoring their curation, conservation, and promotion in support of the College's Strategic Academic Plan.
2. For the avoidance of doubt, portable heritage assets comprise fine and decorative art, sculpture, silver, antiques (including clocks), ceramics, heritage textiles such as rugs and wall hangings, Library special collections (such as rare books, bindings, and manuscripts), archives, photographs, museum objects, non-teaching medical skeletons, and horticultural heritage collections. This list is not exclusive.
3. The Committee is also charged with responsibility for the approval (via recommendations to Council) and preservation of all memorials in college, of whatever material. This includes decisions about, and recording of, external memorials such as garden benches, trees, and location of ashes.
4. The Curatorial Committee will also advise Council on offers of acquisitions (where not covered by the committees which report to this Committee, below), budgetary requirements, staffing, risk management (including risks associated with the Spring Ball), and income generation opportunities relating to all its cultural collections, as well as taking responsibility for approving requests from third parties relating to Girton's heritage objects. The committee will contribute to the College's annual review of insurance so far as it relates to heritage collections, and will oversee a rolling programme of valuations of assets.
5. Fixed heritage assets (eg buildings) are out of scope for the Committee but there may be some areas of overlap (eg artworks which are embedded in the building fabric; outdoor heritage assets; memorials) where joint activity with the Buildings Committee, Gardens Committee or Development Office will be required.
6. The Lawrence Room Committee, the People's Portraits Committee, and the memorial Plaques Committee shall report to Council via the Curatorial Committee.
7. The Spring Ball Committee will be expected to consult on, and gain approval for, its arrangements to manage risk to collections at an early stage via the Committee, and regularly throughout its planning.
8. The Curatorial Committee shall consist of the following ex officio members: The Junior Bursar (Chair), the Librarian, the Archivist, the Curator, the House Manager, the Assistant Bursar, the Silver Steward, a representative from the Development Office, and the Chairs (or a deputy) of the Lawrence Room Committee, the People's Portraits Committee and Memorial Plaques Committee.
9. The Committee will appoint a Secretary.

10. The Chair may co-opt up to two further persons who have specific expertise in collections, conservation or heritage management if desired.

11. The Committee will meet once a term and report annually to Council at its February meeting.

Approved by Council on 20 July 2018.

Ordinance IV

Ordinance IV.1 - (a) Fellowships: General

1. As required under Section 1 of Statute IV, the Council shall from time to time determine the number of Fellows under each title. Election into a Fellowship is deemed to admit of pre-election.
2. Except as otherwise provided by Statute or Ordinance, or as the Council otherwise determines, the Council may elect an officer into a Fellowship under Title A on appointment to, or during, her tenure of a qualifying office.
3. The qualifying office or other conditions of eligibility for election into Fellowships are as follows:

a. Fellowships under Title A (Official Fellowships)

- i. Tenure of any lectureship in category B, C, or D, the office of temporary lecturer excepted. The holding of a University appointment (or, exceptionally for fellowships in medicine, the holding of a medical post in any part of the National Health Service within commuting distance of Cambridge and of equivalent status to a University appointment) concurrently with a College lectureship in Category A, Category Aa, or Category X, or the concurrent tenure of two lectureships each in Category Aa, may constitute a qualifying office according to circumstances. (Lectureship categories are specified in Ordinance IX.1).
- ii. Tenure solely of a lectureship placed in Category Aa or X, provided that the holder has normally held a Fellowship under Title A previous to the request to Council. The Council shall consider each application from an officer to be in Category X annually in the Michaelmas Term. The application shall be supported by a letter setting out the reasons for such application.
- iii. Tenure of administrative office deemed to be a qualifying office for the purposes of this ordinance. The following offices are deemed by Council to be qualifying offices: Senior Tutor, Tutor, Graduate Tutor, Admissions Tutor, Development Director.

b. Fellowships under Title B (Research Fellowships)

- i. Senior Research Fellowships: one who holds no College office but is currently appointed in conjunction with Mitsubishi Heavy Industries to engage in research in the Department of Engineering. Election by the Council is for such periods and subject to possible re-election for such further periods as the Council may in each case determine.
- ii. Research Fellowships established under trust and entitled Foundation Research Fellowships: election by the Fellowship in Arts Committee and Yarrow Board of Electors appointed by the Council for the purpose. Periods of tenure, emoluments and other conditions are as provided under the regulations set out in Schedule C.

c. Fellowships under Title C (Professorial Fellowships)

Professorial Fellowships shall be offered only to persons holding a Professorship or other qualifying office in the University, as specified in Schedule B of the University Statutes. A Fellow under Title C shall hold her Fellowship so long as she holds a qualifying University office.

d. Fellowships under Title D (Life Fellowships)

The following may on vacating office be elected into a Life Fellowship:

- i. The Mistress

- ii. An Official Fellow on retirement at age 67 or over
- iii. An Official Fellow under age 67 who has held her Fellowship for 20 years or more (whether continuously or not)
- iv. A Professorial Fellow
- v. A Supernumerary Fellow
- vi. A Non-Stipendiary Fellow

A Fellow under Title D shall hold her Fellowship for life.

e. Fellowships under Title E (Supernumerary Fellowships)

Section 7(i, ii and iii) of Statute IV defines the qualifying conditions and tenure. Election by the Council on the grounds of (i) intellectual distinction and (ii) substantial previous contribution to College (e.g. as an Official Fellow) for such qualifying term as Council may from time to time specify, is for such periods, and subject to possible re-election for such further periods, as the Council may in each case determine. The number of Supernumerary Fellows at any one time shall not exceed six.

f. Fellowships under Title F (Non-Stipendiary Fellowships)

Election to a Non-Stipendiary Fellowship shall be made by the Council for (i) individuals who have previously held a Fellowship under Title B, and who secure external funding for a time-limited period; and ii) individuals who have previously held another category of Fellowship and who no longer qualify for membership in that category, and who have secured Research Fellowships funded by external bodies. The number of Non-Stipendiary Fellows at any one time shall not exceed six.

4. The retirement age for Fellows under all titles except Title D shall normally be the end of the academic year in which they reach the age of 67.
5. Seniority for the purposes of stipend attaches to the qualifying office in respect of which the officer is elected into a Fellowship under Title A, and is determined by the Council. Such seniority is defined in Ordinance IV.1 (d).
6. The emoluments attaching to the tenure of Fellowships under Title B are as follows:

Senior Research Fellowships: such annual emolument as may be from time to time be determined by the Personnel Committee on the appointment of Mitsubishi Senior Research Fellows.

Foundation Research Fellowships: such annual emoluments as may from time to time be determined by the electoral bodies to Research Fellowships and confirmed by Council (see Schedule C.3).

7. The rights of Fellows to reside in College are as follows:
 - i. Official Fellows may reside in College by virtue of tenure of office in accordance with the conditions set out in Section C of Ordinance VI.1.
 - ii. Senior Research Fellows may reside in College as may be determined in each case by the Council, subject to payment by the Fellow of the cost of her accommodation computed under Section C of Ordinance VI.1. Holders of Research Fellowships may reside in College as provided in the particulars of the Research Fellowship.

- iii. Professorial Fellows may reside in College according to the conditions of residence for Fellows under Title A, subject to the payment by the Fellow of the cost of her accommodation computed under Section C of Ordinance VI.1.
 - iv. Life Fellows may reside occasionally during term and during the period of Long Vacation residence. Such Fellows may reside without charge for the purpose of attending a Governing Body meeting or other special College function. In the event of a Fellow under this title residing for some other purpose, payment for the cost of the accommodation is the charge for occasional residence during term (see Schedule C).
 - v. Supernumerary Fellows are not entitled to reside in College except as the Council may determine; Council may accept the special case of a Fellow under Title E who holds an office in the College in connection with which the Council has granted permission to reside. The Fellow pays for the accommodation computed under Section C of Ordinance VI.1.
 - vi. Non-Stipendiary Fellows are not entitled to reside in College.
 - vii. Visiting Fellows may reside in College according to the terms of appointment by virtue of the tenure of the Fellowship; the conditions of residence and commons are determined by the Council.
8. The seniority of Fellows under any title as members of the Foundation is governed by the date of election. If more than one Fellow is elected at the same time, the order of seniority is determined by the Council in accordance with the relative dates of the degree or degrees held by the Fellow. The tenure of a Fellowship is regarded as continuous upon election into a Fellowship under a different title if the election is made as from the termination of tenure of a Fellowship under the previous title, or within the year. If the election is made after an interval exceeding one academic year from the previous tenure of a Fellowship, the previous tenure is ignored in the determination of seniority.
 9. The Mistress admits Fellows under each title at a ceremony of admission after their election.
 10. It is a privilege of Fellows to entertain visitors in College and introduce guests at the High Table on payment of the charges agreed annually by the Council: the charges shall be posted on the website.
 11. Fellows under Title A may apply directly to the Assistant Bursar for grants from the Research Expenses Fund for expenses in connection with their teaching and research work. The expenses must be important to the progress of their teaching and research and be incurred solely for that purpose. The application should normally be within the financial bounds set out under Ordinance IV.1 (b) and should be made on a form obtained from the Bursar.
 12. Fellows under Titles A and F and Senior Research Fellows may apply directly to the Assistant Bursar for expenses from the Dora Mason Fund for travel in connection with their research work. The expenses must be important to the progress of their research and incurred solely for that purpose. Before application is made, the Council expects the Fellow will have applied for the proposed travel expenses to other available funds (e.g. Cambridge University Travel Fund, University Department funds). (See Regulations for the Dora Mason Fund - Ordinance IV.1(c).)
 13. Fellows under Title B other than Senior Research Fellows may apply for grants from the Cody and Julia

Minet Fund for travelling and maintenance expenses away from Cambridge, and for general research expenses. The expenses must be important for the progress of their research, and incurred solely for that purpose. The Fellowship in Arts Committee and the Yarrow Board of Electors consider applications by individual Research Fellows in exceptional cases; other applications are dealt with by the Secretary to the Electors (see Ordinance IV.2(d)).

14. Fellows under Title A are allowed free clerical assistance from the Admissions and Tutorial Office, or by other arrangement for all their College work (that is to say any work connected with the College or their College office).

Approved as amended by Council on 16th January 2009; 16th March 2012; 13th July 2012; 14th March 2014; 1 December 2017; 19 January 2018; 20 July 2018.

Ordinance IV.1 - (b) Research Expenses Fund

1. The Research Expenses Fund is a fund within the Amalgamated Trust Fund whose income is applied to grants to Fellows under Title A for research expenses. The Fund was constituted by Council decision of 18 January 1991.
2. Grants shall be made to Fellows under Title A for expenses, other than entertainment and travel-related expenses, incurred solely and exclusively in connection with their teaching and research, and including such items as books, journals and computer equipment. Entertainment expenses are covered in Schedule C; travel-related expenses in Ordinance IV.1(c).
3. Council shall determine Fellows' entitlement from the Research Expenses Fund in the Michaelmas Term each year in light of the income of the Fund, and will announce it on the website (see Schedule C).
4. Application may be made at any time to the Assistant Bursar on a claim form to be obtained from her. Claims must relate to expenditure already undertaken and must be itemised on the form. In the case of query, the Assistant Bursar will refer the claim to Reserved Council.
5. The Assistant Bursar shall send out reminders in the Easter Term, showing the year's entitlement to those who at that time have made no claim. Claims may be made up to two months after the financial year-end (i.e. up to 31 August), for expenditure made during the financial year. Thereafter any outstanding entitlement is lost. Unused entitlements will be reinvested in the capital of the Fund.

Approved as amended by Council 16 January 2009; 1 December 2017.

Ordinance IV.1 (c) Dora Mason Fund

1. The Dora Mason Fund is a travel expenses fund within the Amalgamated Trust Fund for the benefit of Official Fellows, Non-Stipendiary Fellows and Senior Research Fellows. It was established in 1980 from the bequest of Dora Mason (O.G. 1900).
2. The income of the fund shall be used, at the discretion of the Council, for making grants towards the cost of travelling and other expenses incurred by Fellows under Titles A and F and Senior Research Fellows attending learned conferences or in travel for study or research.
3. The expenses must be important to the progress of the Fellow's research and incurred solely for that purpose. Where financial assistance towards travel is available to the Fellow from funds outside the College, Council will expect the Fellow to have applied to such sources for expenses. This applies in particular to Fellows under Title A who are University Teaching Officers. The result of any such application should be stated whenever a Fellow applies for a Dora Mason grant.
4. Fellows under Titles A and F and Senior Research Fellows enjoy a notional entitlement to expenses paid from the Dora Mason Fund, which Council will from time to time adjust in line with changes in the income produced by the Fund. Fellows will be kept informed of this notional entitlement (see Schedule C).
5. Fellows may accrue their entitlement up to the maximum sum set out in Schedule C. Unused entitlements in excess of the maximum will be lost. The qualifying year is the College's financial year, running to 30 June. On 1 July the new year's allowance will be added to the accrued entitlement up to the maximum permitted (i.e. Fellows cannot spend the current year's allowance and still carry forward a maximum entitlement from earlier years).
6. Applications for grants from the fund should be made to the Assistant Bursar not later than 1 month after the final date of the conference or other event for which the grant is being sought. Application forms are available from her and should be used for all claims from the Fund. Fellows should satisfy themselves prior to submitting a claim that it falls within their allowance. In the case of query, the Assistant Bursar will refer the claim to Reserved Council.

Approved as amended by Council on 26 June 2008; 1 December 2017.

Ordinances IV.1 - (d) Seniority of Fellows

The principles for determining the seniority of Fellows for the purposes of stipend are:

- a. Officers holding a University office or post should have the same seniority as granted by the University.
(It is understood that the method of granting such seniority is not clear cut and varies from faculty to faculty.)
- b. Full-time University teaching experience should receive seniority one for one.
- c. Full-time post-doctoral research experience of equivalent standing to (b) should receive seniority one for one.
- d. Other experience, such as professional practice should be considered on its merits in each case.

Ordinance IV.1 - (e) Elections to Fellowships under Title D

Council may elect an eligible Fellow to a Life Fellowship (Title D) on vacation of her Fellowship. STATUTE IV.6 and ORDINANCE IV.1 (a) (d) set out the criteria for eligibility for election to a Life Fellowship.

Council has approved the following guidelines for avoiding anomalies arising from the statutory requirements for length of service in the different categories of Fellowship:

- a) Official Fellows who have served for 20 years or more (not necessarily continuously) will normally be elected by Council to a Life Fellowship. This will be brought to Council as a starred item unless there is a reason not to elect, in which case a full case should be brought to Council.
- b) Fellows who vacate their Official Fellowship aged 67 or more or who vacate a Fellowship under Titles C, E or F having served for 7 years or less will not normally be elected to a Life Fellowship. This will be brought to Council as a starred item.
- c) Fellows who vacate their Official Fellowship aged 67 or more or who vacate a Fellowship under Titles C, E or F, having served for a total of more than 7 years but less than 20 years may be considered by Council for election to a Life Fellowship. In this event a case for election will be assembled by the Fellowships Committee and presented with a recommendation for Council's scrutiny and decision.

The following qualities will normally be considered relevant:

- i) contribution to research and wider academic excellence within the College
- ii) service through teaching or study skills support
- iii) contribution to outreach and admissions
- iv) contribution to the work of key committees in College
- v) contribution to all round personal development of College members through sport, music or other cultural activities

Official Fellows who retire before age 67 with more than 7 but less than 20 years' service are not by statute eligible for consideration by Council for election to a Life Fellowship. An exception may be made should an Official Fellowship be vacated under these circumstances by a person retiring on health grounds. There may be circumstances in which others in this group may be transferred into a Fellowship under Title E or F. A case could then be made for election to a Life Fellowship as in c), above)

Approved by Council on 14 March, 2014; amended 20 May 2016

Ordinance IV.1 (f) - Short Leave

1. Short Leave is the name given to the permission granted by Council to Official, Research, Non-Stipendiary or Supernumerary Fellows to be away from College during term time.
2. Anticipated absences during Full Term (whether for scholarly or personal reasons) of two or more consecutive days and affecting the office holder's duties (such as teaching or tutorial obligations, including over a weekend) require the prior approval of Council. This does not apply to sick leave or other statutory leave, for which see Statute XII.
3. Fellows should notify the Secretary to Council in advance of their proposed leave dates, which will then be considered under Reserved Business at the next Council meeting. Where it is not possible for a Fellow to provide sufficient notice (for example, for compassionate leave), then Council will consider granting retrospective approval'.

Approved by Council 17 December 2017.

Ordinance IV.2 - (a) Research Fellowships (or Bye-Fellowships) in the Arts (Fund A)

Eugénie Strong Research Fellowships

Katharine Jex-Blake Research Fellowships

Otilie Hancock Research Fellowships

Rosamund Chambers Research Fellowships

Rosalind Lady Carlisle Research Fellowships

Doris Woodall Research Fellowships

Margaret Smith Research Fellowships

The term "Research Fellowship" in this Ordinance is deemed to embrace Research Bye-Fellowships.

1. Fund A was constituted on 1st July 1964 as a fund within the Amalgamated Trust Fund by the consolidation of the units representing the capital of the first three funds named above, together with such share of the units representing the capital of the Research Fellowships fund (endowed by the College) as equated to the number of units held by Fund B.
2. Additional permanent endowments received for Research Fellowships in Arts shall be incorporated into Fund A at 1st July following unless the terms of the benefaction explicitly preclude this course. The Rosamund Chambers Research Fellowship represents funds from the Rosamund Chambers benefaction to College incorporated into Fund A.
3. The income of Fund A shall be applied primarily to the maintenance of open Research Fellowships in Arts, which shall carry one or other of the foundation names. The income may also be applied for particular additional Research Fellowships in Arts not restricted by the condition of an open offer but which shall carry one of the foundation names.
4. The uncommitted balance of Fund A at 30th June in each year may at the discretion of the Electors be added to the capital of the fund at 1st July following; or a part or the whole of any balance may be reserved towards increasing the number of Research Fellowships awarded in any one year or advancing the date of the next offer of an open Research Fellowship in Arts, or to provide for the emoluments of a Special Research Fellowship newly created or extended for the next academical year.
5. The charges upon Fund A in connection with Research Fellowships shall be as follows:
 - a. pensionable emoluments in cash
 - b. cost of residence and commons in College, other than the charge towards the cost of residence that the Research Fellow pays for personally
 - c. grants for research expenses not covered from other sources
 - d. expenses incidental to election into the Fellowships.
6. Unless and until the Council determines otherwise, the value of the several emoluments and other conditions attaching to open Research Fellowships shall be as provided in the regulations (see Schedule C). The emoluments and other conditions attaching to particular additional Research Fellowships shall be

specified in each case.

Ordinance IV.2 - (b) Research Fellowships (or Bye-Fellowships) in the Sciences (Fund B)

Tucker-Price Research Fellowships

Hertha Ayrton Research Fellowships

Sarah Woodhead Research Fellowships

Rosamund Chambers Research Fellowships

Rosalind Lady Carlisle Research Fellowships

The term "Research Fellowship" in this Ordinance is deemed to embrace Research Bye-Fellowships.

1. Fund B was constituted at 1st July 1964 as a fund within the Amalgamated Trust Fund by the consolidation of the units representing the capitals of the Tucker-Price Fund and the Hertha Ayrton Fund (including the associated Reserve Fund), together with a transfer from College general capital of a sum enabling the purchase of 5,000 additional units in the Amalgamated Trust Fund, together also with such share of the units representing the capital of the Research Fellowships Fund (endowed by the College) as equated to the number of units held by Fund A.
2. Additional permanent endowments for Research Fellowships in Sciences shall be incorporated into Fund B at 1st July following, unless the terms of the benefaction explicitly preclude this.
3. The income of Fund B shall be applied primarily to the maintenance of open Research Fellowships in scientific subjects, which shall carry one or other of the foundation names. The income may also be applied for particular additional Research Fellowships in scientific subjects not restricted by the condition of an open offer but which carry one of the foundation names.
4. The uncommitted balance of Fund B at 30th June in each year may, at the discretion of the Electors, be added to the capital of the fund at 1st July following; or a part or the whole of any balance may be reserved towards increasing the number of Research Fellowships available in any one year, or advancing the date of the next offer of an open Research Fellowship in scientific subjects, or to provide for the emoluments of a special Research Fellowship newly created or extended for the next academical year.
5. The charges upon Fund B in connection with Research Fellowships shall be as follows:
 - a. pensionable emoluments in cash
 - b. the cost of residence and commons in College, other than the charge towards the cost of residence that the Research Fellow pays for personally
 - c. grants for research expenses not covered from other sources
 - d. expenses incidental to election into the Fellowships.
6. Unless and until the Council determines otherwise, the value of the several emoluments and other conditions attaching to open Research Fellowships shall be as provided in the regulations (see Schedule C). The emoluments and other conditions attaching to particular additional Research Fellowships shall be

specified in each case.

Ordinance IV.2 (c) Rosalind Lady Carlisle Fund

1. Unless and until the Council determines otherwise, the application of the annual income of the Carlisle Fund shall be allocated towards the cost of providing studentships or scholarships, graduate or undergraduate, or Research Fellowships for awards in the foundation name.
2. The Council may from time to time consider proposals from the Fellowship in Arts Committee or the Yarrow Board as provided in Ordinance II.3 and may from time to time decide that the offer of an open or special Research Fellowship on stated terms and conditions shall be made in the foundation's name.

Ordinance IV.2 - (d) Cody and Julia Minet Fund

1. The Cody and Julia Minet Fund is a fund within the Amalgamated Trust Fund, whose income is applied to grants for research expenses to Fellows under Title B. It was constituted as at 1 July 1964 by the consolidation of the units representing the capitals of the Cody Travelling Fellowships Fund, the Julia Minet Fund and the legacies of the Misses Field Lyall and Ellis. The present name was adopted in March 1990.
2. Grants from the Fund are made to Research Fellows upon a recommendation from the Fellowship in Arts Committee or the Yarrow Board. Any unused income of the Fund at 30 June each year may be added to the capital of the Fund at 1 July following.
3. Entitlement to grants from the Fund will be as determined from time to time by the Fellowship in Arts Committee and the Yarrow Board. Grants will be payable in one or more instalments during the tenure of the Fellowship.
4. Research Fellows financed from the Research Fellowship Fund A or B may claim for any expenses incurred directly in support of their research. These may be claimed in advance or in arrears but must be itemised and submitted for approval to the Secretary to the Fellowship in Arts Committee or Yarrow Board.
5. The University composition fee is considered an allowable specific expense, where payable. Research Fellows who are eligible to claim expenses from bodies outside the College (e.g. the British Academy and the SERC) will be expected to report the outcome of requests to those bodies at the time they submit their application for a Cody and Julia Minet grant.
6. Research Fellows whose principal financing is taken over by a body outside the College (e.g. the British Academy and the SERC) will not be eligible for grants from the Cody and Julia Minet Fund other than for travel-related expenses.
7. Unused entitlements can be claimed in a subsequent year.

Amended to reflect Council decision 6.10.00 and approved by Council on 5.10.01.

Ordinance IV.3 - Research Fellowships under Special Rules in the Arts

1. Doris Woodall Research Fellowship

A Doris Woodall Research Fellowship, tenable for up to three years, may be offered for research in economics or an allied subject. The Fellowship shall be financed from the income of the Doris Woodall Fund, which may also be used to finance a Doris Woodall Studentship (see Ordinance XIII.1 (b)). The decision whether the income of the Doris Woodall Fund shall be used for a Research Fellowship or a Studentship in any year shall be taken by Council.

2. Save for the differences implicit in the paragraph above, the terms and conditions of the Fellowship shall be the same as for open Research Fellowships in the Arts.

Approved as amended by Council on 30th June 2011

Ordinance IV.4 - Research Fellowships under Special Rules in the Sciences

None as at 22nd October 2004

Ordinance IV.5 - Helen Cam Visiting Fellowship

1. The Helen Cam Visiting Fellowship shall be offered for research in an arts subject, for one year or for a part of an academical year, to a senior scholar normally of professorial status, who shall be a graduate from any university. It is envisaged that the senior scholar will be on sabbatical leave.
2. The Fellowship shall be open, unless the Electors decide otherwise, to all senior scholars wishing to pursue research in an arts subject. Preference may be given in any one election to a senior scholar wishing to do research in a nominated arts subject but if such preference is announced in any one election then it shall follow that the same preference shall not be given in the election to the Fellowship immediately following.
3. Election into the Fellowship shall be made by the Council on the recommendation of the body of Electors who shall be the Fellowship in Arts Committee.
4. Election may be made by nomination or in open competition. Nominations should be made in writing with an accompanying *curriculum vitae* to the Mistress normally no later than the end of the Michaelmas Term preceding the academic year in which the Fellowship is to be held. The Mistress will forward the nominations to the electors. The electors shall report to the Council in the Michaelmas Term preceding an election the procedure they wish to follow, and if they wish to restrict the field, obtain permission of the Council. Notwithstanding anything in these regulations, the Council reserves the right to offer the Fellowship to a person of outstanding qualifications who has not applied or to make no election if no suitable candidate presents herself.
5. The emoluments of the Fellowship shall be paid from the income of the Helen Cam Fund, the amount to be determined by Council. Residence and commons shall be charged to the Fund, and will be free to the Visiting Fellow. The Fellowship shall not be pensionable.
6. No person may be elected into the Fellowship on more than one occasion.

Approved as amended by Council on 22nd October 2004, 13th July 2012

Ordinance IV.6 - Brenda Ryman Visiting Fellowship

1. The Brenda Ryman Fund is a constituent fund within the Amalgamated Trust Fund. It was established in 1984 by donation in memory of Brenda Ryman, Mistress 1976-83.
2. The income of the Fund shall be used to finance a Visiting Fellowship under the provisions of this Ordinance. Uncommitted balances at 30 June in any year shall normally be carried forward until the income is sufficient to for the needs of a Fellowship, but may with Council's agreement be added to the capital of the Fund.
3. The Fellowship shall be offered as frequently as the income of the Fund allows for research in a science subject for one year or for a part of an academical year, to a senior scholar normally of professorial status, who shall be a graduate of any university. It is envisaged that the Visiting Fellow will be on sabbatical leave.
4. The Fellowship shall be open, unless the Electors decide otherwise, to all senior scholars wishing to pursue research in a science subject. Preference in any one election may be given to candidates in a nominated science subject, but if such preference is announced then it shall follow that the same preference shall not be given in the election to the Fellowship immediately following.
5. Election into the Fellowship shall be made by the Council on the recommendation of the body of Electors who shall be the Yarrow Board.
6. Election may be made by nomination or in open competition. Nominations should be made in writing with an accompanying *curriculum vitae* to the Mistress normally no later than the end of the Michaelmas Term preceding the academic year in which the Fellowship is to be held. The Mistress will forward the nominations to the electors. The electors shall report to the Council in the Michaelmas Term preceding an election the procedure they wish to follow and, if they wish to restrict the field of application, obtain Council's permission. Council reserves the right to offer the Fellowship to a person of outstanding qualifications who has not applied or to make no election if no suitable candidate presents herself.
7. The emoluments of the Fellowship shall be paid from the income of the Brenda Ryman Fund, the amount to be determined by Council. Residence and commons shall be charged to the Fund and will be free to the Visiting Fellow. The Fellowship shall not be pensionable.
8. No person may be elected into the Fellowship on more than one occasion.

Approved as amended by Council, 13 July 2012

Ordinance IV.7 - Mary Amelia Cummins Harvey Visiting Fellow Commonership

1. There shall be, from time to time, a Mary Amelia Cummins Harvey Visiting Fellow Commonership.
2. The Visiting Fellow Commonership is designed to allow an opportunity for College members to meet and exchange ideas with those with professional skills outside the academic field. Applicants should be persons likely to make important contributions to:
 - a. Creative arts (e.g. musical composition or performance, painting, sculpture, writing, drama and production)
 - b. Public service (e.g. the civil service and the police)
 - c. Industry
 - d. The media (e.g. journalism, television or radio).
3. Proposals for the Commonership should be sent to the Mistress. Each proposal shall be accompanied by a statement with a curriculum vitae which shall include age, family and financial circumstances and the names of two recognised authorities as referees.
4. Applications shall be considered by Council, and may be referred to the Fellowship in Arts Committee or the Yarrow Board as appropriate.
5. There shall be no restriction on the selection of the Visiting Fellow Commoner in any year, save that Council will normally seek to provide a variation of interest over the years.
6. The Visiting Fellow Commoner shall be resident in Cambridge during the period of the Commonership. The Fellow Commonership shall carry the privileges of a Fellowship with a stipend paid from the income of the Mary Amelia Cummins Harvey Fund and determined by Council. The Fellow Commoner should be encouraged to reside in College; if she resides out of College she should be allocated a room in College. Residence, if taken, and commons shall be charged to the Fund and will be free to the Visiting Fellow Commoner. The period of the Visiting Fellow Commonership shall normally be for up to six months.
7. Any person who has completed a tenure of the Mary Amelia Cummins Harvey Visiting Fellow Commonership shall not be elected a second time.

Revised as per Council 19.5.00

Approved as amended by Council on 22nd October 2004

Ordinance IV.8 - The Wrigley Fellowship

The Wrigley Fellowship in Classics was established in 1996 by gift of John and Barbara Wrigley (Barbara Adams 1943) and is supported by the income from the Wrigley Fund, a fund within the Amalgamated Trust Fund.

The purpose of the donors is set out in a signed agreement between themselves and the College, which is lodged in the College Archive. This stipulates that the prime purpose of the Fund is to ensure the continuity of Classics teaching at Girton for as long as there is a requirement for teaching in this field and students who wish to study it at Girton. Should there, in any year, be surplus income from the fund after the costs of the Fellowship have been met, this surplus may be used to support the College's other teaching or related needs.

If the Fellowship lapses for five years with no prospect of renewal, the fund may be used to support a teaching post in kindred disciplines so as to uphold Girton's tradition of responsible scholarship.

In accepting this generous donation the College commits itself to respect the wishes of Mr and Mrs Wrigley as set out above. A copy of this agreement will be kept in the College's Archives with its other foundation documents.

Council may additionally from time to time approve grants from the income of the fund to support:

- a. The research expenses of the Wrigley Fellow within the usual College limits.
- b. The costs of a Lecture or Lectures, open to all graduates and undergraduates whether or not specialising in the Classics on the Ancient World. Each holder of the Fellowship will be expected to give such a lecture shortly after taking up his or her appointment.
- c. The Barbara Wrigley Prize (see Ordinance XIII.4(c).)

Ordinance IV.9 - The Brenda Hale Fellowship

1. The Brenda Hale Fellowship was established by Council in 2005.
2. The Brenda Hale Fellowship shall be held by a College Teaching Officer in Law.
3. The post shall be funded from year to year by gifts of income from an anonymous donor.
4. The donor has pledged to provide funds to the College each year to cover the annual cost of employment of a College Teaching Officer in Law up to a maximum of £40,000.
5. The donor has pledged to give three years' notice of any intention to cease funding the post.

Approved by Council on 22 July 2005

Ordinance IV.10 - The Marilyn Strathern Arts and Humanities Teaching Fellowship Fund

1. The Marilyn Strathern Arts and Humanities Teaching Fellowship Fund was established by a fundraising appeal commencing in 2009, to promote the teaching of undergraduates in Arts and Humanities at Girton College.
2. The Fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
3. The income from the Fund will be used at Council's discretion to support or contribute to the cost of one or more Teaching Fellowships in any arts or humanities subject in which there is a requirement for teaching and students who wish to study at Girton.
4. Council may additionally, from time to time, approve grants from the income of the fund to support the research expenses of one or more Fellows supported by the Fund within the usual College limits.
5. Should there, in any year, be surplus income from the Fund after the costs of the Fellowship have been met, this surplus may at Council's discretion be used:
 - a. to support the College's other teaching or related needs;
 - b. to augment the capital of the Fund as at 1 st July following; or
 - c. otherwise as permitted under the College's Statutes.

Approved by Council 24 June 2010

Ordinance IV.11 - The General Teaching Fund

1. The General Teaching Fund was established by a fundraising appeal commencing in 2009, to promote the teaching of undergraduates at Girton College.
2. The Fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
3. The income from the Fund will be used at Council's discretion to support the cost of any Teaching Fellowship in any subject in which there is a requirement for teaching and students who wish to study it at Girton.
4. Council may additionally, from time to time, approve grants from the income of the Fund to support the research expenses of Fellows supported by the Fund within the usual College limits.
5. Should there, in any year, be surplus income from the Fund after the costs of the Fellowship have been met, this surplus may at Council's discretion be used:
 - a. to support the College's other teaching or related needs;
 - b. to augment the capital of the Fund as at 1st July following; or
 - c. otherwise as permitted under the College's Statutes.

Approved by Council 24 June 2010

Ordinance IV.12 - The Jane Elizabeth Martin Fellowship Fund for English

1. The Jane Elizabeth Martin Fellowship Fund was established by the generous gift of Professor Sir Laurence Martin in memory of his daughter Jane in 2010, to promote the teaching of undergraduates in English at Girton College.
2. The Fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
3. The income from the Fund will be used to support the cost of a teaching Fellowship, to be known as the Jane Elizabeth Martin Fellowship in English, for as long as there is a requirement for teaching in this field and students who wish to study it at Girton.
4. Council may additionally, from time to time, approve grants from the income of the fund to support the research expenses of the English Fellow within the usual College limits.
5. Should there, in any year, be surplus income from the Fund after the costs of the Fellowship have been met, this surplus may at Council's discretion be used:
 - a. to support the College's other teaching or related needs;
 - b. to augment the capital of the Fund as at 1st July following; or
 - c. otherwise as permitted under the College's Statutes.
6. Should the fund cease to meet the need of the College's teaching in English it may be redeployed to support teaching and research in kindred disciplines so as to uphold Girton's tradition of responsible scholarship. If this is the case, any post so funded will continue to be known as the Jane Elizabeth Martin Fellowship.
7. In the unlikely event that support for teaching is no longer required the fund may be applied to another College purpose provided that it continues to commemorate the name of Jane Elizabeth Martin.
8. The College will report on the balance of the Fund, and on the use of the income from it to Professor Sir Laurence Martin on an annual basis.

Approved by Council on 12 November 2010

ORDINANCE IV.13 The Jean Sybil Dannatt Fund for Modern and Medieval Languages

1. The Jean Sybil Dannatt Fund was established with funds bequeathed by Jean Sybil Dannatt in 2010, for the general educational purposes of the College. Council has determined that unless and until it decides otherwise these funds will be used to promote the teaching of undergraduates in Modern and Medieval Languages at Girton College.
2. The Fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
3. The income from the Fund will be used to support the cost of a teaching Fellowship, to be known as the Jean Sybil Dannatt Fellowship in Modern and Medieval Languages, for as long as there is a requirement for teaching in this field and students who wish to study it at Girton [and/or] unless and until Council decides otherwise.
4. Council may additionally from time to time approve grants from the income of the fund to support the research expenses of the Jean Sybil Dannatt Fellow within the usual College limits.
5. Should there, in any year, be surplus income from the Fund after the costs of the Fellowship have been met, this surplus may at Council's discretion be used:
 - (a) to support the College's other teaching or related needs;
 - (b) to augment the capital of the Fund as at 1st July following; or
 - (c) otherwise as permitted under the College's Statutes.

Approved by Council on 26 September 2016

Ordinance V - Procedure for the Election of Honorary Fellows

1. An election for new Honorary Fellows shall be held at any meeting of the Governing Body in accordance with the procedures set out below. The maximum number of Honorary Fellows at any time shall normally be 30.
2. Recommendations to the Governing Body for the election of Honorary Fellows shall be made through the Honorary Fellowships Committee. This Committee shall normally have four members, each serving a four-year term running sequentially. One new member of the Committee shall be appointed by the Augmented Council at its Michaelmas Term meeting. Should a member resign before her term of office ends, a new member shall be elected at the next meeting of the Augmented Council to serve out the original term, and may then be re-appointed. Members who serve their full term shall be eligible for re-appointment only after one year.
3. Nominations for Honorary Fellows, including brief biographical details and arguments in support of the person named, may be made at any time to the Secretary to Council. Each member of the Governing Body is entitled to propose two names for election each year. Each recommendation shall be signed by the proposer and at least seven other members of the Governing Body. This process may be done by email submission, if preferred, with those seven members copied in; signatures are not required in this case.
4. The Secretary to the Council shall pass all names received to the Committee, which shall then take soundings among Fellows (including Life Fellows) with a view to carrying forward those names that it considers most suitable for election, having in mind each candidate's contribution to academic and/or public life and the contribution to College life that each candidate for an Honorary Fellowship might make.
5. The Committee shall give a short list of approved names (from amongst those referred to it) to the Secretary to the Council at least 10 days before the next convenient meeting of the Augmented Council. The Committee may add its own written comments to those of the original proposers for consideration by the Augmented Council. The short list of election candidates shall be considered by the Augmented Council and comments may be made at that meeting or in writing to the Secretary to the Council within two weeks after the meeting. The Committee shall consider all objections raised to names on the short list, but names may be removed at this stage only by the original proposer; the Committee shall not do so at its own discretion.
6. The names of candidates for election shall then be circulated, together with supporting papers, to the next convenient meeting of the Governing Body. New objections may be lodged in writing with the Secretary to the Council before this meeting. All objections against a candidate shall be reported by the Secretary at the meeting before a vote is taken. The candidates for election shall be voted on separately by secret ballot in the order determined by the Mistress (or her Deputy). Election to an Honorary Fellowship shall require the concurrence of the votes of two-thirds of those present and eligible to vote.
7. New Honorary Fellows shall be invited to an Admissions Ceremony, either one scheduled on the College Calendar or tailored to the new Fellow. They will be further encouraged to contribute to the life of the College.

Agreed by the Governing Body November 2001 and Augmented Council 7 May 2002; amended by the Governing Body, 28 November 2017; approved by Council 19 February 2018.

Ordinance VI - Officers of the College

Ordinance VI.1 - College Officers and Posts

Except as otherwise provided by Statute or Ordinance, the following terms and conditions apply unless and until the Council determines otherwise. Under section 1 of Statute VI the Council is required to declare any office to be such if established additionally to statutory offices. Any office in the College which is referred to as an office in Council minutes and other Council papers is deemed to have been declared an office by the Council. Posts may be established by the Council on such terms and conditions as may in each case be determined.

A. Conditions of Appointment and Tenure of College Offices

1. The Council normally appoints or reappoints a College Officer not less than six months or more than one year before the appointment or reappointment is due to take effect, generally the 1st October next. An officer is ordinarily expected to give at least six months' notice of resignation from any office or post.
2. Each College Officer will be asked to sign a contract of employment with the College.
3. Where a College Lecturer holds a University post, or a post equivalent for stipend purposes to a University post, then the tenure of a College Lectureship is coterminous with the University post or equivalent, save that before a College Lecturer is appointed to the retiring age an appointments committee, which is normally the Academic Policy Committee, should have reviewed the College Lecturer's appointment, the teaching and research of the Lecturer, and the teaching needs of the subject. An officer may be appointed on a temporary basis for a period of one year or more. Where an officer is appointed to a qualifying office and subsequently to a non-qualifying office, the non-qualifying office shall run concurrently with the qualifying office. Except as specified below, an officer who does not hold a University post or a post equivalent for stipend purposes to a University post is normally appointed to a particular office for an initial period of 5 years. The appointment may be renewed. Renewal is normally on a permanent basis.
4. An officer is appointed by the Council on a resident or non-resident basis upon the conditions as provided in Section C of this Ordinance. The Council may accede to a request by the officer during the tenure of office for transfer to a different basis, subject to such conditions as the Council may determine. Any consequential variation of emoluments follows the arrangements set out in Schedule C. For the purpose of returns to the University, only officers appointed on a resident basis are returned as being resident.
5. The Council places each officer, who is a Lecturer, in one of the following categories of work carrying a related stipend in respect of each office to which the officer is appointed: X, Aa, A, B, C, D. Upon the appointment of the holder to another office, the category of any office continuing to be held by the officer may be varied with the officer's consent by the Council. The Council may accede to a request by the officer during the tenure of any office for transfer to a different category, subject to such conditions as the Council may determine. Any consequential variation of stipend follows the arrangements set out in Schedule C.
6. An officer may hold more than one office or post in the College.
7. An officer may hold a University office or post or substantial grant for research within the University jointly with a College office or post. The officer shall report to the Council the offer, variation or termination of any such appointment or grant. Upon any such report the Council shall review the terms and conditions of the College offices and posts held by the officer and reserves the right to vary them. Any consequential variation of emoluments follows the arrangements set out in Schedule C. An officer may also undertake occasional teaching in the University and examining for the University and may

supervise for other colleges as permitted under Ordinance IX.1. An officer who does not hold a University post may also undertake other occasional work not interfering with the officer's College duties. An officer may not undertake other substantial paid work without the consent of the Council. Where the officer holds only the office of Director of Studies and no other College appointment, the restrictions of this paragraph do not apply.

B. Emoluments

1. The scale of stipends and payments is set out in Schedule C, as from time to time amended by the Council. Seniority of one year or more for the purpose of stipend may be awarded to an officer by the Council on first appointment to any office (see Ordinance IV.1 (d)). Such seniority governs seniority in connection with reappointment to the office first held or appointment to other offices. Previous years of tenure of office in the University or other universities, or other exceptional distinction are taken into account. University officers have the seniority for the purpose of stipend awarded by the University.
2. An officer who holds no office or post in the University is expected to teach a minimum of 8 hours per week on appointment into a Lectureship, unless she holds the teaching post jointly with an additional College office or post. If the officer is reappointed after 5 years, the officer is expected to teach a minimum of 10 hours per week, save that in both these cases it should be possible for officers with other commitments to negotiate for a smaller number of teaching hours if the officer so wishes.
3. Stipends and other emoluments declared pensionable by the Council, as shown in Schedule C, are subject to contribution by the officer and the College, as required under Statute XXI. Stipends for officers holding no University post are based on 12 hours of teaching per week: fewer hours of teaching per week are paid for *pro rata*.
4. Pensionable emoluments and other payments by the College to officers and holders of posts are paid monthly in arrears by bankers' order not later than the last Friday of the month, subject to appropriate deductions in respect of (a) pension contributions, (b) income tax, (c) national insurance, and (d) hospitality accounts, (e) residence charges, (f) kitchen accounts, and (g) other amounts owing to the College (under procedures approved by Council).

C. Rooms

1. The Council from time to time designates the rooms in College reserved for the occupation of officers. They are offered to individual officers in accordance with the following priorities:
Official Fellows, Professorial Fellows, Research Fellows, Visiting Fellows, College Officers who are not Fellows and Fellows under Title E who hold Aa lectureships and who have held Official Fellowships. Officers within each category follow seniority of election into a Fellowship or appointment to office but:
 - i. where the remaining tenure of this office is less than two years or
 - ii. if within the preceding 5 years an officer has voluntarily made one or more moves or
 - iii. if an officer has had alterations to a set of rooms involving exceptional expense to the College, then that officer's name, after a reminder by the Rooms Committee of these clauses, may be withdrawn from the rota by the Council.
2. An Officer appointed on a resident basis who holds one or more offices in Categories A, B, C, or D is entitled to the accommodation of furnished rooms, light, heat, service and commons when the College kitchens are open; a charge towards the cost of residence is agreed from time to time by the Council. The Officer appointed on a resident basis is normally required to reside in College for 5 nights per week

- during each Full Term. The officer is also expected to reside during such other parts (if any) of each term and the period of Long Vacation residence as may be necessary for the satisfactory performance of her duties.
3. An Officer appointed on a non-resident basis who holds one or more offices in Categories A, B, C, or D is entitled to the accommodation of one furnished room, light, heat, service, and commons when the College kitchens are open without charge provided that she proposes to be in College during some part of each day on an average of at least four days of the week during each Full Term. The Council has a discretion to waive or vary this condition in particular cases and ask the Officer to share accommodation.
 4. The Council has the discretion to waive or vary the foregoing paragraphs on residence to officers in Category X.
 5. An Officer appointed on a non-resident basis, who holds one or more offices in Categories A, B, C, or D, and who does not fulfil the conditions in paragraph 3 hereof, or an Officer appointed to an office in Category Aa or Category X who holds no office in another category, is ordinarily offered for official duties, without charge, a single room generally shared with another officer, and commons when the College kitchens are open. The Council may make a similar offer to other officers who hold small offices, to holders of posts and persons engaged in casual teaching or other work for the College.
 6. The Council may offer to an Officer who holds only an office in Category Aa accommodation as in paragraph 2 for periods specified in each case, provided that she has previously held one or more offices in Category A, B, C, or D, and holds a University lectureship and Fellowship under Title E. The officer is charged for residence. The Council may make an offer of residence on the same terms to a Senior Research Fellow elected under Title B as provided in Ordinance IV.1 (a) para 7 (ii).
 7. An Officer who is a University Reader and Fellow under Title A, having been a Fellow under Title A in connection with the tenure of a qualifying College office, but who currently holds only an office in Category Aa in the College, is entitled to accommodation as provided in paragraph C.2 of this Ordinance.
 8. The Council may offer to an Officer, who applied for and was given permission to hold an office in Category Aa or Category X on a non-resident basis, accommodation on the terms and conditions set out in paragraphs C.2 C.3 and C.6 of this Ordinance.
 9. The Mistress, Vice-Mistress, Senior Tutor and Bursar, by reason of their offices, are entitled to accommodation as provided in paragraphs C.2 or C.3 of this Ordinance.
 10. College officers shall report in advance to the Council when they plan to be absent from home for more than two nights in the week during Full Term.
 11. The regulations covering the redecoration and refurbishment of Fellows' rooms, including the rules applying to changes of rooms, are set out in Schedule A.
 12. Guidelines agreed by the Council within the priorities of Ordinance VI.1 were reviewed by the Council on 8th December 1989 and these are set out in Schedule A.

Approved as amended by Council 16th January 2009

Ordinance VII - Election of the Vice-Mistress

1. The Vice-Mistress shall be elected by the Augmented Council, in accordance with the provisions of Statute VII, in the Easter Term of every third year, to take office at the beginning of the next term.
2. The election shall normally be held on a date preceding that of the Annual Meeting of the Governing Body.
3. Nominations shall be requested by the Secretary to the Council three weeks before the election, and shall not be submitted until so requested. Three days before the election, the Secretary shall circulate to members of the Augmented Council a list of nominations received.
4. The election shall be by secret ballot.
5. Notwithstanding Statute VII.4, a retiring Vice-Mistress may be elected for a second consecutive term of office, but shall not normally be elected for a third term of office until after the lapse of three years.

Ordinance IX - The Lecturers

Ordinance IX.1 - Lecturers

1. The office of Lecturer carries the duty of supervising the studies of undergraduates of the College as arranged with the Director of Studies for the Tripos.
2. A Lecturer's normal hours of supervision during the teaching weeks of Full Term (20 weeks p.a.) are related to the category of Lectureship held, as follows:

Category

Aa	4 hours per week
A	6 hours per week
B	8 hours per week
C	10 hours per week
D	12 hours per week
X	Minimum of 60 hours in any one academic year

Completion of these hours may be arranged over the three terms of the academic year. Variations in any year should not on average exceed one hour per week above or below the prescribed normal hours in Category Aa, A, B, C and D. Variations beyond this level must be referred to the Council.

3. A proportion of the prescribed weekly normal hours may be undertaken for other Colleges (a) on an exchange basis, or (b) for a fee which is payable to Girton, such supervision being deemed to be supervision undertaken for the College.
4. Lecturers whose office is in Category A, B, C or D may not ordinarily undertake supervision for other colleges except (a) as provided under paragraph 3, and (b) that such College officers may be allowed to undertake up to 2 hours teaching a week above the prescribed normal hours. The fees for such extra teaching shall be retained by the College officer. Lecturers whose office is in Category Aa may undertake supervision for other colleges in excess of the prescribed weekly hours and may retain the fees payable.
5. The office of Lecturer carries the duty of helping, at the request of the Director of Studies, in the admissions procedure in the subject of the officer.
6. Lecturers are required each term to complete forms setting out their teaching for the term and their exchange teaching. These shall be sent to the Bursar's office.
7. The College committees on which Lecturers are expected or may be invited to serve are set out in Ordinance II.

Approved as amended by Council 16th January 2009

Ordinance IX.2 - Directors of Studies

1. Directors of Studies are appointed for each Tripos.
2. The office of Director of Studies is tenable with one or more other College office and is normally so held.
3. Director of Studies' stipend payments and USS arrangements are shown in Schedule C.
4. There are three main aspects of the work: (i) dealing with applications for undergraduate and postgraduate admissions and making recommendations; (ii) being responsible for guiding the academic course and conduct of undergraduates reading for a particular tripos, including their studies in Cambridge or elsewhere during vacation periods; (iii) writing references and answering queries from outside in regard to past and present students' records and careers.
5. The duties of a Director of Studies are as set out in Schedule B.
6. The College committees on which Directors of Studies are expected, or may be invited, to serve are the Education Board and Library Committee.
7. Directors of Studies shall be consulted by the Tutor for Admissions about activities to be financed by the Schools Liaison Fund in any year.
8. For official purposes Directors of Studies are provided with secretarial assistance arranged by the Tutorial Office.
9. Telephone and postage expenses incurred in connection with College duties are free.

Ordinance IX.3 - Supervision

1. The Education Board formulates general policy for supervision, subject to approval by the Council.
2. The Director of Studies for each Tripos is responsible for organising the supervision to be received by each student in her subject, in accordance with the current regulations for supervisions (see Schedule A).
3. Supervision is undertaken by Teaching Officers of the College, and by external supervisors who may be Teaching Officers of the University or other colleges, graduate students, or other suitable persons resident in Cambridge or elsewhere.
4. The scale of fees payable to external supervisors follows the rates agreed upon by the Bursars' Committee and Senior Tutors' Committee. Current rates are shown in Schedule C.
5. The College fee includes a fee for normal supervision. This fee is related to the payments to Directors of Studies and tutors, and to office expenses, and to the excess cost to the College of supervision given by officers on a stipendiary basis over the cost of supervision given by external supervisors.

Approved as amended by Council 16th January 2009

Ordinance X - The Tutors

Ordinance X.1 - Undergraduate Tutors

1. a) Undergraduate Tutorships are established under the relevant provisions of Ordinances IV.1 (a) and VI.1. A Tutor is normally appointed for an initial period of 3 years; thereafter she/he may be re-appointed for further periods of 4 years but the role is advertised every 4 years. A Tutor who does not hold a Fellowship on appointment is elected a Fellow under Title A on her/his appointment.

b) After two terms totalling seven years, a Tutor becomes eligible for one year's unpaid sabbatical leave as Tutor. Any Fellow for whom the appointment as Tutor is the sole qualifying office for a Fellowship will retain her Official Fellowship during this period of sabbatical leave.
2. The number of pupils for whom a Tutor is responsible is determined by agreement with the Senior Tutor, and may be varied from time to time. Pupils are distributed among the Tutors by agreement. It is understood that a Tutor who is already a Director of Studies does not ordinarily have charge of pupils whose studies she directs. If possible the Tutor retains the pupils in her charge throughout their undergraduate career and, in the case of students who have graduated but continue to have undergraduate funding (e.g. students in Architecture Medical and Veterinary Science Part III Mathematics and other fourth-year students), throughout their period of study in Cambridge.
3. Tutors are accessible to their pupils at reasonable specified times during Full Term in accordance with a timetable. If a Tutor is temporarily absent or ill she/he will ask the other Tutors to deal with any tutorial business.
4. Tutors agree on a rota of emergency duty, managed by the Tutorial and Admissions Office.
5. Tutors are responsible for ensuring that their pupils comply with the residence requirements of the University.
6. Subject to the provisions of Statute XIV and to the guidance of the Mistress, the Tutors are responsible for the discipline of their pupils.
7. The Tutors administer grants and loans from the Buss Fund as provided in Ordinance XIII.5 (e).
8. Upon notice from the Bursar's Office of any pupil's unpaid College account, a Tutor shall endeavour to secure that the amount is paid before the end of the term, or in special cases deferred for good and sufficient reasons to a later date. The Tutor shall keep in close touch with the Bursar's Office in this matter.
9. During the examination period, Tutors form a rota, managed by the Tutorial and Admissions Office, to deal with student problems that arise in connection with the examinations, and where necessary to provide invigilation for such candidates who sit examinations in College.
10. Tutors meet together fortnightly in Full Term.
11. Secretarial assistance for official purposes is provided by the Tutorial Office.
12. Tutors are members *ex officio* of the Education Board.
13. Details of Tutorial stipend payments are shown in the Schedule C.

14. The duties of Tutors are as set out in Schedule B.

Approved by Council as amended on 17th July 2015; 15 June 2018.

Ordinance X.2 - Graduate Tutors

1. Four Graduate Tutorships are at present established under the relevant provisions of Ordinance IV.1 (a) and Ordinance VI.1. It is normal for the Graduate Tutors to be appointed from Officers of the College who are Fellows. A Graduate Tutor is normally appointed for an initial period of 4 years; thereafter she may be re-appointed for another period of 4 years and then a further period of 2 years giving a normal maximum continuous tenure of 10 years as a Graduate Tutor. A Graduate Tutor who has completed a term of 10 years as Tutor shall not normally be eligible for re-appointment within 6 years. A Graduate Tutor who does not hold a Fellowship on appointment is elected a Fellow under Title A on her appointment.
2. Graduate Tutors shall take responsibility for graduates in particular subject areas, to be decided among the tutors in consultation with the Senior Tutor, aiming for continuity where numbers allow. Some undergraduate Tutors retain responsibility for certain graduate students as provided in Ordinance X.1.2.
3. The Graduate Tutors are responsible for coordinating procedures for graduate admissions to the College.
4. Graduate Tutors are accessible to their students at reasonable specified times during Term for consultation on matters including personal and financial problems and plans for future careers. If a Graduate Tutor is temporarily absent or ill she will make arrangements for another Tutor to deal with any Tutorial business.
5. Graduate Tutors participate in the rota of emergency duty and in the examination period rota.
6. Graduate Tutors are responsible for ensuring that their pupils comply with the residence requirements of the University.
7. Subject to the provisions of Statute XIV, and to the guidance of the Mistress and Senior Tutor, the Graduate Tutors are responsible for the discipline of their students. They deal with minor infringements of discipline in conjunction with other tutors. They provide information and advice to the Senior Tutor and the Dean for Discipline with regard to more serious matters.
8. All Graduate Tutors are *ex officio* members of the Graduate Awards Committee, one of them acting as Chair, and all are *ex officio* members of the Graduate Policy Committee, one of them acting as Convenor. Graduate Tutors are members *ex officio* of the Education Board. One graduate tutor shall be a member of Academic Policy Committee and one a member of Residence and Catering Committee.
9. The Graduate Tutors administer grants and loans from the Pillman Fund as provided in Ordinance XIII.5 (e).
10. Upon notice from the Bursar's Office of any graduate's unpaid college account, a Graduate Tutor shall endeavour to secure that the amount is paid before the end of the term, or in special cases deferred for good and sufficient reasons to a later date. The Graduate Tutor shall keep in close touch with the Bursar's Office in this matter.
11. Secretarial assistance for official purposes is provided by the Tutorial Office.
12. Deleted
13. Details of Tutorial stipend payments are shown in Schedule C.

14. The duties of a Graduate Tutor are described in the current Job Description for the Role.

Approved as amended by Council 16th January 2009, 24 April 2015, 22 May 2015; 15 June 2018.

Ordinance X.3 (a) - Tutor for Admissions

1. The Tutor for Admissions shall be responsible for implementing the general admissions policy of the College. She is the College's spokesperson for admissions matters and the College's representative at the Admissions Forum. She shall oversee the activities of the College's Admissions Office.
2. The Tutor for Admissions shall be appointed by Council for an initial period of 5 years renewable up to a normal maximum service of 10 years. In exceptional circumstances the Council may extend the Tutor for Admissions' period of service beyond 10 years subject to a maximum extension of 2 years. A Tutor for Admissions who does not hold a Fellowship on appointment is elected a Fellow under Title A on her appointment.
3. The general admissions policy of the College shall be formulated by the Education Board subject to Council's approval and the Tutor for Admissions shall be responsible to the Board.
4. The Tutor for Admissions shall be responsible for resolving any problems relating to matriculation for all those entering the College.
5. The Tutor for Admissions shall be responsible for resolving any problems arising from the admissions of overseas students.
6. The Tutor for Admissions shall be responsible for general subject co-ordination with respect to admissions, and for ensuring that the administrative arrangements of the admissions process operate efficiently.
7. The Admissions Tutor shall be responsible for organising and maintaining contacts with schools, and for authorising expenditure from the Schools Liaison Fund.
8. For the appointment or dismissal of employees in the Admissions Office, the Tutor for Admissions shall consult with the Personnel Officer and/or the Personnel Committee as appropriate.
9. The duties of the Admissions Tutor are described in Schedule B.
10. The stipend of the Admissions Tutor is shown in Schedule C.

Approved as amended by Council 16th January 2009, 25th May 2012

Ordinance X.3 (b) - Schools Liaison Fund

1. By Council decision of 30 January 1991, the Schools Liaison Fund was created as a separate fund within the Amalgamated Trusts Fund, with an initial capital of 8166 ATF units reallocated from the Schoolteacher Fellow Commoner Fund. On 19 October 2001 Council decided to allocate the whole of the remaining capital of the Schoolteacher Fellow Commoner Fund to the Schools Liaison Fund.
2. The purpose of the Schools Liaison Fund is to foster effective relations between College and the schools from which, actually or potentially, it draws its undergraduate members. Fund income may be used for all purposes that contribute to this goal, including: approved expenses for Fellows and Graduates/Undergraduates visiting schools; approved expenses for schoolteachers and pupils visiting College; the funding of Schoolteacher Fellow Commoners; the training of College Admissions staff; payments to persons acting on College's behalf in liaison activity. All such spending must be authorised in advance by the Tutor for Admissions.
3. The Tutor for Admissions shall consult with the Directors of Studies about the allocation of income from the Fund in any year.
4. The Tutor for Admissions shall report to Council early in the Michaelmas Term each year, accounting for the use of fund income in the previous academic year and outlining any foreseen changes in future use.
5. Payments from Fund income shall be made by the Bursar's Office only against applications endorsed by the Tutor for Admissions.

Approved by Council on 19 October 2001.

Approved as amended by Council on 22nd October 2004

Ordinance XI - Bye-Fellowships

1. Election to a Bye-Fellowship under Statute XI shall be made by the Council on the grounds of a continuing academic, administrative, or other contribution by the Bye-Fellow to the life of the College.
2. A Bye-Fellow shall normally be elected for a period of three years, and may be re-elected for further periods of three years.
3. A Bye-Fellow shall cease to hold her Bye-Fellowship at the end of the academic year in which she attains the age of 67, or, in the case of the Registrar of the Roll, at the end of the academic year in which she attains the age of 70.
4. The Mistress admits Bye-Fellows at a ceremony of admission after their election.
5. A Bye-Fellow is not entitled to reside in College.
6. A Bye-Fellow is entitled to commons when the College kitchens are open, and may introduce guests at the High Table on payment of a guest charge.

Ordinance XI.2 Criteria for Election to Bye-Fellowships

The following guidance criteria are to be used by the Senior Tutor in bringing forward to Council proposals for appointments to a Bye-Fellowship.

Candidates for election are expected to have no affiliation at another College.

A. Bye-Fellowships should be offered in conjunction with appointments to College Offices of a minimum of two years' duration. They may be offered on a short-term (less than one year) basis for Official Fellows of long standing, to permit them a cooling off period when deciding whether or not to relinquish their Fellowship.

At least two criteria from the list below are usually to be fulfilled.

1. Directing studies for at least one cohort of students.
2. At least 2 hours of supervising per week (or the equivalent).
3. Regular involvement in admissions interviews.
4. Other contributions to College - committees, outreach, study skills or other training.
5. Office holders making a major and sustained contribution to College support of students.

B. The appointments below constitute qualifying criteria in their own right:

1. Holding a Newton Trust Postdoctoral Research Fellowship in the College (which carries a requirement to undertake teaching for the College).
2. Appointment as Director of Chapel Music and Assistant Director of Music.
3. Appointment as Dean for Student Discipline.
4. Appointment as Chaplain.
5. Appointment as Praelector.
6. Appointment as Junior/Senior Proctor (on the nomination of the College).

Any further elections to Bye-Fellowships connected with non-academic roles should be proposed on an *ad feminam* basis.

Approved by Council 15 February 2008, approved as amended on 16 July 2010, 3 December 2010, 11 November 2011, 10 February 2012, 27 April 2012, 25 May 2012.

Added as ORDINANCE XI.2 with approval of Council 21 October 2016

Ordinance XII Membership of College

Ordinance XII.1 - Membership of the College not *in statu pupillari*

1. Under Statute X11.3. (b)(i), Council may admit as a member of the College anyone who intends to pursue a course of advanced study or research in the University if:
 - (1) she holds an emolument provided for that purpose by an external body or institution
and
 - (2) Council agrees that the College should act as her host institution.

2. Under Statute XII.3 (b) (ii), Council may admit as a member of the College anyone who is not a member of another College and who holds an office in the University or a post in the University Press specially designated under University Statute J 7 qualifying her to be admitted to the degree of Master of Arts.

Ordinance XII.2 - The Friends of Girton College

Council approved deletion on 26th September 2016

Ordinance XII.3 - The Barbara Bodichon Foundation Fellows

1. In 2004 Council established the category of Barbara Bodichon Foundation Fellowships to recognise and celebrate major benefactors to the College.
2. Individual nominations are approved by Council on the recommendation of the Mistress and/or the Development Strategy Committee. A reasoned case should be made out for each nomination on the basis of personal contribution to the College's fund-raising efforts.
3. The list of Barbara Bodichon Foundation Fellows will be published annually in the Girton Annual Review.
4. A Dinner will be held each year to which the Barbara Bodichon Foundation Fellows with their spouses/partners are invited as of right and free of charge, bringing guests at their own expense if they so choose. This Dinner may be combined with a Guest Night.
5. The names of the Barbara Bodichon Foundation Fellows will be recorded in a special book, which each will be asked to sign on first visiting the College after her/his appointment.
6. The Mistress has overall responsibility for the operation of this scheme and for inviting the Barbara Bodichon Foundation Fellows to the appropriate dinner each year.

Approved by Council on 22nd October 2004, amended 26th September 2016

Ordinance XIII - Scholarships, Exhibitions, Grants

Ordinance XIII.0 - Definition of Hardship

Hardship for students at Girton includes the inability to be able to fully participate in College or University life, which can impact on a student's health and well-being. Hardship provision shall cover a lack of funds for examples such as travel for family emergencies; emergency expenses (such as bike theft or laptop breakdown); late night taxis for safety; the ability to join College societies and be involved in events; being able to attend Formal Hall; being able to go out with friends; and mental health counselling. This list is not exclusive.

Approved by Council 27 April 2018

Ordinance XIII.1 (a) - Studentships & Graduate Scholarships

1. The Studentship Fund in the Amalgamated Trust Fund was created by consolidation as at 1st July 1963.
2. Any uncommitted balances at 30 June in each year shall be added to the capital of the Fund at 1 July following, and any additional permanent endowments for the purpose of Studentships and Graduate Scholarships shall be included in the Fund unless the Council determines otherwise.
3. The Education Board shall formulate, and may from time to time amend, the Regulations subject to their approval by the Council.
4. Applications for Studentships and Graduate Scholarships shall be considered by the Graduate Awards Committee, appointed by the Council. The recommendations of the Graduate Awards Committee shall normally be made to the Education Board.
5. At the final meeting of the Easter Term the Education Board shall make the awards of Studentships and Graduate Scholarships, subject to confirmation by the Council. The Board shall have regard to the performance of candidates in university examinations, to the evidence to be supplied by candidates, and to other evidence in relation to their fitness to undertake, or to pursue further, the course of study or research they propose.
6. The following Foundation names may be attached to awards from the Graduate Studentship Fund:
 - J E Cairnes - for Political Economy and kindred subjects
 - Bryce-Tebb - for any Arts subject

 - M M Dunlop - for subjects in Arts: Classics in particular

 - G M Gardner - for History

 - Amelia Gurney - for Classics

 - M T Meyer - for Mathematics or Natural Sciences

 - Ethel Sargent - for Natural Sciences: Botany in particular

 - Old Girtonians - any subject

 - Pfeiffer - any subject

 - Giulio Regeni - any subject

Ordinance XIII.1 (b) - Doris Woodall Studentship Regulations

1. Under the bequest establishing the Doris Woodall Fund, the income of the fund may be used at Council's discretion for a Research Fellowship (see Ordinance IV.3) or for a Graduate Studentship.
2. The Studentship, when awarded, shall be held by a graduate of any university whose field of research is in Economics or an allied subject. Preference shall be given to research of a political, economic, or sociological nature, and preference shall further be given if the research is into some contemporary problem that will make a contribution to international co-operation and concord.
3. The award shall be made at a meeting of the Graduate Awards Committee in the Easter Term. The award shall be subject to confirmation by Council.
4. The Studentship shall be awarded for one year only and is not normally renewable.
5. In all other respects, the regulations and conditions for the Doris Woodall Studentship are the same as those for other Studentships (see Ordinance XIII.1 (a)).

Approved as amended by Council 16th January 2009

Ordinance XIII.1 (c) - Maria Luisa de Sanchez Scholarship (Venezuelan Award)

1. The Maria Luisa de Sanchez Scholarship is awarded by the Academy of Sciences of Venezuela to a Venezuelan student who has been accepted by Girton College. The Scholarship is for the purpose of assisting research students of Venezuelan nationality to study in Cambridge University, as members of Girton College, and thereby promote goodwill and collaboration between Venezuela and Cambridge University.
2. The Scholarship will be awarded in accordance with the following scheme:
 - a. The fund will remain in the hands of Girton College and will be administered entirely by the College.
 - b. The Award may be made by the College to a person sponsored and recommended by the Academy who has been accepted for admission to a course of postgraduate study in Cambridge by both the University and Girton College.
 - c. The Award may also be made to a person of postdoctoral standing sponsored and recommended by the Academy and accepted by the College for research as a member of the College.
 - d. The Academy will be encouraged by the College to advertise the availability of its Girton Award as widely as possible in Venezuela and will encourage suitable candidates to apply to the College for admission. The Academy will advise intending candidates about Cambridge and the College and also about admission procedures.
 - e. The Award shall be made, in the first instance, for one year only but may be renewed for further periods of up to a limit of three years in all or, in a case of exceptional merit, four years in all, by decision of the Council of Girton College upon proof of satisfactory pursuit of her or his studies by the holder of the Award.
 - f. These regulations may be altered by the Council of Girton College after consultation with the Academy.
3. The Maria Luisa de Sanchez Fund is a constituent fund within the Amalgamated Trust Fund of Girton College and shall be administered entirely by the College. The income of the Fund shall be available for scholarships made under this Ordinance. Any uncommitted balance at 30 June in any year may be added to the capital of the Fund or retained for augmenting awards in a subsequent year, as the Council shall decide.

Ordinance XIII.1 (e) - Studentships & Graduate Scholarships Schedule as Funded by the Studentship Fund

Bryce-Tebb - preference for subject in Arts

J E Cairnes - preference for Political Economy and kindred studies

M M Dunlop - preference for subjects in Arts Classics in particular

G M Gardner - preference for History

Amelia Gurney - for Classics

M T Meyer - preference for Mathematics or Natural Sciences

Ethel Sargant - preference for Natural Sciences (Botany in particular)

Old Girtonians - for any subject

Pfeiffer - for any subject (income from Charity Commissioners)

Giulio Regeni - any subject

Ordinance XIII.1. (d) - Sidney and Marguerite Cody Travelling Studentship

1. The Cody Travel Fund is a constituent fund of the Amalgamated Trust Fund. It was created by bequest under the will of Marguerite Cody (OG 1908), who died in August 1960.
2. Income of the Fund that remains unused at 30 June in any year shall normally be allowed to accrue until the balance of income is sufficient to finance a Travelling Studentship under the terms of this Ordinance. It may alternatively be added, at the decision of the Council, to the capital of the Fund.
3. A Studentship awarded from the income of the Fund shall be known as the "Sidney and Marguerite Cody Travelling Studentship".
4. The electors for the Sidney and Marguerite Cody Travelling Studentship shall be the Graduate Awards Committee. The decision of the Committee shall be subject to the approval of the Council.
5. The Studentship shall be open to students who are registered graduate students of the College or who have been so registered not more than 24 months prior to commencing the Studentship.
6. The Studentship is open to candidates from all faculties except English. In exceptional circumstances the electors may, with the approval of the Council, override this restriction.
7. The Studentship shall be for periods of travel and study in continental Europe of up to 12 months and normally of not less than 6 months.
8. Applications for the Studentship should describe the course of study proposed and the places at which it would be undertaken normally to include at least one University in Europe other than the UK and Ireland. Evidence should be provided that the candidate will be accepted for study in the University named. Applications should be accompanied by a supervisor's letter or letter of support from a member of the institution at which the student wishes to study.
9. The Studentship shall be awarded for academic merit, having regard to the previous record of the candidate and the quality of the proposed course of study.
10. The Studentship shall be offered as frequently as the income of the Fund permits, but if possible not less than once every three years.
11. Council shall determine the value of the Studentship and advertise it within the College in the Lent Term preceding the year in which it is to be taken up. Applications must be received by the electors by the start of the second week of the following Lent Full Term. A successful candidate will be notified by the end of that Term.
12. The electors shall at their discretion reduce the value of the award for projects of less than 12 months. The award shall be paid to the holder of the Studentship in instalments for projects of 6 months and longer (an initial payment and at least one other payment) unless the electors determine otherwise. If projects of less than 6 months are approved, a single payment shall normally be made.
13. The holder of a Studentship shall not materially change her course of study without the approval of the electors. She shall submit an interim report to the Chairman of the Graduate Awards Committee before a second payment of the Studentship shall be paid, and shall submit a more detailed report within three

months of completing the Studentship.

14. The Council reserves the right to award the Studentship to an exceptional candidate who has not applied under the procedures laid down by this Ordinance, or to make no award if no application of sufficient merit is received.

Approved as amended by Council 16th January 2009

Ordinance XIII.1 (f) - The Ida & Isidore Cohen Fund

1. The Ida and Isidore Cohen Fund was initially established as a trust fund within the College's Amalgamated Trust Funds to support the teaching of Hebrew.
2. There having been no call on the income of this Fund for the purpose of supporting the teaching of Hebrew for many years, on 6th November 1999 Council agreed to exercise its discretion under Statute XIII A to apply the income of the Fund to the purpose of funding a graduate scholarship in Hebrew and Jewish Studies.
3. Applications for the graduate scholarship shall be considered and awarded by the Graduate Awards Committee.
4. Any income unused in any year may be applied to the capital of the Fund as at 1st July following.

Approved as amended by Council 16th January 2009

Ordinance XIII.1 (g) - The Irene Hallinan Girton College Trust Fund

The Irene Hallinan Girton College Trust Fund was bequeathed to Girton College by Dr. Joan Irene Hudson M.B. M.R.C.Psych D.P.M. (1917-1984) (nee Hallinan OG 1935) in memory of her mother Irene Hallinan, and for the purposes of establishing a scholarship or research fellowship.

The bequest came to Girton in 1997 on the death of the life tenant and College Council decided on 25th April 1997 that the Fund should be used to establish a Graduate Scholarship.

The Graduate Scholarship is awarded annually by the Graduate Awards Committee under the provisions of Ordinance II.7.

Approved by Council on 5th October 2001

Ordinance XIII.1 - The Elizabeth Stribling Fund

1. The Elizabeth Stribling Fund was established as a trust fund in the College's Amalgamated Trust Funds (ATF) by gift of Elizabeth Stribling (OG 1966) in 2005, to promote the research activities of undergraduate and graduate students.
2. Unless and until Council agrees otherwise, the above purpose shall be served by the making of two Stribling Research Awards annually from the income of the Fund, to support the research activities of students who have been undergraduate or MPhil students at Girton and are embarking on PhD work.
3. The Stribling Research Awards will be for research and general expenses and will normally be held in addition to a studentship or any other funding for fees and subsistence.
4. The Stribling Research Awards shall be administered by the Graduate Awards Committee.
5. Any income of the Fund unused in any year may be applied to the capital of the Fund as at 1st July following.

Submitted to Council for approval 22.7.05

Ordinance XIII.1 (i) - The Diane Worzala Memorial Fund

1. The Diane Worzala Fund was established by gift of the family and friends of Diane Mary Chase Worzala (1934 - 2007) in 2007, to promote the research activities of graduate students researching historical themes, with a preference for those researching British Women's History.
2. The fund shall a permanent capital fund within the College's Amalgamated Trust Funds.
3. The income from the fund will be given as an award to support graduate research in historical themes. The award will be known as the Diane Worzala Award.
4. The Diane Worzala Awards will be for research and general expenses, including travel, and will normally be held in addition to a studentship or any other funding for fees and subsistence.
5. The Diane Worzala Awards shall be administered by the Graduate Awards Committee.
6. Any income of the Fund unused in any year may be applied to the capital of the Fund as at 1st July following.
7. College will report on the balance of the fund, and on grant(s) awarded to the donors on an annual basis.

Approved by Council 10th October 2008 approved as amended by Council on 7th October 2011

Ordinance XIII.1 (j) - The Ruth Whaley Scholarship

1. The Ruth Whaley scholarship commenced in October 2008 and is open to candidates seeking admission to Cambridge University for graduate studies. The scholarship is in the name of Dr Ruth Whaley, who read English at Girton from 1974-7, and aims to assist students of merit of non-EU citizenship to undertake studies in an Arts subject at Girton as graduate students. The definition of an Arts subject is as defined by the subjects offered in the Cambridge University School of Arts and Humanities at the time of application. Preference will normally be given to candidates who have applied to Girton College as their College of first choice.
2. Shortlisted applicants will be asked to submit examples of their written work in support of their application, and the scholarship will be awarded by the Graduate Awards Committee.
3. The scholarship is intended to contribute towards the rent and living costs for one academic year, and would not normally be renewable.
4. The opening date for applications is 1st January of the year in which the scholarship will be held, and the deadline for submission shall be the Friday closest to 31st March. The award shall be announced in early June. Candidates are required to have applied for admission to the University via the Board of Graduate Studies. Full information is available from the Graduate Admissions Office.
5. The College reserves the right to withhold the scholarship in any year in which it is offered if no candidate deemed to be of sufficient merit presents her/himself or to award it to someone who has not specifically applied.

Approved by Council 24 April 2009, approved as amended by Council on 11 March 2011 and 9 October 2015

Ordinance XIII.1 (k) - The Joyce Biddle Scholarship Fund

1. The Joyce Biddle Fund was established as a trust fund in the College's Amalgamated Trust Funds (ATF) by gift of Gladys Li (1966) in 2011, to commemorate her former teacher and Old Girtonian Joyce Biddle (1926). The fund was established to support postgraduate students in any subject at College.
2. The above purpose normally shall be served by the making of two awards annually from the income of the Fund, to support the studies of M.Phil or PhD students at Girton College.
3. The Joyce Biddle awards shall normally support living costs (including rent) subsistence and research expenses incurred.
4. The Joyce Biddle Awards shall be administered by the Graduate Awards Committee.
5. Any income of the Fund unused in any year may be applied to the capital of the Fund as at 1st July following.

Approved by Council 25th November 2011

Ordinance XIII.2 (a) - Undergraduate Scholarships & Exhibitions

1. The Scholarships and Exhibitions Fund in the Amalgamated Trust Fund was created by amalgamation as at 1st July 1963.
2. The annual income of the Fund shall be available for the purpose of Scholarships and Exhibitions associated with the Endowment names (see below).
3. Any uncommitted balance at 30th June in each year and any additional permanent endowments for the purpose of Scholarships and Exhibitions shall be included in the Fund at 1st July following, unless Council determines otherwise.
4. Council shall, from time to time, review the income of the Fund and revise as it sees fit the value of awards.
5. The Education Board at its final meeting of the Easter Term may award Scholarships, subject to confirmation by Council, to undergraduates for a distinguished performance in an examination conducted by the University. Scholarships and Exhibitions may also be awarded by Council at other times.
6. Members of the College admitted under the ordinary admissions procedure shall be eligible for Scholarships and Exhibitions awarded to undergraduates in residence. The award of Scholarships is offered on the results of the annual University examinations (see Schedule C). Choral Exhibitions are awarded on the basis of internal competition (see Ordinance XIII.6).
 - i. Scholarships shall be awarded for one year only to those who achieve Class I in undergraduate University examinations (Preliminary or Tripos).
 - ii. Scholarships awarded to those who have previously been awarded a Scholarship under this Ordinance shall be known as Senior Scholarships.
 - iii. The monetary value of Scholarships is shown in Schedule C.
7. The Education Board may, at any time, recommend to Council the reduction in status and value or withdrawal of an award because of the unsatisfactory conduct of the holder in relation to her work or for other behaviour. (The action that may be taken by the Council is governed by Statute XIV.). Students who have breached College disciplinary codes relating to alcohol, drug misuse, or anti-social behaviour, or who have failed to show due respect and obedience to College Officers in accordance with Statute XIV, would not normally be considered for, or be allowed to continue to hold, a College scholarship or exhibition. Council reserves the right to turn down a recommendation from the Education Board in these circumstances and/or to impose other restrictions on future awards.
8. The regulations governing the award and tenure of Scholarships and Exhibitions (see Schedule A) are formulated, and from time to time may be amended, by the Education Board subject to the approval of the Council.
9. All Scholars and Exhibitioners are invited to attend the Scholars' Dinner on the evening of the Admission of Fellows, Scholars & Exhibitioners, and for so long as they hold such an award they may continue to attend the ceremony of admissions and the dinner.

10. Scholarship Endowment Names:

The following Endowment names shall be associated with scholarship awards made by the Education Board or by the Council:

CLASSICS	Jane Agnes Chessar Amelia Gurney Mary Gurney William Menzies
FINE ARTS & HISTORY	Florence Ethel Gwyn
HISTORY	Russell Gurney
ITALIAN	Maria Degani
MEDICINE	Edith Lydia Johns
MODERN LANGUAGES	Todd Memorial (preference for professional parents) Jean Hunter (preference from Northumberland or Durham)
MUSIC	Sophia Turle 1914
NATURAL SCIENCES	John Bowyer Buckley
GENERAL	Sophia Turle 1924 Mary Higgens Alice Violet Jenkinson Sir Francis Goldsmid Mary Sparke Margaret Anderson Sir Arthur Arnold Barbara Bodichon Emily Davies Angela Dunn Gardner Mary Graham Lilias Sophia Ashworth Hallett Mary Ann Leighton Henry Tomkinson Rosalind Lady Carlisle (see Ord.IV.2(c).)

Amended and approved by Council 26 October 2018

Ordinance XIII.2. (b) - The Jean Grove Travel Scholarship

1. The Scholarship shall be awarded annually for fieldwork travel leading to the Part II dissertation of the Geography Tripos at the discretion of the Director of Studies in Geography at the division of the Easter Term. The award shall be reported to Council.
2. The Scholarship will be awarded to, or divided between or among, one or more students who had a Part II dissertation proposal approved by the Department of Geography, and who have submitted travel plans and costings to the Director of Studies in Geography on or before the last day of full term in the Lent Term of their Part IB year.
3. The character and academic record of candidates will be taken into consideration as well as the calibre and cost of the travel proposal.
4. All or part of the Scholarship may be withheld in any year if suitably qualified students do not apply.
5. Preference will be given to candidates intending to travel abroad and evidence must be submitted to show that relevant University and Departmental travel awards have also been applied for.
6. Successful applicants are required to send a brief report of their travels including a financial breakdown to the Director of Studies in Geography by the division of the Michaelmas Term following their travel.

Ordinance XIII.2 (c) - Ellen McArthur Bursaries and Scholarships Fund

1. The Ellen McArthur Bursaries and Scholarships Fund was established by decision of Council on 19th July 2002 as a restricted income fund.
2. The Fund is named after Ellen McArthur (1886), who was the first female Cambridge University Extension Lecturer (1894), and a Girtonian Economic Historian. She was also Director of Studies in History at Girton and held a number of posts in the University of London.
3. The Fund has been established through the efforts of a former student and is to be used to provide scholarships and bursaries to undergraduates in the Social Sciences (HSPS, Economics and Social Anthropology) and History, from both EU and non-EU countries. The former student will donate £12,000 per annum to the Fund.
4. The income of the Fund will be used, firstly, to provide two Ellen McArthur Bursaries of £1,000 each to two students in each year, who have been admitted to read the above subjects, and who are in financial need, as defined by LEA criteria and the Bursaries Committee (see Ordinance II.20). The amount of the Bursary paid in the second and third years of the course shall also be £1,000 per year, and will be topped up by a further £500 in each of those years if the bursary holder gains a 2:1 or better in Tripos in the first and second years respectively.
5. Information about the Bursaries is to be sent to all sixth formers who have been made offers of places in Social Sciences and History, and will appear on the College web site, www.girton.cam.ac.uk, and in the College's Admissions Prospectus.
6. The remaining income of the Fund (which will be at least £4,000 in each year) is to be awarded as Ellen McArthur Scholarships of £500 each to Social Science and History students who obtain Firsts. Ellen McArthur Bursary holders shall also be eligible for this Scholarship, which is to be supplementary to any award which may be made from the Scholarships & Exhibitions Fund.
7. Information about the Scholarships is to be publicised by email to all students and in the College intranet as well as College Development publications.
8. Statistical information on the number of applicants, the number of awards and demographic information on the recipients will be made available each year to the benefactor.
9. Awards shall be reported to Council and a summary published in the Girton Annual Review.

Approved by Council on 19th July 2002

Approved as amended by Council on 22nd October 2004 and 26th September 2016

ORDINANCE XIII.2 (d) The Ellen McArthur II Bursary Fund

1. The Ellen McArthur II Bursary Fund was established by decision of Council on 30 October 2015 as a restricted fund. It runs alongside the existing Ellen McArthur Bursaries Fund.
2. The Fund is named after Ellen McArthur (1886), who was the first female Cambridge University Extension Lecturer (1894) and a Girtonian Economic Historian. She was also Director of Studies in History at Girton and held a number of posts in the University of London.
3. The Fund has been established through the efforts of Pareshbai Patel (1981) an alumnus and is to be used to provide bursaries to UK students, in any subject, who attended a state school (or equivalent), where the families household income is below £25,000. Should insufficient students meet the £25,000 or below household income criteria, then in cases of need and at the College's discretion bursaries may be awarded to students with a household income of up to £42,000.
4. The Fund will be used to provide Ellen McArthur II bursaries of up to £1,000 each, to up to ten students in each year who have fulfilled the above criteria, as judged by the Bursaries Committee. The amount of the Bursary paid in the second and third years of the course shall also be up to £1,000 per year subject to satisfactory annual reports from the recipient's Tutor.
5. Statistical information on the number of applicants the number of awards and demographic information on the recipients will be made available each year to the Donor. It is the Donor's desire that the Fund be spent down, and reflecting this he has expressed an intention to top the Fund up on a regular basis depending on need. The annual statistical information is intended to inform this process.
6. Awards shall be reported to Council and a summary published in the Girton Annual Review.

Approved by Council on 30 October 2015

Ordinance XIII.3 (a) - The Doris Russell Scholarship

1. The Doris Russell Scholarship is open to candidates seeking admission to Cambridge University for graduate studies in any subject area covered by the University's Faculty of English.
2. The scholarship is named in memory of Professor Doris Russell, former Chairman of the English Department at Vassar, and was originally aimed at graduates of the Colleges from the seven sisters conference.
3. The scholarship aims to assist students of merit of any nationality to undertake graduate studies at Girton College in subjects covered by Cambridge University's Faculty of English.
4. The application process and assessment will be the same as that for all Girton graduate scholarships, and applications will be submitted to the Graduate Awards Committee.
5. The scholarship is intended to contribute towards the rent and living costs for the academic year. It is normally awarded for one year, but may be renewed.
6. The opening date for applications is 1st January of the year in which the scholarship will be held and the deadline for submission shall be 31st March. The award shall be announced in early June. Candidates are required to have applied for admission to the University via the Board of Graduate Studies. Full information is available from the Graduate Admissions Office.
7. The College reserves the right to withhold the scholarship in any year in which it is offered if no candidate deemed to be of sufficient merit presents herself, or to award it to someone who has not specifically applied.

Approved as amended by Council 20th January 2012

Ordinance XIII.4 (a) - Prizes

1. The Prize Fund shall continue as a constituent fund of the Amalgamated Trust Fund.
2. The annual income of the Fund shall be available for prizes associated with the Foundation names in accordance with Ordinance XIII.4 (b), as from time to time amended by the Council, and for book tokens.
3. The uncommitted balance at 30th June in each year and additional permanent endowments for prizes shall be incorporated in the Fund at 1st July following, unless Council determines otherwise.
4. The Council shall, from time to time, review the income of the Fund and determine whether the value of prizes set out in Schedule C shall be revised.
5. The regulations relating to prizes (see Schedule A) shall be formulated, and may from time to time be amended, by the Education Board, subject to the approval of the Council. The original conditions attached to Thérèse Montefiore Memorial Prize shall receive special attention in connection with any proposed amendment of the conditions (see Ordinance XIII.4(c)).
6. The award of Prizes and Book Tokens shall be the responsibility of the Education Board, subject to the approval of Council. Such awards shall normally be made at its final meeting of the Easter Term on the recommendations of Directors of Studies, having regard to University examination results. Prizes may also be awarded at other times, subject to the approval of Council.

Students who have breached College disciplinary codes relating to alcohol, drug misuse, or anti-social behaviour, or who have failed to show due respect and obedience to College Officers in accordance with Statute XIV, would not normally be considered for or be allowed to continue to hold, a College prize. Council reserves the right to turn down a recommendation from the Education Board in these circumstances and/or to impose other restrictions on future awards.

7. All students sitting for undergraduate examinations of University standard (Preliminary or Tripos), or examinations for graduate taught courses, whose names appear on a list of successful candidates shall be eligible for these awards. The current value of awards is shown in the schedules.
8. Book Tokens shall normally be awarded, on the recommendation of the Director of Studies, to candidates who have achieved a good Upper Second, with at least one paper marked as a First overall.

Approved as amended by Council 16th January 2009, 26 October 2018.

Ordinance XIII.4 (b) - Undergraduate Prizes

1. Undergraduate Prizes: Endowment Names

Mathematics	Gertrude Mather Jackson May Smithells
Classics	Mary Bennett Ethel Gavin* Norah Jolliffe (for special distinction) Hilda Richardson (for Part II) Alice Zimmern (for Part I)
Modern Languages	Joseph Brandebourg Fanny Metcalfe Mary Ponsonby Johanna Stevenson (German) Lilian Amanda Thomas Elizabeth Hill (Russian)
English	Charity Reeves
History, Law & Economics	Margaret Hastings Lilian Knowles Eileen Power J V Robinson (Economics) Thomas and Elizabeth Walton
Natural Sciences	Layla Adib (Physical Sciences)*
Medicine/Veterinary Medicine	Marion Bidder Gwendolen Crewdson (pref. Part II) Ellen Delf-Smith (pref. Biological) Ida Freund Ming Yang Lee (pref. Anatomy Part II) Edith Neal (pref. Biological) Elizabeth Walton (pref. Medical) Leslie Hall (Veterinary Medicine)
Geography	Margaret Anderson
Theology	J. Y. Gibson (pref. Greek Testament)
General	Christina Barnard Isabella Crawshaw Jane Catherine Gamble Beatrice Mills Raemakers Phyllis Tillyard C. B. West

* First year award

2. Undergraduate Prizes under Special Regulations (See Ordinance XIII.4(c))

Thérèse Montefiore Memorial Prize

Laurie Hart Prize

Rima Alamuddin Prize

Eileen Alexander Prize

Janet Chamberlain Prize

Ridding Reading Prize

Appleton Cup

Barbara Wrigley Prize

Elizabeth Hill Prize

Charlton Award

Anita Banerji Prize

The Girton College Jane Martin Prize for Poetry

Hammond Science Communication Prize

Mountford Humanities and Arts Communication Prize

The Girton College Humanities Writing Competition

Girton College Sports Awards

- Joan M McGrath Sports Award

- Robin Sports Award

- Diana Lees-Jones Award

Mary Arden Prize

Satyanarayana Madabhushi Prize

Ordinance XIII.4(c) - Prizes - Special Regulations

1. **Thérèse Montefiore Prize:** One prize shall be awarded each year by the Mistress and the Vice-Mistress, subject to confirmation by Council, to a student of not less than 3 or more than 4 years' standing - (a) who shall have been placed in the First Class in a Tripos: (b) who shall intend to enter a recognised profession or to prosecute research as a registered research student in Cambridge or elsewhere and (c) who, in their judgement, may be most deserving of the Prize, regard being had to intellectual, moral and other qualifications, as well as to academic distinction. For stated reasons, conditions (a) and (b) may be disregarded in a particular case.

2. **Laurie Hart Prize:** One Prize shall be awarded each year by the Mistress and Vice-Mistress, subject to confirmation by Council, to a student of not less than 3 or more than 4 years' standing, who has been placed in the First Class in a Tripos examination. The award shall be made to the student who is considered by the Mistress and Vice-Mistress as most deserving in terms of intellectual and academic distinction. In making their decision the Mistress and Vice-Mistress shall keep in mind the award of the Thérèse Montefiore Prize and not award the Laurie Hart Prize to the same student.

3. **Rima Alamuddin Prize:**

The Prize shall be offered annually for a composition in music or in imaginative literature, or for a musical performance, vocal or instrumental. The literary compositions may be in English or another modern European language. The work should be of the candidate's unaided composition and should have been composed within the 12 months preceding submission. In the case of candidates offering a musical performance, an audition shall be arranged by the adjudicators, but evidence of a performance within the previous 12 months may also be submitted and will be taken into account. All students in residence, whether graduate or undergraduate, shall be eligible except that the Prize may not be awarded more than once to the same person. It may be withheld if no work of sufficient merit is submitted. A second prize may be awarded. The adjudicators shall be the Director of Studies in Music and a Director of Studies in English or their deputies, with power to consult and co-opt if necessary. Any work submitted should be legibly written, bear the candidate's name, and should be sent to the Secretary to the Council by the Monday of the fourth week of the Michaelmas Full Term, and the award shall be made on 20th May (Rima Alamuddin's birthday) or the nearest convenient day.

Approved as amended by Council on 7th October 2011

4. **Eileen Alexander Prize:** The Prize shall be awarded by Council, on the recommendation of the Directors of Studies in English, for the best essay submitted by a student in the College Preliminary Examination in English, provided that it is also of first-class standard. The recommendation to Council (including one to withhold the award if no candidate achieves the necessary standard) shall be made in the Easter Term.

5. **Janet Chamberlain Prize:** The prize, which is to be offered annually for distinction in fieldwork for Part II of the Geographical Tripos, shall be awarded by the Education Board at its final meeting in the Easter Term, subject to confirmation by Council. The Director of Studies in Geography shall submit their recommendation for the award to the Education Board, after obtaining from the Chairman of Examiners in Part II names of those Girtonians who have been awarded a First Class in their original dissertation. Where two Girtonians have submitted original dissertations of equivalent standard and initiative, general progress shall be taken into account. If no essay of First Class standard can be recommended in any year the prize shall be withheld and a second prize may be awarded on another occasion.

6. **Ridding Prize:** The Prize shall be awarded annually in the Easter Term by a panel of five adjudicators on the basis of a competition in the reading of passages usually from English literature one or more unseen. A committee shall be elected annually by Council, at least one of whom shall be a Fellow

of the College; the Committee shall arrange for the selection of the passages, appoint a Chairman of adjudicators and make general arrangements for the competition. The competition is open to undergraduate and postgraduate students of the College. The prize may be divided but shall not be awarded more than once to the same candidate. It is customary for one adjudicator not to be a Fellow of the College.

Amended 6th December 2013

7. **Appleton Cup:** The Appleton Cup is open to second year Medical students of the College for best results in the Tripos examinations. It shall be awarded by the Education Board, on the recommendation of the Directors of Studies in Medicine, to the student placed highest in the first class list by the examiners.

8. **Barbara Wrigley Prize:** The Prize shall be offered every year for a composition in words or in words and music on the subject of Love. The literary composition may be in English or in Classical Latin or Greek. The work should be of the candidate's unaided composition and should have been composed within the 12 months preceding submission. All students in residence whether graduate or undergraduate shall be eligible except that the Prize may not be awarded more than once to the same person. In all other respects the regulations are the same as those for the Rima Alamuddin Prize, and the two competitions will be held at the same time with the same adjudicators, who will co-opt the Director of Studies in Classics when appropriate.

9. **Elizabeth Hill Prize:** The Prize is awarded to an undergraduate who has been placed in the First Class in Russian in Part 1A of the Modern and Medieval Languages Tripos, or who in Part 1B has a First Class mark in at least one paper in Russian. In the case of a Part 1B candidate, the Prize is normally of half the standard value if the prizewinner was not placed in the First Class overall.

10. **Charlton Award:** The Charlton Award is made from the income or capital of the Charlton Fund, a constituent fund within the Amalgamated Trust Funds, which was established by the kind gift of £1,000 from Miss J. Charlton in 2001. Subject to the continuing availability of income or capital in the Fund, the Award is to be made annually in the form of a book token (initially £50) to a second year English student for consistently good work in medieval and renaissance literature.

12. **Anita Banerji Prize:** The Anita Banerji Prize is awarded from the income or capital of the Anita Banerji Fund, a constituent fund within the Amalgamated Trust Funds, which was established by the kind gift of Mr. M. K. Banerji in 2002. Subject to the continuing availability of income or capital in the Fund, a prize of £100 is to be awarded annually for outstanding achievement during the course of study for Economics. The prize may be awarded either for a single piece of work (e.g. a dissertation) or for Tripos results. It will normally be awarded for work produced at the end of the second year.

13. **The Girton College Jane Martin Prize for Poetry**

1. The Jane Martin Prize for Poetry was established in 2010 in memory of Jane Elizabeth Martin (1978) due to the generous gift of Professor Sir Laurence Martin.
2. The fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
3. The prize is a national award for outstanding poetry. The prize will be judged by a panel comprising no more than 5 people, including two Fellows or associates of Girton, one of whom will normally be a Fellow in English, and at least one member external to Cambridge University.
4. External panelists will be paid an honorarium.
5. The prize is open to all those resident in the UK over the age of 18, and all poems must be submitted in the English language.
6. The first prize will be £1000, dependent on the income from the fund, with other prizes determined at the panel's discretion on the basis of the income available each year.

7. The fund will also be used to cover administration costs associated with the prize.
8. Any unspent income from the fund will be reinvested in the capital of the fund each year.

Approved by Council 12th November 2010

14. **Hammond Science Communication Prize**

1. The Prize shall be awarded annually in the Lent Term by a panel of adjudicators normally to include an external adjudicator, a Fellow in Biological Sciences, a Fellow in Medicine or Veterinary Medicine, a Fellow in Physical Sciences or Engineering and a Fellow in Arts (or a nominee to represent the Fellow in any of these subjects). The external adjudicator may be the donor or another representative qualified to assess communication of scientific issues to the lay person.
2. A Fellow in a science discipline who is not an adjudicator will make general arrangements for the competition set deadlines and receive abstracts to allow anonymous judging. A topic should be agreed by the internal scientific adjudicators and the Fellow in charge of general arrangements and announced before the start of Lent Term.
3. Each competitor should submit an abstract on the selected topic. The abstracts will be judged by the internal adjudicators and on the basis of these a maximum of 8 finalists will be chosen and asked to prepare oral presentations. The final competition shall consist of an evening in which the finalists give their oral presentations. A booklet of the finalists' abstracts will be produced for the evening.
4. The competition is open to undergraduates of the College. The prize may be divided but first prize shall not be awarded more than once to the same candidate.

Approved by Council 13th July 2012, amended 19 February 2016

15. **Mountford Humanities and Arts Communication Prize**

1. The Prize shall be awarded annually in the Lent Term by a panel of adjudicators normally to include a Fellow in Archaeology; two Fellows in Arts Humanities and Social Sciences; a Fellow in Natural Sciences; and an external adjudicator. The latter may be the donor or another representative qualified to assess communication to the lay person.
2. A Fellow in Arts Humanities and Social Sciences who is not an adjudicator will make general arrangements for the competition set deadlines and receive abstracts to allow anonymous judging. A topic should be agreed by the internal adjudicators and the Fellow in charge of general arrangements and announced before the start of the Lent Term.
3. Competitors should submit an abstract on the selected topic. The abstracts will be judged by the internal adjudicators and on the basis of these a maximum of 8 finalists will be chosen and asked to prepare oral presentations. The final competition shall consist of an evening in which the finalists give their oral presentations. A booklet of the finalists' abstracts will be produced for the evening.
4. The competition is open to undergraduates of the College and to those studying for a masters degree in the College. The prize may be divided but first prize shall not be awarded more than twice to the same candidate.

Approved by Council 13th July 2012 amended 17th January 2014

16. The Girton College Humanities Writing Competition

1. The Competition is for essays or creative writing in the Humanities and is open to Year 12 students of any subject anywhere in the UK. It aims to raise aspirations towards University study by encouraging research and writing beyond the school curriculum.
2. The Competition is for writing in any form inspired by objects in the Lawrence Room collections. All submissions must be in English.
3. The Competition will be judged by a panel of Fellows or associates of Girton one of whom will normally be a Fellow in Classics.
4. The Competition is sponsored by Cambridge University Press. The first prize will be a free choice of two books from the Cambridge University Press catalogue one for the winning candidate and one for their school up to a combined total of £300.
5. Runners-up certificates shall be awarded at the panel's discretion.

Approved by Council 13th July 2012 amended 18th July 2014

17. Girton College Sports Awards

1. The Sports Awards were established by Council on 14th February 2014, to be paid from the Prize Fund under special regulations. Undergraduate and graduate students are eligible to apply.
2. Awards will be made to those participating in sport at University level or above.
3. Grants may be awarded to students to assist in meeting costs incurred while participating in their chosen sport provided that in the opinion of the Committee and the Tutor the case is a deserving one both academically and financially.
In approving the awards, Council will take into account the disciplinary record of the applicant, and may choose on that basis to turn down a recommendation from the Committee.
4. All payments from the fund are to be approved by a Committee consisting of the Vice Mistress and two other Fellows, who shall be responsible for ensuring that there is a fair distribution of the income, recognising that the needs of individual sports vary.
5. Applications for grants may be made twice in each year. Deadlines will be set by the Committee and advertised to the student body.
6. Grants will not normally be more than £250 per student per annum.
7. The following names shall be associated with awards made by the Sports Awards Committee:

The Joan M McGrath Sports Award: donated in memory of Joan McGrath (Kerr 1950, Geography), an inveterate sportswoman, inspired artist, lifelong explorer and global traveller who won Half-Blues for cricket and lacrosse in 1952, represented the College at tennis and table-tennis, and, when later living in nine countries, participated in recreational tennis as a constant.

- i. The Award shall be open to qualified undergraduate and graduate applicants
- ii. The identity/identities of the successful applicant(s) and the purpose(s) for which the Award(s) has/have been made shall be reported to the donor each year.

The Robin Sports Award: donated by Susan Hunt (Robin, 1977) who read geography and played various sports while at Girton, and is the former Director of Strategy and Programme Management of LOCOG, The London Organising Committee of the 2012 Olympic and Paralympic Games. The Award would be named to reflect the interest in sport of many members of her family, including her father in particular.

- i. The Award shall be open to qualified undergraduate and graduate applicants
- ii. The identity/identities of the successful applicant(s) and the purpose(s) for which the Award(s) has/have been made shall be reported to the donor each year.

The Diana Lees-Jones Award: Bequest of Diana Lees-Jones (Naylor, 1954)

- i. The Award shall be open to qualified undergraduate and graduate applicants
- ii. The identity/identities of the successful applicant(s) and the purpose(s) for which the Award(s) has/have been made shall be reported to the donor each year.

Approved by Council on 14th March, 2014

Approved as amended by Council 24th April 2015, 17th July 2015, 26 October 2018.

18. **Mary Arden Prize**: the Prize was established in 2014 from a donation by Lady Arden (1965 Law: Honorary Fellow). The Prize shall normally be awarded to the student having achieved the best overall performance in three years of the Tripos examinations, preference being given to a student who is planning to continue in study or practice of the Law.

19. **Satyanarayana Madabhushi Prize**: the Prize was established in 2014 from a donation by Professor Gopal Madabhushi (Professorial Fellow and Director of Studies in Engineering) in memory of his father. The Prize is awarded to the best performing Girton student in the Part IB Engineering Tripos each year.

20. The Tutors' Prize

1. The Tutors' Prize shall be awarded to a graduating student who has not necessarily gained first class marks in a Tripos examination, but who has exemplified the College ethos, either within the College or at University or national level.
2. Appropriate qualification would include unusual maturity and dedication demonstrated by a significance academic achievement in a challenging context; involvement and achievement in charity work; service to the JCR, the College or the University; or other exceptional merit as judged by the members of the awarding panel.
3. Any Fellow may nominate a student for the prize. Nomination shall consist of a citation and shall require the support of the student's Tutor and Director of Studies.
4. The prize shall be awarded by a panel, appointed by Council and consisting of the Senior Tutor and two further Fellows, who are or have been Undergraduate Tutors. The Senior Tutor or her appointed deputy shall have the casting vote.
5. The prize shall only be awarded if, in the judgement of the Senior Tutor, with the guidance of the panel,

there is a suitable nominee. In any year in which no award is made, the monetary value of the prize shall be added to the Frances Mary Buss Fund.

6. The prize shall be in addition to any academic prize, and shall not be awarded to the same student as either the Laurie Hart or the Therese Montefiore Prize.
7. At the recommendation of the Mistress and Vice-Mistress, the panel may consider, in addition, any nominees for the Laurie Hart or the Therese Montefiore Prize who were unsuccessful in securing one of those prizes.

Approved by Council 28 September 2016

21. The values of all monetary prizes awarded under Special Regulations are shown in Schedule C

Ordinance XIII.5 (a) - Grants and Loans to Members of the College

1. The Travel Awards Fund, the Grants Fund, the Harry Barkley Fund, the Frances Mary Buss Fund, the Sybil Campbell Fund, the Pillman Fund, the Mary Beatrice Thomas Fund, the G.K. Williams Fund, the Jean Lindsay Fund, the Emily Davies Bursary Funds, the Anne and Caroline Wilson Fund, the Charlotte Rycroft Fund, The Giles Gift and the Old Girtonians Grants Fund are all constituent funds within the Amalgamated Trust Fund, whose income shall be used for making grants and, where authorised, loans to Members of the College, in accordance with the terms of the separate funds as set down in Ordinance 5(e).
2. The Travel Award Fund and the Grants Fund were separately established by Council in October 1992 out of the Grants Fund created by the 1963 trust fund consolidations.

The Harry Barkley Fund, named in memory of the husband of Brenda Ryman (Mistress 1976-1983), was established by gift of Professor Ryman in 1981.

The Frances Mary Buss Fund was created by the consolidation of the Buss Fund and the Buss-Hough Fund in October 1991. The original fund was set up under deed of trust in 1912 by Constance Jones Frances Kensington and Adela Marion Adam in memory of Frances Mary Buss Headmistress of the North London Collegiate School and women's educational pioneer.

The Sybil Campbell Fund was established by subscription in 1946 and named in honour of Sybil Campbell (Governor and Member of Council 1933-42).

The Pillman Fund was established by Council in July 1966. The original funding a bequest of Miss M.K. Pillman (OG 1905) was supplemented by a gift in memory of Miss Mary Clover (OG 1895 College Secretary 1903-33) in 1973. The Lippert Fund (Miss G.M. Lippert OG 1912) was amalgamated with this fund in 1979. The present name was re-adopted in 1986.

The Charlotte Rycroft Fund was established in February 1994 in memory of Charlotte Rycroft (Modern Languages 1961) by her friends and colleagues following her death in 1990.

The Mary Beatrice Thomas Fund was established by subscription in 1955 in memory of Mary Beatrice Thomas, who died in 1954, having been Director of Studies and Lecturer in Natural Sciences 1906-35.

The G.K. Williams Fund was established in 1981 from the gift of Mrs C.M. Williams (OG 1939).

The Jean Lindsay Memorial Bursary Fund was established in 1997 to commemorate Jean Lindsay (Fellow & Lecturer in Modern History at Girton 1945-1960) through donations from her friends and former students.

The Giles Gift Fund was created by a bequest under the will of Mrs Caterina Pietra Easton (Giles OG 1921), who died on 29 February 1996, in memory of her father Dr. Peter Giles and her sister Miss Elspeth Giles (OG 1918).

The Old Girtonians Grant Fund was created from donations by members of the Roll.

The original Emily Davies Fund was established by the gift of Mr. and Mrs John Wrigley in 1998. Emily Davies Fund II was established by donations in response to an appeal for undergraduate bursaries from

1998.

The Anne and Caroline Wilson Fund was established by the gift of Constance Anne Wilson in 2000.

3. The uncommitted balances of these Funds at 30 June each year together with any additional permanent endowments for the purpose of grants and loans shall be added to the capital of the Funds at 1 July following, unless Council determines otherwise.
4. The value of grants and loans from these Funds shall normally be determined in discussion with the Bursar by the Committee established by Council to administer each Fund.

Approved as amended by Council 16th January 2009

Ordinance XIII.5 (b) - Travel Awards Fund

1. The Travel Awards Fund was established by the Council in November 1992 from benefactions received for the purpose of awarding travel grants, which had previously been held in the Grants Fund.
2. The Bursar shall notify the income of the Fund to the Committee prior to each year's competition.
3. Income unused at 30 June in any year may be held as income for increasing the awards in a subsequent year or may be reinvested in the capital of the Fund.
4. Travel Awards shall be made by the Travel Awards Committee in the Easter Term each year, subject to the approval of Council. The Committee shall be appointed by Council and shall be convened by the Secretary to the Committee. Notice of the grants, giving their names and descriptions and an indication of their monetary value, will be placed on a notice board and on the College website not later than the division of the Lent Term. Candidates will be required to complete and submit the on-line application form not later than midnight (23:59:59) on the 4th weekday of Full Easter Term. The proposed travel need not be directed to the applicant's field of academic study. Joint applications will be received. Applications for past journeys will not be considered. The character and academic record of the applicants and the constructive nature of the proposed schemes of travel will be taken into consideration; as also other considerations being equal will financial need. Awards made in previous years may be taken into account by the Committee in reaching their decision.
5. Any or all of the awards may be withheld if in any year qualified students of sufficient merit do not apply. With the exception of the Kythe Waldram award which is awarded to graduate and undergraduate students in alternate years the awards will be made to undergraduate students reading for a Tripos examination; as a general rule they will be made to students in their 2nd, 3rd or 4th years. For the award of the Adela Marion Adam grants, preference will be given to candidates intending to travel abroad. Students of Modern and Medieval Languages or Asian and Middle Eastern Studies who are required to spend a period abroad as part of their course may not apply to the Travel Fund in connection with the period abroad. Students from other universities spending a year at Girton are not eligible to apply for Travel Awards.
6. The Secretary to the Committee will notify applicants of the results of their applications as approved by the Council as soon as possible after the division of the Easter Term. Successful applicants are required to send a brief report of their travels to the Secretary to the Committee for the information of the Committee not later than the division of the following Full Michaelmas Term.
7. The following names shall be associated with awards made by the Travel Awards Committee:

College Travel
Scholarships (3 awards)

Adela Marion Adam (overseas travel by candidates who have contributed to the College Community)
K J Baker to assist junior members of the College to explore climb or undertake other adventurous travel preferably in more remote parts of the world

JK Brightwell

Dorothy Chadwick (for Modern Languages)

Rosemary Delbridge (for Social Sciences including historical and political studies; preference to students of limited means)

Judith Eccleshare

Eileen Ellenbogen	(for an Arts Subject)
EM & FA	
Kirkpatrick	
Edith Helen Major	
Mary Morrison	
EM Pooley	(for Modern Languages)
Marina Shakich	
Sheila Spire	(biennial scholarship for student of limited means to visit the classical sites of Greece or Italy)
Johanna Stevenson	(for German)
Dorothy Tempest	
Kythe Waldram	(to be awarded in alternate years to undergraduates and graduates who have not completed 9 terms in residence)
Monica Wilson	(preference for Anthropology)
Charlotte Rycroft Award	Awards from the Charlotte Rycroft Fund (see Ordinance XIII 5. (e) 5)

8. The value of individual awards shall be decided in consultation with the Bursar. For current values see Schedule C.

9. In approving the awards, Council will take into account the disciplinary record of the applicant, and may choose on that basis to turn down a recommendation from the Committee.

Approved as amended by Council 16th January 2009, 9th October 2009, 21st January 2011, 15 June 2012, 26 October 2018.

Ordinance XIII.5 (c) - Ruth Morgan Fund

An award shall be given to an undergraduate or graduand of the College who has completed Part IA of the Modern and Medieval Languages Tripos and who wishes to travel during the Long Vacation. An applicant shall have received not less than a Class II division 1 in Part IA of the Tripos examination in any language. In the case of an affiliated student applying in her first year of residence, the award shall be conditional on not less than a Class II division 1 in Part IB. An affiliated student applying in her final year must have received not less than a Class II division 1 in Part IB.

An applicant shall describe a project, which is to be undertaken during the proposed travel. The project shall be on an aspect of the life or culture of the country to be visited. The Electors shall be the Official Fellows in Modern Languages who shall have power to co-opt onto the Committee other members of the Fellowship. The Director of Studies for Part IA of the Modern and Medieval Languages Tripos shall normally be the Chairman of the Electors and act as Convenor. The recommendations of the Electors shall be subject to confirmation by Council. The Electors shall take into consideration the academic promise/excellence of the applicant. The Electors shall give preference to a project that shows intellectual adventurousness and awareness. The Electors may take into consideration the financial need of the applicant. The award holder shall give to the Electors a report in the language of the country visited on the progress of the project by the division of the term next following the award.

No award holder shall receive the award on more than one occasion. The award shall not be given if in any year there is no suitable applicant. The Electors may give more than one award in any year. The Electors may use the surplus income of the Fund in any year in which the total income of the Fund has not been awarded for a Travel Award for the purpose of helping modern linguists in College to travel and to study abroad in the countries of the languages they are studying.

The Electors shall discuss with the Bursar, in a year in which no award has been made, whether all or some part of the unused income shall be put to the capital of the Fund. The Directors of Studies in MML shall advertise the award as they see fit. Applications shall be sent to the Director of Studies for Part IA of the Modern and Medieval Languages Tripos by the eighth day after the beginning of the Easter Full Term.

Approved as amended by Council on 22nd October 2004

Ordinance XIII.5 (d) - Grants and Loans: Special Regulations

1. Frances Mary Buss Fund

Grants and loans may be made from the income of the Frances Mary Buss Fund to relieve cases of hardship among Undergraduates. For this purpose the Fund's income shall be augmented by all Tutorial fines on undergraduates.

Any such grant or loan shall be made on the recommendation of the student's Tutor or other Tutor acting temporarily in that capacity. Grants shall be made only following the agreement of a Tutors' Meeting. Emergency short-term loans may be arranged between meetings (with two Tutors signing the form), but longer-term loans must be agreed at a Tutors' Meeting.

The grant and/or loan shall be paid to the student on receipt by the Bursar of the appropriate form(s) signed by two Tutors (normally to include the Senior Tutor). In the case of a loan, the Tutors shall indicate the interest to be charged and the repayment terms. Where no interest is charged, or interest is below commercial rates, the Fund shall be charged with interest up to the current commercial rate by the Bursary. The Bursar shall, on request, keep the Tutors informed of the income remaining available for grants and loans during the academic year.

2. Pillman Fund

Grants and loans may be made from the income of the Pillman Fund to support research activity and to relieve hardship among Graduates. Individual grant and/or loan applications are decided solely by the Graduate Tutors, including a deputy (normally the Senior Tutor) in the absence of a Graduate Tutor.

The grant and/or loan shall be paid to the Graduate on receipt by the Bursar of the appropriate form(s) signed by the two Graduate Tutors, or nominated deputy (deputies) in the case of absence. In the case of a loan, the Graduate Tutors shall indicate the interest to be charged and the repayment terms. Where no interest is charged, or interest is below commercial rates, the Fund shall be charged with interest up to the current commercial rate by the Bursary. The Bursar shall on request keep the Graduate Tutors informed of the income remaining available for grants and loans during the academic year.

Approved as amended by Council on 14th March 2014.

3. Harry Barkley Fund

3.1 Grants from the Harry Barkley Fund shall be offered annually to defray the cost or part of the cost involved in the medical "elective period of training" to graduates of Girton College, who shall have read the Medical Sciences Tripos.

3.2 Preference may be given to those applicants with a good academical record in their pre-clinical years, but the nature of the elective (for example, whether the elective chosen has an academic content) and the financial need of the applicant shall be taken into consideration.

3.3 Applications consisting of an outline of the elective proposal, estimated costs and covering letter, should be sent to the Secretary to the Council by 1st April annually, preceding the summer in which the applicant will travel.

3.4 These shall be referred to the Directors of Studies in Medical Sciences and their recommendations shall then be reported to Council.

Amended by Council 28 April 2017

4. Sybil Campbell Fund

Grants from the Sybil Campbell Fund shall be offered to defray the cost or part of the cost of professional training leading towards a career. Such training will not normally be academic in character. Grants shall be made by the Council on the recommendation of the applicant's Director of Studies or Tutor, or as a result of direct application in the case of Old Girtonians. The grants made shall be confidential.

5. Charlotte Rycroft Fund

The income of the Fund shall be used to make awards known as Charlotte Rycroft Awards to undergraduate members of the College in financial need. Such awards shall be made by the Travel Awards Committee (see Ordinance XIII.5. (b)) on the recommendation of the Tutors primarily to encourage activities in keeping with Charlotte Rycroft's life and achievements, and in particular to help students appreciate the wide world beyond Cambridge. Charlotte Rycroft was a diplomat serving in Havana, Sofia, Brussels and Ottawa who had a zest for adventure in remote areas mostly on foot or on skis.

The Travel Awards Committee shall make an annual report on the Fund to Council, which will thence be forwarded to Mr. Nigel Wenban-Smith the widower of Charlotte Rycroft.

Amended by Council 23.2.01

Approved by Council on 5.10.01

6. Mary Beatrice Thomas Fund

Grants from the Mary Beatrice Thomas Fund shall be offered "for the advancement and encouragement of science" with a preference for the physical sciences to meet "non-routine non-recurrent" study or research expenses "for which other grants are not normally available". The grants are open to both undergraduates and graduates. Applications should be made to the Director of Studies in Physical Sciences who shall refer them to a standing committee of the senior Directors of Studies in Biological Sciences, Medicine and Physical Sciences. Grants shall be reported to Council.

7. G K Williams Fund

Grants from the G K Williams Fund shall be offered to defray the cost or part of the cost of legal professional training to graduates of Girton College who shall have read for the Law Tripos or to students in residence reading Law. Grants shall be decided by the Director of Studies in Law in consultation with the Tutor of the applicant and the Bursar and shall be reported to the Council.

8. The Jean Lindsay Memorial Bursary Fund for History

The Jean Lindsay Memorial Bursary Fund was established in 1997 to commemorate Dr Jean Lindsay (McLachlan, 1929, Fellow and Director of Studies in History at Girton 1947-1960 through donations from her friends and former students.

The fund shall be a permanent capital fund within the College's Amalgamated Trust Fund.

The income from the Fund is to be used primarily to provide maintenance bursaries for full time undergraduates studying History, on the basis of financial need. These awards shall be known as Jean Lindsay Bursaries.

The awards will be made annually on the basis of financial need to a UK undergraduate student of Girton College reading History by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.

The Jean Lindsay Bursaries will be awarded on entry, or they may be awarded at any stage during an

undergraduate's course. They will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a Cambridge Bursary.

The balance of the income of the fund may be used to make awards to undergraduates in residence and reading History in order to relieve financial hardship. The awards will be made by Tutors after consultation with the Directors of Studies in History, and will be subject to satisfactory academic performance.

In all other respects the Jean Lindsay Memorial Bursary Fund will be governed and administered under the rules and regulations of the Emily Davies Bursary Fund II (see Ordinance XIII.5 (d) II.2). The annual award to the recipient will still be identified as the Jean Lindsay Memorial Bursary.

Any unused income of the Fund will be re-invested in the capital of the Fund.

Grants shall be reported to Council and a summary published in 'The Year'.

In the event that there is no further need, Council will decide on a further purpose in accordance with the wishes of the donors outlined in the original ordinance (as approved by Council 20 May 2005).

Approved by Council 20.5.2005 and 18.7.2008. Amended by Council 26 October 2018.

9. The Giles Gift

The Giles Gift Fund is a constituent fund of the Amalgamated Trust Funds. It was created by a bequest under the will of Mrs Caterina Pietra Easton (Giles OG 1921), who died on 29 February 1996 in memory of her father Dr. Peter Giles and her sister Miss Elspeth Giles (OG 1918).

(i) Under the terms of the Will of Mrs Caterina Pietra Easton (Giles OG 1921)

- (a) the income of the Fund shall be applied in or towards providing additional benefits, comforts, or amenities to or for a student or students at Girton College who, but for such assistance, would not be able for financial or other reasons to enjoy such benefits, comforts, or amenities; and
- (b) the said student or students shall be selected by the Mistress for the time being of Girton College; and
- (c) such gift or gifts shall be made privately and without any kind of publicity.

(ii) Income of the Fund which remains unspent at 30 June in any year shall normally be reinvested in additional ATF units.

10. The Old Girtonians Grant Fund

The Old Girtonians Grant Fund is a constituent fund of the Amalgamated Trust Funds. It was created from donations by members of the Roll of Alumni.

(i) The purpose for which the fund was created was to give financial support to members of the Roll of Alumni. Any restrictions on purposes for which grants may be given is to be decided by a majority vote of members of the Roll of Alumni present at a General Meeting.

(ii) Any member of the Roll of Alumni may apply in writing to the Mistress for a grant, stating the need for and making a case for the grant to be given.

(iii) The making of a grant shall be within the sole discretion of the Mistress after consultation with the Bursar to establish that adequate funds are available.

Amended by Council 19 October 2012

11. 1. The Emily Davies Bursary Fund

The Emily Davies Bursary Fund was established by the generous gift of £500,000 of Mr. and Mrs John Wrigley in 1998, with the intention of making it possible financially for able students from non-privileged backgrounds to study at Girton, who would not otherwise have been able to do so. The terms of the gift were set out in a signed agreement dated June 1998 and amended as agreed by Mrs John Wrigley in 2012.

The Fund is a constituent fund within the Amalgamated Trust Fund, and further benefactions for a similar purpose may be added to the fund at any time.

The income from the fund is to be used primarily to provide maintenance bursaries for full-time undergraduates. It may also be drawn on for the cost of publicity designed to ensure that the scheme is known to those it is intended to help.

Candidates must be UK nationals educated at a state school at 6th form level aged under 21 on entry to Girton. The Bursaries will be awarded on the basis of financial need by the Bursaries Committee (see Ordinance II.9).

The bursaries will be awarded on entry, and will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a full Cambridge Bursary. The level of payments will be set annually to match the level of award made by the Cambridge Bursary Scheme.

The scheme is to be reviewed by Council every ten years, or whenever there are significant changes made to the Cambridge Bursary Scheme, to ensure that it is functioning satisfactorily and that its purpose still corresponds to the real needs of the College and its students. Should Council judge changes to be necessary, any redirection of funds should be restricted to supporting College services for undergraduates.

Any unspent income of the Fund in any year may at Council's discretion be re-invested in the capital of the Fund.

Approved by Council on 20.5.2005. Amended by Council on 19.10.2018

2. The Emily Davies Bursary Fund II

The Emily Davies Bursary Fund II was established by decision of Council on 29 October 2000, as a constituent fund within the Amalgamated Trust Fund, to which donations and benefactions for the general purpose of providing undergraduate bursaries may be added at any time.

The income from the fund is to be used primarily to provide maintenance bursaries for full-time undergraduates. It may also be drawn on for the cost of publicity designed to ensure that the scheme is known to those it is intended to help.

The bursaries will be awarded on the basis of financial need by the Bursaries Committee (see Ordinance II.9).

The Bursaries will be awarded on entry, or they may be awarded at any stage during an undergraduate's course. They will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a full Cambridge Bursary. The level of payments will be set annually to match the level of award made by the Cambridge Bursary Scheme. The Committee may recommend payment of bursaries below the standard level if it considers that it would be equitable to award a larger number of bursaries in any year having regard to the financial need of the candidates, or should it be felt appropriate for a particular candidate.

The scheme is to be reviewed by Council every ten years, or whenever there are significant changes made to the Cambridge Bursary Scheme, to ensure that it is functioning satisfactorily and that its purpose still corresponds to the real needs of the College and its students. Should Council judge changes to be necessary any redirection of funds should be restricted to supporting College services for undergraduates.

Any unspent income of the Fund in any year, may at Council's discretion, be re-invested in the capital of the Fund.

Approved by Council on 20.5.2005. Amended by Council on 19.10.2018.

12. Anne and Caroline Wilson Fund

The Anne and Caroline Wilson Fund was established by the generous gift of Miss Constance Anne Wilson in 2000.

The income from the fund shall be used to make awards known as Anne and Caroline Wilson Bursaries to undergraduates studying Classics, or training at Girton to teach Classics after graduating at Girton.

Awards will be made to candidates for admission by the Bursaries Committee on the basis of financial need, taking into account academic merit. In keeping with the donor's wishes, preference will be given to British undergraduates and those studying Greek for the first time.

The income of the fund will normally be used to provide for two students from each academic year to receive the awards for each of the three years of their undergraduate course, subject to satisfactory annual reports from the recipient's Tutor, i.e. each beneficiary will normally receive one sixth of the income of the fund annually.

The income of the fund may be divided in a different ratio for a particular year, if the Director of Studies in Classics so decides, after consultation with the Admissions Tutor and the Bursaries Committee.

If in any year there are no applications for awards from candidates for admission, then notice of the Bursaries should be sent to all first year Classics students at the start of Michaelmas Term, and recommendations should be made to Council by a committee consisting of the Senior Tutor, the Director of Studies in Classics and the Tutor for Classics students.

Any unused income in any year is to be re-invested in the capital of the fund or otherwise disbursed to current Classics students and offer-holders at the discretion of the Director of Studies, in consultation with the Tutorial Office, with priority given to those studying Greek or Latin for the first time.

Awards shall be reported to Council and a summary published in the Girton Annual Review.

Approved by Council on 20.5.2005.

Approved as amended by Council 16th January 2009 and 18th July 2014.

13. The Dr. Christine McKie Bursary Fund

The Dr. Christine McKie Bursary Fund was established during 1999/2000, as a constituent fund within the Amalgamated Trust Fund, to which donations and benefactions for the general purpose of providing undergraduate bursaries for physical scientists may be added at any time. Initial donations to the fund were given on the occasion of the retirement of Dr. McKie in recognition of her contribution to physical sciences at Girton.

The income from the fund is to be used primarily to provide maintenance bursaries for full-time undergraduates studying physical sciences. It may also be drawn on for the cost of publicity designed to ensure that the scheme is known to those it is intended to help.

The bursaries will be awarded on the basis of financial need by Council on the recommendation of the Bursaries Committee (see Ordinance II.20). The bursaries will be awarded on entry or they may be awarded at any stage during an undergraduate's course.

Any unspent income of the Fund in any year may at Council's discretion be re-invested in the capital of the Fund.
Approved by Council on 5.10.01

14. Sheila Gillies Fund

The Sheila Gillies Fund was established by decision of Council on 19 July 2002 as a restricted expendable capital fund within the Amalgamated Trust Funds (ATF).

1. The capital of the Fund was bequeathed by Miss Gillies "to be applied in the provision of scholarships, bursaries or travel grants for the benefit of students as the College shall think fit".
2. Council decided on 19 July 2002 to add the annual income from the Fund to that of the Emily Davies Bursary Fund II (see Ordinance X.III 5. (e) 11.2).
3. Council may, from time to time, decide to apply the income or capital of the Fund for any other purpose which is consistent with paragraph 2. above.

Approved by Council on 19th July 2002

15. Ellen McArthur Bursaries and Scholarships Fund

The Ellen McArthur Bursaries and Scholarships Fund was established by decision of Council on 19th July 2002 as a restricted income fund.

1. The Fund is named after Ellen McArthur (1886), who was the first female Cambridge University Extension Lecturer (1894), and a Girtonian Economic Historian. She was also Director of Studies in History at Girton and held a number of posts in the University of London.
2. The Fund has been established through the efforts of a former student and is to be used to provide scholarships and bursaries to undergraduates in the Social Sciences (HSPS, Economics and Social Anthropology) and History, from both EU and non-EU countries. The former student will donate £12,000 per annum to the Fund.
3. The income of the Fund will be used, firstly, to provide two Ellen McArthur Bursaries of £1,000 each to two students in each year, who have been admitted to read the above subjects, and who are in financial need as defined by LEA criteria and the Bursaries Committee (see Ordinance II.20). The amount of the Bursary paid in the second and third years of the course shall also be £1,000 per year, subject to satisfactory annual reports from the recipient's Tutor and will be topped up by a further £500 in each of those years if the bursary holder gains a 2:1 or better in Tripos in the first and second years respectively.
4. Information about the Bursaries is to be sent to all sixth formers who have been made offers of places in Social Sciences and History, and will appear on the College web site www.girton.cam.ac.uk and in the College's Admissions Prospectus.

5. The remaining income of the Fund (which will be at least £4,000 in each year) is to be awarded as Ellen McArthur Scholarships of £500 each to Social Science, Geography (when a social sciences focus is demonstrably present) and History students who obtain Firsts. The intention of the Scholarships is to incentivise excellence of outcome in a first degree, and preference shall be given to students not in their last year of study. Ellen McArthur Bursary holders shall also be eligible for this Scholarship, which is to be supplementary to any award which may be made from the Scholarships & Exhibitions Fund.
6. Information about the Scholarships is to be publicised by email to all students and in the College intranet as well as College Development publications.
7. Statistical information on the number of applicants the number of awards and demographic information on the recipients will be made available each year to the benefactor.
8. Awards shall be reported to Council and a summary published in the Girton Annual Review.

Approved by Council on 20.5.2005

Approved as amended by Council on 8.10.2010.

16. The Sybil Lewis Bursary Fund

1. The Sybil Lewis Bursary Fund has been created by a bequest from the late Mrs Menna Vincent and is named after her own mother Sybil Lewis. Menna Vincent (Jones 1945) grew up in a coal mining valley in South Wales and came up to Girton to read mathematics. She went on to earn a distinction in Part 3. She was only able to afford to come to Cambridge because of the financial support of a state scholarship.
2. The Sybil Lewis Bursary will be awarded annually, for a minimum total of £500 normally to one recipient, but at Girton's discretion, to multiple recipients.
3. The award will be made annually on the basis of financial need to a UK undergraduate student of Girton College on the recommendation of the Undergraduate Bursaries Committee (see Ordinance II.9)
4. Recipients of the award will normally be in the first year of their Undergraduate course.
5. In all other respects the Sybil Lewis Bursary Award will be governed and administered under the rules and regulations of the Emily Davies Bursary Fund II (see Ordinance XIII.5 (d) II.2) The annual award to the recipient will be identified as the Sybil Lewis Bursary.
6. Girton will report annually to Mr Moray Vincent (either in writing, by email or by other means), confirming the award has been made and the amount awarded. The name of the recipient will not be disclosed to the donor for reasons of privacy.
7. The recipient/s of the award will be asked (but will be under no obligation) to write a short anonymous piece to Mr Moray Vincent outlining how the award will be of assistance to them in enhancing their experience and enjoyment of Cambridge. (This will be written after the awarding of the bursary and should not form part of the assessment process to determine the recipient). The recipient's right to privacy will be respected and they may write the piece anonymously if they so desire. Girton will then pass on these written pieces to Mr Vincent who will be responsible for circulating them to any other family members.
8. In the 2018/19 academic year, to celebrate the 150th Anniversary of the Founding of Girton, five (5) awards (with a minimum total value of £2,500) will be made on the same basis as above instead of the normal single annual award.

9. In the event of changed circumstances such as, but not limited to, a cessation or material change of purpose of the Emily Davies Bursary Fund II such that its objectives are no longer broadly aligned with the original purpose of the Sybil Lewis Bursary, then the terms of the Sybil Lewis Bursary Fund will revert to the original ordinances created as per the will of Menna Vincent and recorded in the Girton College records of 14 November 2008.
10. Any unspent income will be reinvested in the capital of the fund.
11. Girton will send a financial report on the status of the Fund annually to Mr Vincent.

Approved by Council on 14 November 2008. Amended by Council 19.10.2018.

17. The Rose Award Bursary Fund

1. The Rose Award Bursary Fund, in memory of members of the Lo family, was established in 2015 by a generous gift of £250,000. The intention of the Fund is to make it financially possible for able students from non-privileged backgrounds, who would not otherwise have been able to do so, to study at Girton.
2. It is expected that the recipient(s) of the Award have the intention to benefit society, and have a passion to serve the community in a practical way. This should be demonstrated by a short statement written by the candidate(s) on application for the Award, in association with an assessment process determined by the Bursaries Committee as appropriate for the Award.
3. The Fund is a constituent fund within the Amalgamated Trust Fund and further benefactions for the same purpose may be added to the Fund at any time.
4. The income from the Fund is to be used primarily to provide maintenance bursaries for full-time undergraduates. It may also be drawn on for the cost of publicity designed to ensure that the scheme is known to those it intends to help.
5. Candidates must be UK nationals, educated at a British school throughout secondary education, aged under 21 on entry to Girton and of the required standard to gain admission. The Awards will be made on the basis of financial need by Council on the recommendation of the Bursaries Committee (see Ordinance II.9).
6. The bursary will be awarded on entry, or in certain circumstances in the second, third or fourth years, and will continue to be paid for the length of the undergraduate course, subject to satisfactory annual reports from the recipient's Tutor. It is intended that the bursary can either be a partial bursary or full bursary up to the amount that meets the maximum Cambridge Bursary Scheme payment.
7. The Committee will recommend payment of bursaries - the actual amount given to each candidate, and the number of bursaries in any year - having regard to the income available from the Fund and the financial need of the candidate(s).
8. The scheme is to be reviewed by Council every ten years to ensure that it is functioning satisfactorily and that its purpose still corresponds to the real needs of the College and its students. Should Council judge changes to be necessary, any redirection of funds should be restricted to supporting College services for undergraduates. The Trustees of the Lo Family Charitable Trust should be notified of such changes.
9. Any unspent income of the Fund in any year may at Council's discretion be re-invested in the capital of the Fund.

10. Statistical information on the number of applicants, the number of awards and demographic information on the recipients will be made available each year to the Trustees of the Lo Family Charitable Trust. The short statement(s) of successful candidate(s) (subject to the candidate's agreement) and the subject(s) studied should be made available to the Trustees for their records upon granting the Award to a new recipient. Additionally the College will make available to the Trustees an annual summary prepared by the College's investment advisers on the performance of the College's invested assets.

Approved by Council on 22 May 2015

18. The Margaret Barton Bursary Fund

The Margaret Barton Bursary Fund was established by the generous gift of £300,000 from Dr Margaret Barton in 2005, with the intention of enabling gifted students from non-privileged backgrounds to study Medical Sciences at Girton. Dr Barton studied Medical Sciences at Girton from 1945-48.

The capital of the fund shall be invested in the College's Amalgamated Trust Fund units.

The income from the fund is to be used primarily to provide maintenance bursaries for full-time students in Medical Sciences. These awards shall be known as the Margaret Barton Bursaries.

The award will be made annually on the basis of financial need to a UK student of Girton College reading medical sciences by the Undergraduate Bursaries Committee (Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.

Bursaries will be awarded on entry and will continue to be paid for the first three years of the medical course, subject to the recipient being eligible for a Cambridge Bursary. After 3 years, all Girton medical students, including existing bursary holders, who are continuing with clinical medicine at Cambridge University will be eligible to apply for bursaries for the clinical course, providing that they meet the criteria as outlined above.

In all other respects the Margaret Barton Bursary Fund will be governed and administered under the rules and regulations of the Emily Davies Bursary Fund (see Ordinance XIII.5 (d) 11.1). The annual award to the recipient will be identified as the Margaret Barton Bursary Fund.

Surplus income remaining after bursaries have been awarded in any given year may be either made available for hardship grants for medical students at College, or reinvested in the capital of the Fund.

A report of awards is included in the College Annual Review and a statistical report, including information on the number of applicants, will also be sent to the major donor(s) each October.

Approved by Council 2006. Amended by Council [22.10.2018]

19. The Girton Pioneer Award Fund

1. The Girton Pioneer Award Fund was established in 2018 by a donation from the 2018 Spring Ball Committee, with the intention of supporting the students of Girton and their contributions to College life.
2. The fund shall be a permanent capital fund within the College's Amalgamated Trust Funds. Further benefactions for the same purpose may be added to the Fund at any time. It is hoped that future Spring Ball Committees will actively seek to contribute to the Fund.

3. The annual income from the Fund shall be used to make awards, known as the Girton Pioneer Awards, of up to £500 to eligible undergraduate students who have made a contribution to the Girton College Community, until the investment in the Fund has increased sufficiently for the annual income to be able to fund maintenance bursaries for full time undergraduates at Girton. The Bursaries awarded by the Fund shall be known as the Girton Pioneer Bursaries.

4. The Girton Pioneer Award scheme will be reviewed annually to ensure that it is functioning satisfactorily and that its purpose still corresponds to the real needs of the College and its students.

5. The Girton Pioneer Awards :

i) Will be made annually on the basis of financial need to UK undergraduate students of Girton College by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.

ii) It is expected that the recipient(s) of the Girton Pioneer Award will have contributed to College life, and that the award will be used to enable them to continue their support of the Girton Community. This should be demonstrated by a 300-word statement explaining how their contribution has improved the experience of other Girtonians through participation in student societies, forums of welfare initiatives. Details of how the award will help them to continue their support of the Girton Community should also be given.

iii) If several candidates are considered to be eligible for the Girton Pioneer Award, then the £500 award may be split between them. In these circumstances then the minimum award made to any one candidate should be £100. Awards made in a given year shall not exceed £500 in total.

iv) The Girton Pioneer Award shall be made for one year only. Recipients may reapply in future years but will not be given priority over other candidates.

i) Once the fund has increased sufficiently, the Girton Pioneer Awards will be replaced by the Girton Pioneer Bursaries.

6. The Girton Pioneer Bursaries:

i) Will be awarded annually on the basis of financial need to UK undergraduate students of Girton College by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.

ii) The Bursaries will be awarded on entry, or they may be awarded at any stage during an undergraduate's course. They will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a Cambridge Bursary. It is intended that the bursary can be either a partial bursary or a full bursary up to the amount that meets the maximum Cambridge Bursary Scheme Payment.

7. In all other respects the Girton Pioneer Award Fund will be governed and administered under the rules and regulations of the Emily Davies Bursary Fund II (see Ordinance XIII.5(d) 11.2). The annual award to the recipient will be identified as either the Girton Pioneer Award or the Girton Pioneer Bursary.

8. Any unused income of the Fund will be re-invested in the capital of the Fund.

9. In the event that there is no further need, Council will decide on a further purpose in accordance with the original wishes of the donors to support the students of Girton and their contributions to College life.

Approved by Council 26 October 2018

20. The Elma Wyatt Bursary Fund for Clinical Medicine

1. The Elma Wyatt Fund was established in 2018 by the bequest of £100,000 from Dr Elma Wyatt (1951, Natural Sciences and Medical Sciences (Clinical)) left to Girton College “for the benefit of medical students of the said College”.
2. The fund shall be a permanent capital fund within the College’s Amalgamated Trust Funds.
3. Council has agreed that the income from the Fund is to be used primarily to provide maintenance bursaries for full time students at Girton College reading clinical medicine. These awards shall be known as the Elma Wyatt Bursaries.
4. The award will be made annually on the basis of financial need to a UK student of Girton College reading clinical medicine by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.
5. The bursaries will be awarded on entry to the Clinical Medicine course, and will continue to be paid for the length of the course of three years, subject to the recipient being eligible for a Cambridge Bursary.
6. In all other respects the Elma Wyatt Bursary Fund will be governed and administered under the rules and regulations of the Emily Davies Bursary II Fund (see Ordinance XIII.5(d) 11.2). The annual award to the recipient will be identified as the Elma Wyatt Bursary.
7. Surplus income remaining after bursaries have been awarded in any given year may be either made available for hardship grants for medical students at College, or reinvested in the capital of the Fund.
8. Grants shall be reported to Council and a summary published in the Girton Annual Review.
9. In the event that there is no further need, Council will decide on a further purpose in accordance with the wishes of the legator as expressed in the Will.

Approved by Council 26 October 2018

21. The 1985 Bursary Fund

The 1985 Bursary Fund was established the generous donations of the Class of 1985 in 2018.

The fund shall be a permanent capital fund within the College’s Amalgamated Trust Funds.

The income from the Fund is to be used primarily to provide maintenance bursaries for full time undergraduates. These awards shall be known as the Class of 1985 Bursaries.

The award will be made annually on the basis of financial need to a UK undergraduate student of Girton College by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.

The Bursaries will be awarded on entry, or they may be awarded at any stage during an undergraduate’s course. They will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a Cambridge Bursary.

In all other respects the 1985 Bursary Fund will be governed and administered under the rules and regulations of the Emily Davies Fund II (see Ordinance XIII.5(d) 11.2). The annual award to the recipient will be identified as the Class of 1985 Bursary.

Any unused income of the Fund will be re-invested in the capital of the Fund. Grants shall be reported to Council and a summary published in the Girton Annual Review

In the event that there is no further need, Council will decide on a further purpose in accordance with the original wishes of the donors, in the first instance this is to support undergraduate students at Girton College.

Approved by Council 26 October 2018

Ordinance XIII.5 (e) - The 1958 Education Fund

1. The 1958 Education Fund was established in 2008 by donations from alumnae who matriculated in 1958.
2. The purpose of the Fund is to help provide for the educational needs of students through support of teaching in whatever subjects there is a pressing need and/or by contributing towards bursaries for undergraduates or graduates.
3. The fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
4. The income from the Fund is to be used primarily to provide a maintenance bursary for a full time undergraduate. The award shall be known as the Class of 1958 Bursary.
5. The award will be made annually on the basis of financial need to a UK undergraduate student of Girton College by the Undergraduate Bursaries Committee (see Ordinance II.9). Candidates should be eligible for a Cambridge Bursary.
6. The bursary will be awarded on entry, or it may be awarded at any stage during an undergraduate's course. The bursary will continue to be paid for the length of the undergraduate course of three or four years, subject to the recipient being eligible for a Cambridge Bursary.
7. In all other respects the Class of 1958 bursary will be governed and administered under the rules and regulations of the Emily Davies Bursary Fund II (see Ordinance XIII.5 (d) II.2). The annual award to the recipient will be identified as the Class of 1958 Bursary.
8. Once the bursary has been awarded, the application of any additional income from the fund lies at the discretion of the College Council, with recommendations being made on an annual basis by the Bursar.
9. Any unspent income accrued may be reinvested in the capital of the Fund.
10. In the event that there is no further need, Council will decide on a further purpose in accordance with the wishes of the donors outlined in the original ordinance (as approved by Council 12th February 2010).

Approved by Council 12 February 2010. Amended by Council 26 October 2018.

Ordinance XIII.5 (f) - The Marion Blackwell Hird Bequest Fund

1. The Marion Blackwell Hird Bequest Fund provides Vacation Study grants for students taking papers in Part 1A or Part 1B of the Modern and Medieval Languages Tripos and undertaking short language courses abroad.
2. The Fund shall be a permanent capital fund with the College's Amalgamated Trust Funds.
3. Full details of the application process, including application forms and deadlines, will be published at the beginning of the Michaelmas Term.
4. Grants are awarded for short vacation study courses to be undertaken during the Easter or Long Vacation of the same academic year. Students of German *ab initio* may apply for travel to be undertaken during the Christmas vacation.
5. Grants are not awarded for the compulsory Year Abroad.
6. Applications, giving details of the proposed study course, including all costs, are to be made by the division of the Michaelmas Term for German *ab initio* students wishing to travel during the Christmas vacation, and by the division of Lent term for travel in the Easter and Long vacations.
7. Applications will be considered by the Directors of Studies and the Tutor(s) in Modern and Medieval Languages for students at Part 1A and Part 1B. Their recommendations will come to Council for final approval.
8. Evidence of financial hardship will be taken into account when distributing grants. Applicants are expected to have applied for all government grants and loans and Cambridge University grants for which they are eligible and to supply evidence as detailed on the application form.
9. Students may apply for funding in either their first or second year or both but priority will be given to first time applicants.
10. A grant awarded shall not normally exceed 50% of the costs incurred by the student.
11. Should there in any year be surplus income from the Fund after the costs of the Travel Awards have been met this surplus may at Council's discretion be used:
 - a. to support College's other educational purposes in MML;
 - b. to augment the capital of the Fund as at 1st July following; or
 - c. otherwise as permitted under the College's Statutes.

Approved by Council 11th March 2011. Amended by Council 6th December 2013, and 14th March 2014.

Ordinance XIII.5 (g) - Esther J. Luker and Maude Cobbe Bursary

1. The Bursary Fund is administered by Trinity College Dublin.
2. The Bursary was set up in 1970-71 for an interchange of students between Girton College and Trinity College Dublin, to foster goodwill between the two institutions, and provides for each College to nominate their representative to come for some period during the academic year to the other College.
3. The Bursary is to cover basic costs of travel, subsistence and accommodation (accommodation is not available in Trinity College).
4. Council agreed in 1974 that Girton College candidates should be selected by an *ad hoc* committee consisting of the relevant Directors of Studies and Tutors of the applicants. Potential candidates are asked to approach their Director of Studies in the first instance. Council will approve the selected candidate(s) from Girton.
5. Application for the Bursary is by contact with the Graduate Studies Office Arts Building Trinity College Dublin 2.

Approved by Council 30th June 2011

Ordinance XIII.6 - Music Awards

1. College Music Scholarship

All undergraduate members of College other than Organ Scholars shall be eligible to apply for the College Music Scholarship, which shall be awarded by competition to a student of outstanding talent in musical performance (vocal or instrumental). The competition, which shall also be for the College's Choral Exhibitions and Instrumental Awards, shall be held in College during the Michaelmas Term at a time to be arranged by the Director of Music. One Scholarship shall be offered, to be held for one year only; holders shall, however, be eligible to compete for the Scholarship in a subsequent year. The election shall be made by the Council on the recommendation of a panel of adjudicators appointed by the Council, one of which shall be the Director of Music. If, in the judgement of the adjudicators, no competitor is deemed to be of outstanding talent, the award shall be withheld for that year. The value of the Scholarship is shown in Schedule C.

2. Jill Vlasto Choral Exhibitions

All resident members of College admitted under the ordinary admissions procedure shall be eligible to apply for a Choral Exhibition. Choral Exhibitions shall be tenable in the first instance for one year, but may be renewed for the duration of the holder's current degree at the discretion of the Director of Music, to be reported to the Council each year. The value of the award is shown in Schedule C. In addition to the award, holders may claim expenses (see schedules) for singing lessons; such claims should be forwarded to the Bursar with appropriate receipts. In exceptional circumstances, and with the approval of Council, any part of this allowance not claimed for singing lessons may be used to offset the cost of the award holder participating in the choir tour. A competition shall be held in College during Michaelmas Term at a time to be arranged by the Director of Music; the election shall be made by Council on the recommendation of a panel of adjudicators appointed by Council, one of whom shall be the Director of Music. Holders of the awards are normally expected to sing in the Chapel Choir and to take part in College concerts, where appropriate.

3. University Choral Awards

University Choral Awards are offered by a group of Cambridge colleges on the basis of a competition held in the week before the Michaelmas Term. Details of the competition can be found in the Admissions Prospectus. University Choral Awards are held on the same terms as Jill Vlasto Choral Exhibitions.

4. Daphne Bird Instrumental Awards

All resident members of the College are eligible to apply for a Daphne Bird Instrumental Award; Organ Scholars, however, may not offer a keyboard instrument. The Awards are tenable for one year in the first instance, but award holders may reapply in subsequent years. The value of the award is shown in Schedule C. A competition shall be held in College during Michaelmas Term at a time to be arranged by the Director of Music; the election shall be made by Council on the recommendation of a panel of adjudicators appointed by Council, one of whom shall be the Director of Music. Holders of the Instrumental Awards are expected to take an active part in the musical life of the College and to perform in at least one College concert in the year in which the award is gained.

5. University Instrumental Awards

University Instrumental Awards are offered by a group of Cambridge colleges to candidates who have already

been offered a place for ordinary admission. Details of the competition can be found in the Admissions Prospectus.

6. Organ Scholarship

The Girton College Organ Scholarship is normally tenable for three years. In addition to the value of the award, the organ scholar may claim approved expenses for organ lessons; such claims should be forwarded to the Bursar with appropriate receipts (see Schedule C).

The duties of the Organ Scholar shall include playing at services in Chapel for which music is required and the training of the Chapel Choir. When College has more than one Organ Scholar, the division of their responsibilities should be determined by the Director of Music or her deputy. The Organ Scholar is not *ex officio* in charge of the Music Society but she will normally be expected to take a leading part in its activities.

7. Daphne Braggins Organ Award

When deemed appropriate (for example, in those years in which the College has failed to appoint an Organ Scholar through the usual University competition), a suitable candidate may be appointed to an internal Organ Scholarship, Exhibition or Bursary. The terms of the bequest expressed a wish that preference be given to women. It will be open to Council to determine both the value of the award (for maximum value, see Schedule C) and the length of tenure.

8. The London Girton Association Music Award

All junior members of College who are registered for an undergraduate degree and who have been in residence for at least three terms shall be eligible to apply for the London Girton Association Music Award, to be awarded to a student of outstanding talent in musical performance, either vocal or instrumental. The award is tenable for one year and normally no candidate shall receive the award on more than one occasion. The recipient of the Award shall be decided annually on the basis of a competition held in College during the Michaelmas Term, at a time to be arranged by the Director of Music. The election shall be made by Council on the recommendation of a panel of adjudicators appointed by Council one of whom shall be the Director of Music. Applicants may be asked to justify their financial need, and the adjudicators may take into account the applicant's past contribution, in its widest sense, to the musical life of the College. The value of the Award is currently £500 and is to be paid by the London Girton Association as a single sum at the end of the academic year. It is hoped that, if possible, the award will be made at the annual Girton garden party, and that the successful applicant will at some mutually convenient time perform for the London Girton Association.

Approved by Council 13.06.08 and 14.11.08

9. The Siem Music Prize

1. The Siem Music Prize was established in 2008, thanks to a generous gift from the Siem family. The Prize was set up in recognition of the time spent by two family members, Sasha and Charles, as Music students at Girton.
2. The Prize shall be awarded annually for the strongest overall performance by a Girton undergraduate in any part of the Music Tripos. The Siem family expressed the wish that the prize should not normally be awarded to the same person more than once.

3. The recipient of the prize shall be determined by the Education Board in June each year on the recommendation of the Director of Music in consultation with the Senior Tutor.
4. If, in the judgement of the Director of Music and Senior Tutor, no undergraduate is deemed to be of the requisite standard, the prize shall be withheld for that year.
5. The prize fund shall be a permanent capital fund within the College's Amalgamated Trust Funds.
6. The value of the prize shall be in the range of £400-£500, the precise sum to be determined by how much income has accrued in the fund in the preceding year.

Approved by Council 28 November 2008

10. The Kathleen and Margery Elliott Fund for Music

1. The Kathleen and Margery Elliott Fund was established as a trust fund in the College's Amalgamated Trust Funds (ATF) by gift of Margery Elliott (OG 1938) to commemorate her sister, Kathleen (1910-1970), and to support music-making at Girton College.
2. The above purpose shall be served by the income from the fund supporting the performance of music at Girton or supporting musical performance elsewhere by current members of the College, for example a tour by the College Chapel Choir.
3. Disbursements from the income of the fund shall be made by College Council on the recommendation of the Director of Music.
4. Any income of the Fund unused in any year may be applied to the capital of the Fund as at 1st July following.

Approved by Council on 7th October 2011

11. Choral Bursaries

All resident members of College who apply for, but are not awarded, a Jill Vlasto Choral Exhibition shall be eligible for a Choral Bursary. The award is intended to provide holders with money for singing lessons (details about the value of the award are provided in Schedule C). Award-holders shall not become members of the foundation of the college. Choral Bursaries shall be tenable in the first instance for one year but may be renewed annually on the basis of a new application. A competition shall be held in College during Michaelmas Term at a time to be arranged by the Director of Music; the election shall be made by Council on the recommendation of a panel of adjudicators appointed by Council, one of whom shall be the Director of Music. Holders of the awards are normally expected to sing in the Chapel Choir and to take part in College concerts, where appropriate. Holders of Choral Bursaries who show unusual promise during the course of the tenure of their award may be offered a Jill Vlasto Choral Exhibition; such a change of status shall take only on an exceptional basis and with the approval of both the panel of adjudicators and Council. Claims relating to lessons should be forwarded to the Bursar with appropriate receipts.

Approved by Council 19 July 2013

12. Instrumental Bursaries

All resident members of College who apply for, but are not awarded, a Daphne Bird Instrumental Award shall be eligible for an Instrumental Bursary. The award is intended to provide holders with money for lessons on the instrument played in the audition (details about the value of the award are provided in Schedule C). Award-holders shall not become members of the foundation of the college. Instrumental Bursaries shall be tenable in the first instance for one year but may be renewed annually on the basis of a new application. A competition shall be held in College during Michaelmas Term at a time to be arranged by the Director of Music; the election shall be made by Council on the recommendation of a panel of adjudicators appointed by Council, one of whom shall be the Director of Music. Holders of the awards are normally expected to take part in College concerts, where appropriate. Claims relating to lessons should be forwarded to the Bursar with appropriate receipts.

Approved by Council on 26th September 2016

Ordinance XIII.7 - College Bursaries for Overseas Students

1. The Overseas Bursaries Fund is a constituent fund of the Amalgamated Trust Fund.
2. Any uncommitted balance at 30 June each year shall be added to the capital of the Fund at 1 July following, unless Council determines otherwise, together with any additional permanent endowments for the purpose of overseas bursaries.
3. The annual income of the Fund shall be available for bursaries to overseas students studying at the College. In making awards from the Fund, priority shall be given to undergraduates (including affiliated students). Awards to undergraduates shall be made on the recommendation of the Bursaries Committee, subject to the approval of Council (see Ordinance II.8). Available income from the Fund not used for undergraduate awards may be used for awards to overseas graduate students on the recommendation of the Graduate Awards Committee subject to the approval of Council (see Ordinance II.7).
4. Overseas bursaries shall be given on the basis of academic merit. Once academic merit has been established, financial need shall be a major consideration. In deciding awards the Bursaries Committee or the Graduate Awards Committee shall normally consult with the relevant Director of Studies and Tutors.

Approved as amended by Council 16th January 2009

Ordinance XIII.8 - The Publications Fund

1. The Publications Fund is a designated fund within the Amalgamated Trust Fund.
2. Any uncommitted balance at 30th June in each year shall, unless Council determines otherwise, be used for the general educational purposes of the College.
3. The annual income of the Fund shall be available for providing grants to members of the College to enable them to have their scholarly work published, including grants for the purchase of computer equipment for the production of academic work for publication.
4. Applications for grants from the Publications Fund shall be made directly to the Assistant Bursar on a claim form to be obtained from her. The Assistant Bursar will forward claims for scholarly publication expenses to Council for approval.
Before the purchase of any IT equipment for which funding will be sought, the applicant must check its technical specification with the College's Computer Office and to ensure that the item cannot be sourced more cheaply through a college supplier. Approvals for IT equipment will be managed by the Assistant Bursar, who will refer to Council only in case of query.
5. Applications shall state, and give some account of, the work to be published, the costs involved and the reasons for the application for a grant.
6. Before application is made, the Council expects that the member of College shall have applied to other possible sources for grants. The Council should be informed of the result of any such application.
7. Priority for grants for the purchase of computer equipment shall be given to College Teaching Officers.

Approved by Council on 19 October 2001

Approved as amended by Council on 22nd October 2004; 1 December 2017; 19 January 2018.

Ordinance XIII.9 - The Taussky/Todd Fund for Mathematics

This Fund was established in 1996 with money given by Professor John Todd of Pasadena, California in memory of his wife Olga Taussky (Research Fellow 1934-40). Its purpose is to support Mathematics. The capital is invested in the Amalgamated Trust Fund. Grants from the income of the Fund may be made:

- a. To support teaching in Mathematics.
- b. To support students studying Mathematics at Girton.

Applications for grants from the Fund should be forwarded by the Director of Studies in Mathematics in consultation with the Bursar, the Graduate Tutors and Admissions Tutor, who will seek Council's approval.

Any income unused at 30 June in any year may be held for distribution the following year or may be added to the Capital of the Funds.

Ordinance XIII.10 - Student Academic Resources Fund

1. The Student Academic Resources Fund was established by Council on 8th June 2001, by the transfer of 10,000 ATF units from the Scholarships and Exhibitions Fund.
2. The income of the Fund shall be used for paying grants under the provisions of this Ordinance to undergraduates in residence. Any income unused at 30th June in each year may be held for distribution in a subsequent year or may be added to the capital of the fund at 1st July following.
3. Grants may be awarded to students to assist in funding the purchase of equipment and materials required for their chosen course of study, or other academical expenses for which no other source of funding is available, if in the opinion of the Director of Studies and the Tutor, the case is a deserving one both academically and financially.
4. All payments from the fund are to be approved by a Committee consisting of the Senior Tutor, one Fellow in an Arts subject and one Fellow in a Science subject, who shall be responsible for ensuring that there is a fair distribution of the income between subjects, recognising that the needs of subjects vary.
5. Applications for grants may be made at any time of the year.
6. Grants will not normally be more than £250 per student per academic year.

Approved by Council 8th June 2001.

Amendments approved by Council on 9th November 2001, 14th February 2014 and 26 October 2018.

Ordinance XIV.1 - Disciplinary Procedures for Unsatisfactory Work

1. Where a member of the College *in statu pupillari* fails to show due diligence in her/his studies, Statute XIV lays down two disciplinary procedures: (i) "the Mistress or other competent officer" may impose summary punishment short of sending the student down or depriving her/him of a scholarship or other award; (ii) the "Council with the concurrence of at least eight votes" may impose any punishment within the powers of the College".
2. Directors of Studies shall fine students who miss arranged supervisions for no good cause. The standard fine for a missed supervision is given in Schedule C.
3. In cases of more serious and persistent failure to achieve satisfactory standards of work, the Director of Studies shall, after consultation with the student's Tutor, report the student to the Council.
4. Council's normal approach in these circumstances will be as follows:
 - a. The Secretary will send the student a warning letter, informing her/him that unless there is evidence of improvement by a specified date, she/he will be asked to find accommodation outside the College. This punishment will be imposed for the balance of the current academic year, but in the case of a complaint arising in the Easter Term will apply to the next academic year. Council will specify the evidence of improvement required: e.g. attendance at all lectures and supervisions (unless for medical reasons) and, possibly, weekly reporting to the student's Tutor.
 - b. If the student's work does not improve in response to the Secretary's letter, the Mistress will convene a committee consisting of herself, the Senior Tutor and the student's Tutor and Director of Studies. (If the Senior Tutor is also the student's Director of Studies or Tutor, a second Tutor may be asked to serve). The committee shall advise the Mistress, who will inform the student whether or not she/he is required to find her/his own accommodation. This procedure is consistent with the first disciplinary procedure laid down in Statute XIV (see Clause 1 above).
 - c. The requirement for the student to find her/his own accommodation will be reviewed by the disciplinary committee following the student's next public examination (Tripos or Preliminary).
5. In the event that disciplinary action of the kind described in Clause 4 above does not result in improved standards of work, the student's Director of Studies shall, in consultation with the student's Tutor, again report her/him to the Council.
6. The response of the Council to a second report of this kind will, unless for exceptional reasons, be to instruct the Secretary to write to the student warning her/him that unless improvement (as again specified by the Council) is evident by a stated date, the Council will consider the student for rustication or expulsion.
7. Failure to respond to this second warning will result in a formal disciplinary hearing of the student's case by the Council. The student will be invited to attend the hearing and to be represented by her/his Tutor or by a second member of the College *in statu pupillari*. The student shall have the right of appeal against the decision of the Council taken at such a hearing.
8. In the case of rustication, the actions set out in Clauses 5-7 above may be repeated should the student return into residence and again fail to achieve satisfactory work.

9. Where a student fails in a public examination (including Preliminary examinations), the Council will be minded to expel the student unless there are exceptional reasons. The student may appeal against a decision to expel her/him. In the event of an appeal, the student will be given a personal hearing before the Council and may be represented at that hearing by her/his Tutor or by a second member of the College *in statu pupillari*.

Ordinance XV.1 - The Chapel Fund

1. The Chapel Fund is a permanent fund within the Amalgamated Trust Fund whose income is applied for "the maintenance of services in the Chapel in accordance with the Statutes". It was established by a bequest made for this purpose by Professor Muriel Bradbrook (1927, former Mistress of the College), and was incorporated in July 1994.
2. The application of income arising from the Chapel Fund shall be determined from time to time by the College Council, having in mind the benefactor's wish that the conduct of services in the Chapel should be "preferably by a Chaplain".
3. Where income from the Fund is used for purposes other than the payment of a stipend to the Chaplain, the Council may itself decide how such income is spent or may give discretion to the Chapel Committee, subject to the scrutiny of the Bursar.
4. Any uncommitted balances of the Chapel Fund at 30th June in any year may, in part or in whole, be added to the capital of the Fund at 1st July following, or may be used as income in a subsequent year.

Ordinance XVI - Use of the Web Site

1. The College's web site address is www.girton.cam.ac.uk
2. The design and content of the College Web Site and any links from it to other web sites will be supervised by the Web Site Committee.
3. The internet is a powerful and cost effective medium of external and internal communication. Members of College and its employees will be encouraged to make optimum use of the College Web Site, the internet and the intranet. However, until such time as the security of the intranet can be guaranteed, any message or information requiring security or confidentiality should be distributed by an alternative means of communication.
4. Members of College and its employees are expected to exercise responsible and appropriate behaviour when using the College Web Site and any other web sites established for the use of College members, employees and societies using the name of Girton College.
5. Members of College and its employees must not put on the College Web Site or any other web sites established for the use of College members, employees and societies using the name of Girton College any material which might bring the College into disrepute or harm it in any way.
6. Members of College and its employees must not put on the College Web Site or any other web sites established for the use of College members, employees and societies using the name of Girton College any material which incites or encourages or enables others to gain unauthorised access to the College's computer system.
7. The Internet is a form of publication and is within the scope of the law relating to libel. Words and pictures produced on the Internet are capable of being libellous if they are untrue and ridicule or discredit a person. Members of College and its employees must not put any defamatory statement onto the College Web Site or any other web sites established for the use of College members, employees and societies using the name of Girton College.
8. It is an offence to publish or distribute obscene material and to display indecent material in public. The Internet qualifies as a public place. Members of College and its employees must not put any such material on the College Web site or any other web sites established for the use of College members, employees and societies using the name of Girton College.
9. In the event of any abuse of the College Web Site, the Computer Officer and/or the Web Master will remove the offending material or link as soon as practicable and will report the matter to Council. Council will take whatever action it considers appropriate in the circumstances.

Approved by Council 6.10.00

Ordinance XVII - The Chambers Fund

1. The Chambers Fund was established by a decision of Council on 6th November 1998, as a designated fund to hold capital units in the College's unitised portfolio. For the avoidance of doubt, this fund is not a trust fund.
2. All future receipts by the College from the sale of properties held jointly in trust for the College and the London Library under the terms of the will of Mrs Rosamund Chambers are to be credited to the Chambers Fund.
3. The income from the Fund shall be applied at Council's discretion. Council initially decided on 6th November 1998 that the income should be applied to the purpose of maintaining the College's buildings.
4. Income unused in any year may, at Council's discretion, be either used for the general educational purposes of the College or added to the capital of the Fund at 1st July following.

Approved by Council on 6.10.99

Ordinance XVIII Societies etc.

Ordinance XVIII.1 - Girton College Boat Club Millennium Fund

1. The Girton College Boat Club Millennium Fund is a permanent fund within the Amalgamated Trust Fund, established by donations from former members of the Girton College Boat Club (GCBC) and others.
2. The income from the fund shall be used to provide equipment for GCBC. The trustees shall, at their discretion, apply the income to any such purpose on the recommendation of the GCBC Steering Committee. Any income which has not been designated for such a purpose in any year may be re-invested in the capital of the fund at the discretion of the trustees.
3. The trustees of the Fund shall be the Boat Club Steering Committee (see Ordinance II.18).
4. The trustees shall meet at least once in each year to decide how to apply the income earned by the fund in the previous year in accordance with 2. above.
5. The trustees of the Fund shall use their best endeavours to raise additional capital for the Fund from former members of GCBC and other sources.

Approved by Council on 4th June 1999

Amendments approved by Council on 30th January 2004

Approved as amended by Council on 22nd October 2004

Ordinance XVIII.2 - The Jane Marks Memorial Fund

1. The Jane Marks Memorial Fund is a permanent fund within the Amalgamated Trust Fund, established by Dr. John Marks in memory of his daughter, Jane Marks (19..- 1999).
2. The income from the fund shall be used to provide equipment for Girton College Boat Club (GCBC). The trustees shall at their discretion apply the income to any such purpose, or any other that shall further the development of the club, on the recommendation of the GCBC Steering Committee.
3. Any income which has not been designated for such a purpose in any year may be re-invested in the capital of the fund at the discretion of the trustees.
4. The trustees of the Fund shall be the trustees of the Girton College Boat Club Millennium Fund.

Approved by Council 6th October 2000.

Ordinance XVIII.3 - Governance and Funding of Student Activities

1. Council will arrange for an annual capitation grant to each of the MCR and JCR to fund activities in accordance with their constitution.
2. Council will arrange for the provision of appropriate social and sporting facilities and will provide for the maintenance and refurbishment of such facilities as part of the long term maintenance plan for the College operational estate.
3. The per capita amount to be granted to the JCR and MCR will be approved by Council on the recommendation of the Financial Planning Committee, which will make appropriate arrangements for consideration of an annual budget proposal from the MCR and JCR.
4. The MCR and JCR will submit annual reports to Council in the Michaelmas Term comprising:
 - a. A copy of their current constitution;
 - b. A copy of their most recent accounts made up to 30th June;
 - c. A statement signed by their Senior Treasurers confirming that the accounts are complete and accurate to the best of their knowledge and belief;
 - d. Details of all grants paid out to clubs and societies with confirmation that those clubs and societies have fulfilled the eligibility criteria in their respective constitutions and that the grants will be or have been spent on purposes consistent with the aims and objectives of the College; and
 - e. A copy of their current Health & Safety Policy and risk assessments as appropriate.
5. The MCR and JCR may distribute grants to eligible student clubs and societies of the College.
6. Any student society wishing:
 - a. to be known as a Girton College club or society;
 - b. to be deemed eligible for a grant from the MCR or JCR or directly from the College; and/or
 - c. to be allowed the use of College facilities on terms normally available to members;shall submit to the Bursar annually at the start of Michaelmas Term:
 - i. A copy of their current constitution;
 - ii. A copy of their most recent accounts made up to 30th June and signed by their Senior Treasurer or the Assistant Bursar, as appropriate; and
 - iii. A copy of their current Health & Safety Policy and risk assessments as appropriate;and shall observe the College's Financial Regulations where applicable.
7. The Senior Treasurer of a College club or society will normally be a Fellow of the College, and will be responsible for overseeing the activities of the club or society in accordance with its constitution and within the general governance framework of the College.
8. The JCR, the MCR, the Boat Club, the Ball committee and any subject society shall have a named Fellow actively fulfilling the role of Senior Treasurer.

9. Societies not specified in (8) above may, by agreement, name the MCR or JCR Senior Treasurer as the Senior Treasurer of the society, on the understanding that the financial practicalities of the role will be executed by the Assistant Bursar.

10. The MCR and JCR will inform Council annually in the Michaelmas Term of the names of the Senior Treasurers of all Girton College student clubs and societies deemed eligible for MCR or JCR funding or for a grant directly from the College.

Approved by Council 27th June 2013, amended 23rd May 2014

Ordinance XIX - The Childcare Bursary Fund

1. The Childcare Bursary Fund was established by decision of Council as a restricted expendable capital fund to provide childcare bursaries for students, staff and Fellows of the College.
2. On 1st December 2000, Council designated £70,000 of unrestricted expendable capital to be capital of the Fund.
3. The first call on the Fund in each financial year shall be the cost of the College's participation in the University's pre-school childcare and after-school childcare bursary schemes. The Childcare Support Committee (see Ordinance II.10) shall make recommendations from time to time to Council about the benefits of the College remaining in these schemes.
4. The second call on the Fund shall be the provision of Bursaries directly to students, staff and Fellows.
5. Bursaries are to be awarded by Council on the recommendations of the Childcare Support Committee.
6. Students, staff and Fellows applying for Bursaries are expected to have applied for any other support for which they are eligible, and to have obtained any reliefs from income tax and National Insurance contributions to which they are entitled before making an application to the Childcare Support Committee.
7. Recommendations to Council to award bursaries are to be made on the basis of financial need alone.
8. The value of each bursary and the maximum value of any award will be decided by the Childcare Support Committee, taking into account the income and capital of the Fund available for expenditure, the cost of the childcare required by each applicant, and the number of actual and anticipated claims on the Fund and their relative merits. The total number and value of bursaries awarded shall be notified to Council on an annual basis.

Approved by Council as amended on 8th October 2004

Paragraph 8 amended by Council on 25 April 2008

Ordinance XX - Deleted

The Strategic Restructuring Reserve Fund Ordinance was approved by Council on 13 March 2009; repealed 16 February 2018.

Ordinance XXI.1 - Dean for Student Discipline

1. The Council has established a role of Dean for Student Discipline (hereinafter referred to as the Dean).
2. The Dean, if not already an Officer of the College, shall be elected to a Bye-Fellowship to be held co-terminously with the role of Dean.
3. The Dean will review such disciplinary cases as are referred to her by the Tutors, and will act on behalf of the College to ensure that the disciplinary action is taken in a fair and consistent manner.
4. The Dean shall review the Student Disciplinary Procedures annually, and shall make a report to Council.
5. The Dean shall be familiar with the requirements of the College's Data Protection Policy, as set out in the College Handbook on the College's website.

Approved by Council on 16th March 2012

Ordinance XXI.2 - Student Disciplinary Procedure

1. The Senior Tutor and Tutors shall normally consider disciplinary issues in the first instance. In minor cases, the Senior Tutor and Tutors may decide to issue informal advice or a warning.
2. The Dean will review standard, predetermined sanctions, such as fines, on an annual basis in order to ensure that they are proportionate, reasonable and applied in a reasonable manner.
3. Where the Tutors collectively determine that disciplinary action should be taken because the infringement is serious and recurrent, the Tutors will refer the case to the Dean.
4. In cases of serious misconduct, the Senior Tutor, in conjunction with the student's Tutor, shall carry out an investigation. This may involve the collection of statements from involved individuals. This information, together with any statement in mitigation from the student and/or the student's Tutor representing the student, shall be passed to the Dean for her appraisal and adjudication.
5. The Dean may request further investigation from appropriate persons before reaching a decision.
6. The Dean may be required to present the case to Council with a recommendation for action, having regard to precedent and any mitigating circumstances arising from investigation by the Senior Tutor and Tutors.
7. Any appeal against a decision of the Dean shall follow the College Student Complaints Procedure.
8. The procedures are subject to the College's Data Protection Policy and the provisions of the Data Protection Act and nothing in this Ordinance detracts from a student's rights under the College's Data Protection Policy.
9. A student shall have the right to see any record held about her. This includes the written records of meetings with students that the Dean is responsible for keeping. A request from a student under the provisions of the Data Protection Act for disclosure of such of her personal records as the Dean may hold should be referred to the Data Area Contact for the academic and pastoral records of students.
10. The Dean has a responsibility to third parties (those who have provided information about a student, such as that contained in a reference or written report) to seek their permission before disclosing that information to the student if the student has asked to see it.
11. All personal information held about the student shall be retained securely in accordance with the College's Data Protection Policy and shall be accessible only to those in the College who may reasonably need to see it.

Approved by Council on 16th March 2012

XXII - Intermission of College Duties

Ordinance XXII.1 - Sabbatical Leave

1. Under Statute XXII.1, every officer of the College is entitled to leave of absence from her office during one term for every six terms' service. Leave is granted by the Council in accordance with the conditions laid down in Statute XXII.1. It is Council policy that sabbatical leave should be taken in order to pursue research or scholarship applicable to the individual's discipline.

2. Applications for sabbatical leave should be initiated a year in advance of the proposed period of leave, in order to ensure the College Council has at least two terms' notice so that replacements can be found for the fellow's roles during the sabbatical period. Fellows wishing to request sabbatical leave should follow the procedure below.

a) Request confirmation from the Personnel Officer of reckonable terms for the purposes of confirming eligibility for sabbatical leave.

b) Hold informal discussions with the Mistress, Senior Tutor and other College officers in their discipline about the timing of the proposed sabbatical leave.

c) Submit draft plan of teaching and other College duties (e.g. DOS, Tutor) and how these will be covered during the period of sabbatical, for discussion with and approval by the Senior Tutor.

d) Once informal agreement about sabbatical leave has been reached, submit the Sabbatical Leave Request Form(https://www.vle.cam.ac.uk/pluginfile.php/9007662/mod_resource/content/0/Sabbatical%20Leave%20Form%20%20Notes.pdf) to the Personnel Officer and include a covering letter which should include the following:

- Name of officer

- Title of office

- Date of appointment to office

- List of reckonable terms

- Outline plan of research to be undertaken during period of sabbatical leave

- Plan of teaching duties, other College duties, and how these will be covered

- Covering letter

e) The Personnel Officer will pass the documentation to the Personnel Committee for validation.

f) The Personnel Committee will pass the application to Council for approval.

g) Once Council approval is obtained the Secretary to Council will notify the officer that sabbatical leave has been granted and will copy the notification to the Personnel Officer for information.

3. Within one month of completion of the period of sabbatical leave, the officer should submit a full report (1,000 words) on achievements during the period to the Mistress and Senior Tutor. A list of outputs should be attached where appropriate. This report will be presented to Council for information.

Approved by Council 1 December 2017.

Ordinance XXVII - Application of Statute XXVII

1. The following ordinance is made in pursuance of the requirements of Statute XXVII and references in it to "the statute" are references to that statute.

Application of the Statute

2.

1. The offices of Vice-Mistress, Bursar, Domestic Bursar, Lecturer, Tutor, Director of Studies, Librarian and Secretary to the Council are hereby designated as offices to which the statute applies by virtue of Section 3 (1) of the statute and a holder of such an office is accordingly a person to whom the statute applies.
2. A person who is employed by the College in teaching or research on a part-time basis only and does not hold an office designated under sub-paragraph (1) of this paragraph is hereby excluded from the scope of Section 3 (1) of the statute on the ground that the duties in that regard are only of a limited nature, and accordingly such a person is not, by virtue of that employment, a person to whom the statute applies.
3. A person holding a Research Fellowship, Research Bye-Fellowship, Graduate Studentship or Graduate Scholarship is not a person employed by the College to carry out teaching or research within the meaning of Section 3 of the statute and accordingly is not, by virtue of that award, a member of the academic staff to whom the statute applies.
4. Where it is proposed that a Fellow or College officer who is not a member of the academic staff within the meaning of the statute should be dismissed for good cause or for medical incapacity, the determination of such good cause or medical incapacity shall be regulated by the provisions specified in Parts III and IV of the statute and in this ordinance in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such Fellows and College officers shall have the same rights of appeal under Part V of the statute as members of the academic staff, save that the provisions of this sub-paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

Hearings by a Disciplinary Committee under Part III of the Statute

3.

1. If the Mistress has determined that a charge or charges against a member of the academic staff should be considered by a disciplinary committee, she shall summon a special meeting of the Council forthwith to appoint such a committee under Section 15 of the statute. The person charged shall not be entitled to attend the meeting.
2. The Council shall appoint three persons selected from the panel constituted under Section 16 of the statute, and shall designate one of the persons so appointed to be chair. The Council may at the same time conditionally appoint a further person or persons from the panel to serve in place of any person who is unable or unwilling to serve on the committee. The person to be charged before the committee shall be informed of the appointments by the Secretary to the Council and shall be entitled within 5 days to object for good cause to any member appointed to serve on the committee. The Council shall rule on any such objection and its decision shall be final. The Secretary to the Council shall forthwith send a copy of the statute and of this ordinance to the person to be charged.

3. If any person selected is unwilling or unable to serve on the committee, she shall immediately inform the Secretary to the Council, and if no further person has already been conditionally appointed the Council shall thereupon appoint another person to act in her place and shall, where necessary, designate a new chair; but no replacement shall be made after a person has agreed to serve.
4. The Council shall appoint
 - i. a suitable person to act as secretary or clerk of the committee:
 - ii. a suitable person to formulate a charge or charges in writing and to present, or arrange for the presentation of, the charges before the committee.
5. With the consent of the Council, the chair may appoint a legal advisor to assist the committee in such manner as the committee may decide; provided that the committee shall alone make any findings, determinations and recommendations.
4.
 1. If after the committee has been appointed, a member of the committee becomes unable or unwilling to act, the remaining members shall continue to act, so long as there remain two members willing and able to act, but not otherwise; where necessary, the Council shall designate one of the remaining members to be chair. If more than one member becomes unwilling or unable to act, the Council shall appoint a new committee to act *de novo* in the matter.
 2. A decision of the committee may be taken by a majority thereof. Where there remain only two members of the committee any decision shall be unanimous.
5.
 1. The parties to a hearing by the committee shall be:
 - i. the person charged;
 - ii. the person presenting the charges;
 - iii. any person who shall be added as a party by the committee on application or on its own motion.
 2. Any party to a hearing by the committee shall be entitled to be represented by another person whether such person is legally qualified or not, in connection with or at any hearing by the committee. The party wishing to be so represented shall inform the chair and the other parties in writing of the appointment or dismissal of any representative on his behalf, and shall give notice whether any papers or notices in connection with the case should be sent to that representative in substitution for or in addition to the person charged.
6.
 1. The person presenting the charges shall send to the secretary of the committee written notice of the charge or charges to be brought before the committee and the particulars thereof, and shall send with the notice a copy of any documents which it is proposed to produce and a list of all witnesses whom it is proposed to call, together with statements of the evidence that they are expected to give.
 2. After consultation with the person charged and with the party presenting the charges, the chair of the

committee shall fix the date, time and place of the hearing, and she shall have power, if the circumstances require it, to cancel a hearing so arranged at any time before the commencement of the hearing, and to appoint a different date, time and place.

3. Not later than 14 days (or such shorter period as may be agreed between him and the parties) before the date so fixed the secretary of the committee shall send to each party (a) a notice of the hearing which shall contain information and guidance as to attendance at the hearing, the calling of witnesses and the production of documents, representation by another person and the use of written submissions, and (b) a copy of the charge or charges, together with a copy of the other documents and information specified in paragraph 1 of this ordinance.
4. Not later than 2 days before the date appointed for the hearing the person charged and any other person who has been added as a party shall forward to the secretary of the committee and to the other parties a copy of any documents he wishes to present and a list of all witnesses he proposes to call, with statements of the evidence they are expected to give.
5. It shall be the duty of the person presenting the charges to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case before the committee.
6. No new witness or documentary evidence may be introduced by the person presenting the charges, beyond those of which notice has been given under paragraph 1 of this ordinance, without the consent of the committee, and that consent shall not be given except for good reason. If such late introduction is permitted, the person charged shall be allowed an adjournment sufficient to allow him to consider and respond to the new evidence and to introduce further evidence in rebuttal.
7.
 1. The fact that any person has been or is liable to be prosecuted in a court of law in respect of an act or conduct which is the subject of the proceedings before the committee shall not affect the jurisdiction and powers of the committee under the statute; but the committee shall consider the advisability of referring the matter to the police and if the matter is so referred (by the committee or otherwise), it may adjourn its proceedings for such time as is reasonable in the circumstances to enable a prosecution to be undertaken.
 2. Evidence that a person has been convicted of an offence by or before any court of law, or that any court of law has found an offence with which he was charged proved, shall for the purpose of proving that he committed the offence or was guilty of any act or conduct in respect of which he was so charged or convicted, be admissible in any proceedings before the committee.
8.
 1. A charge shall not be determined without an oral hearing at which the person charged and any other parties to the hearing are entitled to be present together with their representatives, if any. Where the person charged is unrepresented, she shall be entitled to be accompanied by another person who is not a witness in the proceedings.
 2. The committee shall have power, if it thinks appropriate in the circumstances, to hear charges against two or more persons at the same hearing.

3. The committee may sit *in camera* or otherwise at the discretion of the chair, provided that if the person charged so requests the committee shall normally sit *in camera*.
 4. The committee shall have power to proceed with a hearing in the absence of the person charged or of his representative and, notwithstanding the provisions of paragraph (1) of this ordinance, the chair shall have power to exclude any person from a hearing if in his opinion such exclusion is necessary for the maintenance of order.
 5. Each party to a hearing before the committee, or his representative, shall be entitled to make opening statements, to give evidence, to call witnesses, to question any witness concerning any relevant evidence, and to address the committee after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, she shall not also be entitled to speak at the hearing, otherwise than as a witness, without the consent of the chair.
 6. Subject to the provisions of the statute and of this ordinance, the committee shall regulate its own procedure. The chair may set time-limits for each stage of the proceedings, and any meeting may be postponed or adjourned at the discretion of the chair. It shall be the duty of the committee and of the chair to ensure that a charge is heard and disposed of as expeditiously as is reasonably practicable.
 7. The committee shall have power to dismiss a charge for want of prosecution.
- 9.
1. The committee shall not find a charge proved unless it is satisfied that the charge has been proved beyond reasonable doubt.
 2. If the person charged chooses not to give evidence or refuses, without good cause, to answer any question, the committee, in determining whether the charge has been proved, may draw such inferences as appear proper from the failure of the person charged to give evidence or his refusal, without good cause, to answer any question.
 3. If the committee finds a charge proved it shall give the parties an opportunity to address it in respect of the penalty to be recommended.
- 10.
1. The secretary and the committee's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the committee, and the secretary shall keep a sufficient record of the proceedings of the committee: and the decision of the committee shall be recorded in a document signed by the chair which shall contain:
 - i. its findings of fact:
 - ii. the reasons for its decision: and
 - iii. its recommendations.
 2. The chair shall have power by certificate under his hand to correct in documents recording the decisions of the committee any clerical errors arising from accidental mistakes or omissions.

3. The secretary of the committee shall send a copy of the document recording the decision of the committee to the Mistress, the person charged and any person who shall have been added as a party.
 4. The committee shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the statute accompanies each copy of its decision sent to a party to the proceedings.
11. The College shall meet all proper costs of members of the committee and of its secretary and legal adviser, if any.

Hearings by a Medical Board under Part IV of the Statute

- 12.
1. Where it appears to the Council (or in any case of urgency the Mistress) that it is necessary to refer a case to a medical board under the provisions of Part IV of the statute the Council shall appoint a person to present the case to the board. The Secretary to the Council shall forthwith send a copy of the statute and of this ordinance to the member of the academic staff whose possible retirement on medical grounds is to be considered by the board, herein referred to as the member concerned.
 2. When the board has been constituted under the provisions of Section 23 (3) of the statute the Council shall appoint a secretary to the board on the nomination of its chair.
 3. With the consent of the Council, the chair may appoint a legal adviser to assist the board in such manner as the chair may decide; provided that the board shall alone determine the case referred.
- 13.
1. If, after the board has been constituted, a member of the board (other than the chair) becomes unable or unwilling to act, the remaining members shall continue to act provided (a) that the party who nominated that member (or his representative) consents and (b) that there remain two members willing and able to act. In any other case the Mistress shall discharge the board and a new board shall be constituted in accordance with the provisions of Section 23 (3) of the statute.
 2. A decision of the board may be taken by a majority thereof. Where there remain only two members of the board any decision shall be unanimous.
- 14.
1. The parties to a hearing by the board shall be:
 - i. the member concerned; and
 - ii. the person appointed by the Council to present the case to the board.
 2. The member concerned shall be entitled to be represented by another person, whether such person is

legally qualified or not, in connection with and at any hearing by the board. The appointment of such a representative shall be made in writing by the member concerned or by any person having authority in law to act on his behalf, and the appointment may similarly be revoked in writing at any time. Notice of any appointment or revocation shall be given to the secretary of the board and to the person presenting the case. Service on the representative of any paper or notice in connection with the case shall constitute sufficient service upon the member concerned; and any consultation with the representative, and any action taken by the representative within the scope of his authority, shall be binding on the member concerned. References in these ordinances to the member concerned shall where appropriate, refer to or include reference to his representative.

15.

1. The person presenting the case shall send to the secretary of the board a written statement of the case and the relevant medical evidence, and shall send with the statement a copy of any documents which it is proposed to produce and a list of all witnesses it is proposed to call, together with statements containing the evidence they are expected to give.
2. After consultation with the member concerned and with the person presenting the case the chair of the board shall appoint a date, time and place of the hearing, and she shall have power, if the circumstances require it, to cancel a hearing so appointed at any time before the commencement of the hearing and to appoint a different date, time, or place.
3. Not later than 14 days (or such shorter period as may be agreed by him with the parties) before the date appointed for the hearing, the secretary of the board shall send a notice of the hearing to each party and to any representative appointed under paragraph 14 (2) of this ordinance. The notice shall include (a) information and guidance as to attendance at the hearing, the calling of witnesses and the bringing of documents, representation by another person and written submissions, and (b) a statement of the case, together with a copy of the documents and other information specified in paragraph (1) of this ordinance.
4. Not later than 2 days before the date appointed for the hearing the member concerned, or his representative, shall send to the secretary of the board and to the person presenting the case a copy of any documents he wishes to present and a list of all witnesses he proposes to call, with statements of the evidence they are expected to give.
5. It shall be the duty of the person presenting the case to make any necessary arrangements for the summoning of witnesses, the production of documents and generally for the proper presentation of the case to the board.
6. No new witness or documentary evidence may be introduced by the person presenting the case on behalf of the College without the consent of the board, and such consent shall not be given save for good reason. If such late introduction is permitted, the member concerned shall be allowed an adjournment sufficient to allow him to consider the additional evidence and respond to it, and to introduce further evidence as appropriate.

16.

1. The case shall not be determined without an oral hearing at which the member concerned shall be entitled to be represented.

2. Any hearing before the board shall take place *in camera*. At any hearing at which the member concerned is present, she may be accompanied by another person who is not a witness in the proceedings.
 3. The board shall have power to proceed with a hearing in the absence of the member concerned or of his representative and, notwithstanding the provisions of sub-paragraph (1) of this paragraph, the chair shall have power to exclude any person from a hearing if in his opinion such exclusion is necessary for the maintenance of order.
 4. Each party to a hearing before a medical board, or her representative, shall be entitled to make an opening statement, to give evidence, to call witnesses, to question any witness concerning any relevant evidence and to address the board after the evidence has been heard; provided that, if the person charged chooses to be represented by any other person, she shall not also be entitled to speak at the hearing, otherwise than as a witness with the consent of the chair.
 5. Subject to the provisions of the statute and of this ordinance, the board shall regulate its own procedure and any meeting may be postponed or adjourned at the discretion of the chair. It shall be the duty of the board and of the chair to ensure that the case is heard and determined as expeditiously as is reasonably practicable.
- 17.
1. The board may require the member concerned to undergo medical examination at the College's expense.
 2. The College shall meet all proper costs of members of the board and of its secretary and legal adviser, if any.
18. The board shall not determine that a person should be required to retire from office by reason of incapacity on medical grounds unless it is satisfied that the incapacity has been proved beyond reasonable doubt.
- 19.
1. The secretary and the board's legal adviser, if any, shall be entitled to be present throughout the hearing and at any meeting of the board, and the secretary shall keep a sufficient record of the proceedings of the board.
 2. The determination of the board shall be recorded in a document signed by the chair, which shall contain
 - i. its medical findings;
 - ii. its other findings of fact; and
 - iii. its determination and the reasons therefore.
 3. The chair shall have power by certificate under his hand to correct in documents recording the determination of the medical board any clerical errors arising from accidental mistakes or omissions.
 4. The secretary of the board shall send a copy of the document specified in sub-paragraph (2) above to the

Mistress, to the person responsible for presenting the case to the board and to the member concerned.

5. The board shall draw attention to the period of time within which any appeal should be made by ensuring that a copy of Part V (Appeals) of the statute accompanies each copy of its determination sent to the parties to the proceedings.

Appeals under Part V of the Statute

20. When an appeal is commenced under Part V of the statute and the person who is the Visitor is unable or unwilling to act, the Council shall appoint to hear and determine the appeal a person jointly agreed with the appellant or, in default of agreement, a person to be nominated by the Commissary of the University. The person so appointed shall be a person who holds or has held judicial office, or who is a barrister or solicitor of at least ten years' standing. Notice of the appointment shall be sent by the Secretary of the Council to the appellant.

21.

1. In accordance with Section 26 (4) of the statute, the parties to the appeal shall be:
 - i. the appellant;
 - ii. the Mistress (or in the case of an appeal by the Mistress, the Vice-Mistress) acting on behalf of the College; and
 - iii. any other person added as a party by the direction of the person hearing the appeal.
2. The Mistress (or in the case of an appeal by the Mistress, the Vice-Mistress, may appoint a suitable person as respondent to act in her place on behalf of the College in the matter.

22.

1. The Mistress shall send to the person appointed to hear the appeal and to the appellant: (a) copies of the record of the decision appealed against, (b) copies of the papers received by the body that earlier heard or considered the matter, and (c) copies of the document recording the determinations of that body.
2. After consultation with the parties, the person appointed to hear the appeal shall determine:
 - i. the date, time and place of the hearing of the appeal;
 - ii. whether any witnesses are to be heard and the extent of the matters (if any) on which oral evidence is to be permitted;
 - iii. whether she will sit alone to hear the appeal or will sit as chair of an appeal tribunal in accordance with Section 29(3) of the statute;and she shall inform the parties accordingly.
3. If the person appointed decides to sit as chair of an appeal tribunal, she shall appoint two persons to sit with her, one of whom shall be a member of the Regent House of the University not being a Fellow of the College; and he shall inform the parties that he has done so. In this event references to the person hearing the appeal shall be construed as references to the persons appointed. A decision of a tribunal may be taken by a majority thereof.

4. With the consent of the Council, the person hearing the appeal may appoint a legal adviser to assist him in such manner as she may decide, provided that the person hearing the appeal shall alone determine the appeal.

23.

1. The appellant and the respondent shall each be entitled to be represented by another person, whether such other person is legally qualified or not, in connection with and at any hearing of the appeal; provided that if either party chooses to be so represented, she shall not also be entitled to speak, other than as a witness, without the consent of the person hearing the appeal.
2. The appellant and the respondent shall notify the person hearing the appeal and each other in writing of the appointment and of the dismissal of any representative, and shall give notice whether any papers or notices in connection with the case should be sent to the representative in substitution for, or in addition to, them.

24.

1. Not later than 14 days before the date set for the hearing, the appellant and the respondent shall send to the person hearing the appeal and to each other a copy of any documents to be submitted at the hearing, a list of any witnesses to be called with statements containing the evidence they are expected to give, and a list of any legal authorities which it is intended to cite at the hearing.
2. The appeal shall not be determined without an oral hearing at which the appellant and her representative, if any, are entitled to be present.
3. The person hearing the appeal shall have power, if she thinks it appropriate in the circumstances, to hear appeals by two or more parties at the same hearing.
4. The hearing of the appeal may take place *in camera* or otherwise at the discretion of the person hearing the appeal, provided that if the appellant so requests it shall normally take place *in camera*.
5. The person hearing the appeal shall have power to proceed with a hearing in the absence of any of the persons entitled to be present and, notwithstanding the provisions of sub-paragraph (2) of this paragraph, she shall have power to exclude any person from a hearing if in her opinion such exclusion is necessary for the maintenance of order.
6. The person hearing the appeal may agree to add any other person as a party to the appeal, if she is of the opinion that that step is desirable to give effect to the guiding principles stated in Section I of the statute.
7. Persons appearing at the hearing of the appeal shall be entitled to make opening statements and to address the person hearing the appeal. Any witnesses who are permitted to be called may be questioned concerning any evidence on permitted matters and shall be subject to cross-examination and re-examination on such evidence. Where a person seeks to adduce evidence, or to cite any legal authority, of which notice has not been given under paragraph 24(1) of this ordinance, the person hearing the appeal may at his discretion, allow such evidence or legal authority, but, if she does so, he shall allow the other party an adjournment sufficient to allow her to consider and respond to such evidence or legal authority as

the case may be.

8. Subject to the provisions of the statute and of this ordinance, the person hearing the appeal shall regulate his own procedure. She may set time limits for each stage of the proceedings (including the hearing itself), may postpone or adjourn any meeting at her discretion, and may dismiss the appeal for want of prosecution. It shall be the duty of the person hearing the appeal to ensure that the appeal is heard and disposed of as expeditiously as is reasonably practicable.
9. In any exercise of a discretion the person hearing the appeal shall seek to give effect to the guiding principles stated in Section I of the statute. Any giving of a consent, or any exercise of a discretion, by the person hearing the appeal may be made subject to such conditions as he may think fit.

25.

1. The person hearing the appeal shall give written notice of her decision to the parties, together with her reasons and a statement of any findings of fact different from those made by the bodies specified in Section XXXI of the statute.
2. The person hearing the appeal (or the chair in the case of an appeal tribunal) shall have power by certificate under her hand to correct in documents recording her decisions any clerical errors arising from accidental mistakes or omissions.

26. The College shall meet all proper costs of the person or persons hearing the appeal and of the legal adviser, if any.

Grievance Procedures under Part VI of the Statute

27.

1. When a grievance is referred by the Mistress to the Grievance Committee under Section XXXV of the statute, the Council shall appoint one of the members to be chair of the committee.
2. A grievance shall not be disposed of without an oral hearing, at which the aggrieved person, and any person against whom the grievance lies, shall have the right to be heard and to be accompanied by a friend or representative.
3. It shall be the duty of the committee to consider and determine the grievance as expeditiously as is reasonably practicable.
4. The committee shall inform the Council whether the grievance is or is not well-founded, and if it is well-founded the committee shall make such proposals for the redress of the grievance as it thinks fit.
5. The Council shall consider the proposals of the committee at its next ordinary meeting. In reaching any decision upon the matter, it shall seek to give effect to the guiding principles stated in Section I of the statute.

Hearings by a Tribunal under Part VII of the Statute

28. The preceding paragraphs of this ordinance relating to hearings by a disciplinary committee shall apply to hearings by a tribunal appointed under Part VII of the statute, provided that references in those ordinances to a disciplinary committee and to a person charged shall be construed as referring to the tribunal and to the Mistress respectively.

Appointment of an alternate under Section 7 (2) of the Statute

29.

1. The Council shall appoint an alternate to act in place of any person who is designated to perform any duties or exercise any powers under the statute or under this ordinance if that person is himself involved in the matter in question.
2. In any case in which the statute or this ordinance specifies particular qualifications that must be satisfied by a person designated to perform any duties or exercise any powers, a person shall not be appointed as an alternate unless he satisfied those qualifications so far as reasonably possible

Notices

30.

1. Any notice given under the provisions of the statute or of this ordinance shall be in writing; and any documents and notices required to be sent to a person shall be sent by post or delivered to that person at his last known address or to his authorised representative. Where a document or notice is sent by post, it shall be sent by the recorded delivery service, and proof of posting by recorded delivery service shall be sufficient proof of delivery.
2. A party may at any time by notice to the secretary of the disciplinary committee or medical board or tribunal (or, in the case of an appeal, to the person hearing the appeal) and to the other parties change his address for service under this ordinance.

Ordinance XXVIII - Staff Welfare Fund

1. The Fund was established as a constituent fund within the Amalgamated Trust Funds, by decision of Council on 19th October 2001. The initial capital of the fund was a historically accumulated surplus of conference gratuities held in a reserve fund and not distributed to staff.
2. The income and capital of the Fund are to be used for the benefit of College non-academic staff. Members of the SCR will not normally be included.
3. Any conference gratuities received by the College on behalf of non-academic staff not distributed to those staff during the same year shall be added to the Fund.
4. The income and capital of the Fund may be used at the discretion of the Personnel Committee for the following purposes:
 - 4.1. To increase the annual distribution of conference gratuities;
 - 4.2. To support social activities for non-academic staff;
 - 4.3. To provide welfare facilities for non-academic staff;
 - 4.4. To support further education and training for non-academic staff which is not directly related to the needs of their work;
 - 4.5. To provide hardship grants and/or loans to individual members of staff.
5. The purposes set out in 4. above will normally be funded by the annual income distributed to ATF funds. Capital may also be expended at the discretion of the Personnel Committee.
6. Any unspent income of the Fund may be re-invested in ATF units.

Approved by Council on 19th October 2001

1. FLYING OF THE UNION FLAG AND COLLEGE FLAG

The Union Flag will be flown on the following dates (on which the University flag is flown):

6 February - Accession of HM The Queen

21 April - Birthday of HM The Queen

23 April - St George's Day

10 June - Birthday of HRH The Duke of Edinburgh

Mid June - Official Birthday of HM The Queen (exact date published annually in first Reporter in Lent Term)

14 November - Birthday of HRH The Prince of Wales.

The College Flag will be flown on the following dates (on which the University flag is flown):

Late June - Congregation for Honorary Degrees (exact date published annually in first Reporter in Lent Term)

Three days late June or early July- General Admission to Degrees (exact dates published annually in first Reporter in Lent Term)

1 October =- Admission of the Vice-Chancellor Elect (when applicable) and Election and Admission of the Proctors

Dates of official visits of the Chancellor - Notice of such occasions published beforehand in Reporter

Dates of Honorary Degree Congregations - Notice of such occasions published beforehand in Reporter.

The College Flag will also be flown on the following occasions, together with any other occasion agreed by Council:

Late October - Admission of Fellows and Scholars

Early November - Matriculation Dinner

Late February - Admission of Fellows and Scholars

Mid-March, alternate years - Ball

Mid May - Feast

Mid-July - Roll AGM and lunch party

End September - Alumni weekend

Foundation Dinner

Official visits of the Visitor - Notice of such an occasion published beforehand.

2. FLYING OF OTHER FLAGS

In addition, requests to Council by members of College for other flags to be flown will be considered only if the following conditions are met:

- a case is presented that the flag is linked symbolically with a core value of the College in its role as a British educational institution
- the flag is not a national flag, a flag of a student society, or a flag of a specific organization.

3. FLYING AT HALF MAST

In addition, the College flag will be flown at half mast normally only

(a) for the death of a Fellow for three days from the date of notification of the death and again on the date of the funeral, or

(b) on the day of the funeral of a member of staff who has died in service, or

(c) for the death of a current student for three days from the date of notification of the death and again on the date

of the funeral.

The flying of the flag at half mast in these instances will take precedence over the flying of the Union flag or College flag or any other flag approved by Council for any other reason.

Approved by Council 24 June 2010; amended 18 July 2014; 21 October 2016; 19 January 2018.

Ordinance XXX – The Library

1. The spending budget approved in advance of each financial year by Council includes income from the following sources:

- a. The annual income of the Phyllis Smart Fund for the Library (established at 1st July 1963 as a constituent fund of the Amalgamated Trust Fund), payable into the Library Account after the Augmented Audit Council meeting in each year. Additional permanent endowments for the purchase of books for the Library shall be added to the capital of the Phyllis Smart Fund for the Library at 1st July following, together with any uncommitted balance of the Fund and other monies so assigned by the Council.
- b. The proceeds from large sales of library books and periodicals as a result of an overhaul of a particular subject shall be available to the subject concerned for not more than 2 years immediately following the overhaul for purchases of new books. After 2 years the unspent money shall be added to the capital of the Phyllis Smart Fund for the Library.
- c. The proceeds of minor sales of library books and periodicals may be held as reducing funds for the purchase of books, as may also library fines and gifts of monies.
- d. The Library Committee shall have discretion to commemorate the names of benefactors to such funds by appropriately labelled book plates.

2. At the request of the Librarian, lists of books and periodicals proposed for purchase or sale shall be supplied by the individual Directors of Studies. The distribution of expenditure for the various Triposes for the time being shall be decided by the Library Committee at its annual meeting in the Michaelmas Term. The Directors of Studies shall then have the right to prepare lists of books to be ordered within the allocations without reference to the Committee.

3. The Librarian shall, from time to time, seek expert advice for the overhaul of particular sections of the library with a view

- a. to the discard by sale or otherwise of books and periodicals no longer in effective use: and -
- b. to the building up of the sections by books and periodicals in active current demand, including demand for more than one copy.

4. A Library Sub-Committee may be convened by the Librarian to discuss library problems. The Committee shall be constituted as described in Ordinance II.10.

5. The regulations governing use of the Library, including the borrowing of books and disciplinary matters, as from time to time approved by Council on the recommendation of the Library Committee are:

- a) The Library is open in Full Term from 9:00 a.m. to 11:00 p.m. Monday to Friday, and from 10:00 a.m. to 11:00 p.m. on Saturdays and Sundays. These opening hours are extended to the weekend following the end of Full Term and to the weekend and Monday preceding Full Term.
- b) Outside Full Term, the Library is open from 9:00 a.m. to 5:00 p.m. Monday to Friday.
- c) The associated study rooms are permanently open to members of College except during periods of College

closure.

d) All members of the College may read in the College Library when it is open. Other persons may read in the College Library only by permission of the Librarian or Archivist, as appropriate.

e) Readers shall be quiet in the Library and associated study rooms, except in rooms or areas designated for group study, and shall not eat, drink or smoke in any Library location.

f) Student members of the College may borrow up to 10 titles at a time for their own use. In Full Term items may be retained for 7 days. Items marked as reference only may not be borrowed. Heavy fines are imposed for removing REFERENCE material from the Library without authorisation. Items marked as overnight loan may be borrowed after 9:00 p.m. or 30 minutes before closing, whichever is the earlier, and must be returned within the first half hour of opening on the next day that the Library is open. Fines for late return of overnight loan items are charged on an hourly basis (see paragraph (j)). Such items must be checked out in the normal way.

g) Items borrowed from the Library shall be registered and shall be returned within the period allowed.

h) The Library will be closed briefly at the end of each Full Term at a time which will be posted on the notice boards at least 7 days beforehand and all borrowed material shall be returned by this date.

i) In vacation student members of the College may borrow up to 10 titles from the Library until the beginning of the next Full Term.

j) Fines will be imposed for removing books and other material from the Library without registering them as follows:

i) Removing reference material from Girton Library: £10 per item

ii) Unauthorised removal of items from Library or other study rooms: £5 per item

iii) Late return of items borrowed: 50 pence per item per day

iv) The late return of overnight loan items shall be fined at the rate of 50 pence per hour on the first day and then £5 per day

k) Fines are charged on a daily basis for the non-return of overdue items. Fines are payable in cash, or if not so paid, on College bills.

l) College Fellows and College Lecturers may borrow up to 99 titles. All such items shall be returned once a term for checking. The date for return shall be the last Friday of Full Term. A 7-day period of grace will follow, after which fines will be charged on the same basis as for students. Items borrowed for the Long Vacation shall be returned by the first Friday of Full Term. Thereafter the same conditions of a 7-day grace period followed by fines shall apply.

m) Readers and borrowers are responsible for the replacement of any items damaged, defaced or lost while in their charge.

6. The income of the Archive and Rare Books Fund, a constituent fund of the Amalgamated Trust Fund, shall be made available to the Librarian and Archivist for expenditure on the preservation of rare books within the library and for archival expenditure.

Approved as amended by Council on 22nd October 2004; 19 January 2018 (incorporating the relevant content of former Schedules A.1 and C.7); 16 February 2018; 16 March 2018.