STANDING ORDERS OF THE BOARD OF THE FACULTY OF LAW

2026-27

(Re)published 17 November 2026

THE LAW BOARD

Regulations

The regulations governing Faculty Boards are set out in Council Regulations 19 of 2002, including the relevant regulations for Faculty Boards.

Functions and powers

The functions and powers of the Board are set out in Regulations 2-5.

The primary functions of the Board shall be (i) to take significant decisions of policy and (ii) to hold to account Faculty officers and committees to whom it has delegated responsibility.

The Board shall also consider reports from the judges for DCL degrees, in accordance with the criteria set out in the General Regulations for Higher Doctorates, section 7. Copies of the judges' reports shall be shared with those members of the Board present at the next available meeting of the Board, under reserved business. Numbered copies shall be distributed and returned to the Secretary at the end of the meeting. Names of unsuccessful candidates and their judges shall not appear in any minute. The names of the judges of successful candidates may appear in the minute, which records the candidate's success. On the basis of the judges' reports, the Law Board will determine whether the application is successful, in which case the applicant shall be given leave to supplicate for the degree, or unsuccessful.

Membership

The rules governing membership of the Board and the manner of their election are set out in Council Regulation 19 of 2002. Co-optations are covered by Regulations 44-47. Nominations for membership of Law Board are normally made by the Personnel Committee of the Faculty of Law.

The following Faculty Officers shall be members of the Board, *ex officio*:

1. Dean of the Faculty (Chair of the Law Board)
2. Vice Dean of the Faculty (Vice-Chair of the Law Board)
3. Associate Dean for Graduate Studies (Research)
4. Associate Dean for Graduate Studies (Taught)
5. Associate Dean for Undergraduate Studies
6. Associate Dean for Equality and Diversity
7. Associate Dean for Research
8. Associate Dean for External Relations
9. Director of the Centre for Criminology
10. Director of the Centre for Socio-Legal Studies
11. Director of the Institute of European and Comparative Law
12. Director of the Oxford Intellectual Property Research Centre
13. Director of the Bonavero Institute of Human Rights

The Board will also endeavour to use its power of co-optation to ensure that there is gender representation on the Board proportionate to the profile of the permanent academic staff, if this has not been achieved through the elections.

Chair of the Board

The Chair of the Board shall be the current Dean of the Faculty. They shall have delegated authority to approve individual items of expenditure (including the creation of new financial or sponsorship commitments), or reductions of existing commitments, up to £5,000.

The Chair of the Board shall also have delegated authority to approve or reject applications for membership of the Faculty, in accordance with the criteria set out in the section entitled 'Membership of the Faculty of Law' below, after consultation with the Personnel Committee.

Vice Dean and Associate Deans

The roles and responsibilities of the Vice Dean and Associate Deans are listed in Annexe A at the end of this document.

Trust Funds

The University is the sole corporate trustee of funds held in over 1100 individual University trust and trust sub-fund accounts. The day-to-day administration (deployment of income) is delegated to boards of management following the principles of subsidiarity applied to University financial resources generally. The delegation may be explicitly stated in relevant parts of the Schedule to the Statutes or Trust Regulation, or may be implicit. Under University regulations, the Law Board is the responsible body for all trust funds under the auspices of the Faculty of Law.

In all cases recommendations regarding the application of funds are subject to Board approval.

In a number of cases the Board has established a committee to oversee the application of the income of the fund. These committees shall report their recommendations either directly to the Board or, in appropriate cases, to the Planning and Resources Committee. Where a recommendation is reported to Planning and Resources Committee, the said committee shall, if it supports the recommendation, report this to the Board. In all other cases, the Law Board has direct responsibility for the expenditure and use of the fund.

The trust funds for which the Law Board has responsibility are:

Barclays Bank CUF Lectureship in Law
Eldon Law Scholarship Fund
Rhodes Professorship of the Laws of the British Commonwealth and the United States
Travers Smith Braithwaite Lecturer in the Law of Corporate Finance
Vinerian Scholarships
Gildesgame Trust
Brost Lecturer in German and European Community Law
Delors Professorship
Andbell AX
Rhodes Trust Commonwealth Law
Oxford Institute of Human Rights Fund
Clarendon University Lectureship in Law and Fellowship in Law at University College – Matching Funds
Clarendon Associate Professorship in Law and Lord Hoffman Fellowship in Law at St Hilda's College

Clarendon Associate Professorship in Law and DM Wolfe Fellowship in Law at Exeter College - matching funds
Clarendon Associate Professorship in Law and Clarendon Harris Fellowship in Law at Keble College
Clarendon Associate Professorship in Law and Francis Reynolds Fellowship in Law at Worcester College - matching funds
Richard Youard Lectures in Legal History
Samuel Pisar Travelling Fellowship in Human Rights Fund
A B Charitable Trust Gift for the funding of the Institute of Human Rights
Clarendon University Lectureship in Law and Garrick Fellowship in Law at Brasenose College
Faculty of Law Prize and Scholarship Fund
Clarendon University Lectureship in Law and Fellowship in Law at St Edmund Hall - matching Funds

The Law Foundation

The Law Foundation is a connected institution, i.e. a separate entity whose purposes fit under the umbrella of the University's charitable objects thus exempting it from registration with the Charity Commission. It is a linked charitable trust managed by OUEM, has its own Trustees, and does not report to the Law Board. The financial position of this charity is visible as it is administered through the University's accounting systems and invests its capital in the Oxford Endowment Fund.

Attendance at meetings of the Board

All members of the Faculty who are not members of the Board but who hold a university or college post (whether academic or otherwise) shall be permitted to attend (but not vote at) meetings of the Board for open business only, as shall junior member representatives for:

Graduate: DPhil Law (full and part-time), DPhil Criminology (full and part-time), DPhil Socio-Legal Studies (full and part-time), BCL, MJur, MLF, MPhil/PRS, MSc Criminology, MSc Taxation (Year 1 and Year 2), MSc Law and Finance, MSc in IP, IP Diploma, MSc in IHRL (Year 1 and Year 2), Equality and Diversity.

Undergraduate: FHS Course I and FHS Course II.

Suspension of standing orders

No motion for the suspension of standing orders shall be in order unless at least half the members of the Board are present, and no such motion shall be carried unless three-fourths of the members present vote in favour of it. -No motion or amendment to a motion to suspend standing orders shall be discussed or put to the vote unless it has been proposed and seconded, or been moved from the Chair.

COMMITTEES

There shall be standing committees of the Board as provided below under 'Standing Committees'. The Board may also appoint *ad hoc* committees. A casual vacancy on a committee arising from a resignation shall be filled as soon as it conveniently can by the election of a member for the remainder of the period for which the vacating member was elected. A vacancy arising from the sabbatical leave or dispensation from teaching of a member of the committee shall not normally be refilled.

The report of a committee shall contain the names of the members present at a meeting, and of those not in agreement with the report.

Quorum

A committee shall not be considered quorate if less than one third of the members are present. In such circumstances, items on the agenda that are not time sensitive shall be held over for discussion at the next meeting. Anything that is time sensitive should be considered by the other members by circulation before the minutes are confirmed.

Voting rights

Full members of the Board or committee may vote, but not co-opted members or other staff or representatives.

Conduct of Committee Meetings

Committee Chairs and Secretaries shall endeavour to ensure that committee meetings and communications are in accordance with the Faculty's Statement of Practice for Committees, which shall be reviewed annually by the Law Faculty Board.

MEMBERSHIP OF THE FACULTY OF LAW

Membership of the Faculty of Law is described in Statute VII, Divisions, Faculties, Sub-faculties, Departments, and the Department for Continuing Education

1. Eligibility

A. Full membership of the Law Faculty is acquired in accordance with University Statute VII (1) and (2).

B. Additional membership of the Law Faculty (Statute VII (3)) may be conferred by the Board on any person employed by the Faculty (not being a Graduate Teaching Assistant) at Grade 7 or above to do research or teaching or both in Law and who does not qualify for full membership under (A) above. At the request of the Principal Investigator, Additional Membership may be extended to the end of the grant, if that does not coincide with the end of the employment contract.

C. Associate membership of the Law Faculty (Statute VII footnote 1) may be conferred by the Board on:

i. persons employed by the Faculty (not being Graduate Teaching Assistants or Research Assistants) below Grade 7 to do research or teaching or both in Law;

ii. persons employed by a college for at least one academic year who are engaged in substantial research or teaching or both in law and who do not qualify under (A) above;

iii. persons employed by another department or faculty of the University for at least one academic year who are engaged in substantial research or teaching or both in law;

iv. persons who held a University post involving research or teaching in law and have now retired yet continue to remain research active in Oxford;

v. heads of house with a background in legal research, teaching or practice who do not qualify under (A) above;

vi. exceptionally, any person found by the Personnel Committee to be making an important contribution to the life of the Faculty but who does not qualify for membership on any other ground.

Where the individual's teaching consists of tutorial teaching, it shall be regarded as 'substantial' only where it involves four or more hours of teaching per week during term.

2. Process

In making a person an Additional or Associate member of the Faculty the Board shall act upon a recommendation from the Personnel Committee.

The Personnel Committee shall conduct an annual review of the list of Faculty members and shall make a report to the Board identifying any individuals whose type of membership has changed or whose eligibility for membership has ceased. It shall be the responsibility of the Dean to write to individuals to notify them of any changes in their status.

3. Entitlements

All Faculty members shall be entitled to a University card, an @law.ox.ac.uk email address and a profile page on the Faculty website.

In accordance with the University statutes, membership of Congregation is conferred only on full members of the Faculty under 1(A) above. Entitlement to vote in Law Board elections and to be a member of the Board is conferred on full members under 1(A) above and additional members under 1(B) above.

Individuals who do not qualify for Faculty membership under (1) above may be added to a Faculty mailing list (LF or LPg) at the discretion of the Dean if they have a legitimate interest in receiving information about Faculty events and activities.

STANDING COMMITTEES

1. Advisory Committee on the Appointment of Guest Lecturers

Function: The committee shall advise on the appointment of guest lecturers, in particular for the Clarendon Lectures.

Membership: The committee shall consist of the Chair of the Board, the General Editor of the Oxford Journal of Legal Studies, the Associate Dean for External Relations, and four other members appointed by the Board (but not necessarily members of the Board) who shall serve for three years and be eligible for re-appointment. The committee may co-opt temporary members in connection with particular appointments. When dealing with the Clarendon Lectures, the committee shall be afforced by up to two members appointed by the Oxford University Press.

The committee will be chaired by the Chair of the Board or their nominee from amongst the other members of the committee.

2. Eldon Law Scholarship Committee

Function: The committee shall administer the Eldon Law Scholarship in accordance with the Statutes and Regulations Schedule Part 13: Eldon Law Scholarship Fund.

Membership: The committee shall consist of five members appointed by the Board (of whom only one need be a member of the Board). They shall serve for five years and be eligible for reappointment.

3. Examinations Committee

Function: The committee shall be responsible for the conduct of and formulation of policy regarding all the examinations under the aegis of the Law Board. Approval of changes in the form of edicts/examination conventions, marking conventions, etc., and the nomination of examiners (including externals), shall be delegated to the committee. Approval of materials for the examination room shall also be delegated to the committee.

Membership: The committee shall consist of the Director of Examinations (Chair), the Chairs of Examiners (currently the Chair of Law moderators, the Chair of FHS examiners, the Chair of Diploma in IP Law and Practice examiners, the Chair of the MSc Intellectual Property examiners, the Chair of BCL/MJur examiners, the Chair of examiners for the MSc in Law and Finance, the Chair of MSc in Criminology examiners, the Chair of MSc Taxation examiners, and the Chair of the MSc in International Human Rights Law examiners) and their successors-elect, the Chair of the Board, the Associate Dean for Undergraduates, the Associate Dean for Graduate Studies (Taught) and two other members of the Faculty appointed by the Board. They shall serve for three years and be eligible for reappointment.

The Associate Dean for Equality and Diversity will receive papers for the Examinations Committee meetings but not necessarily be expected to attend.

4. Planning and Resources Committee

Function: Reporting to the Law Board, the committee shall be responsible for academic and financial planning and strategy, and for such operational decision-making as shall be referred to it by the Board. The committee is responsible for scrutinising annual budget plans and making an annual budget recommendation to the Board, as well as monitoring performance against the budget through reviewing quarterly forecasts. The committee is also responsible for ensuring that University Financial Regulations

are followed, including clear delegation of financial authority, appropriate systems of internal financial controls and segregation of duties.

The Planning and Resources Committee shall advise the Dean and the Vice Dean on matters within their responsibility. The Planning and Resources Committee shall act when either the Board instructs it to do so in any particular matter, or otherwise whenever in a case of urgency it deems it expedient to do so, in which case it shall subsequently report its action to the Board.

The Committee shall review the research and teaching strengths and needs of the Faculty. It shall also have responsibility for all IT-related matters in the Faculty.

Expenditure. Approval of individual, non-recurrent items of expenditure in addition to approved budgets or involving virement between approved budgets shall be delegated to the Dean up to £5,000, and above that, without upper limit (subject to the Financial Regulations of the University), to the Planning and Resources Committee. The creation of recurrent financial commitments shall be delegated to the Dean up to £5,000 and to the Planning and Resources Committee up to £10,000.

Donations. All donations and prospects must be reviewed in accordance with the University's Development and Alumni Engagement Office (DAE) guidelines. The Planning and Resources Committee shall receive regular reports from the Head of Development on activity, highlighting financial planning and resourcing implications, in a format that shall be agreed by the Committee. Donations for research will be subject to budget scrutiny by the Research Committee.

The Committee shall have delegated authority, in particular in respect of the following matters: approval of the college of association for an academic post, if uncontested; and approval of memoranda of guidance for professorships, provided that the Committee shall draw any matters of concern to the attention of the Board.

Membership: The Planning and Resources Committee shall consist of the Dean, the Vice Dean, the Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies (Taught), the Associate Dean for Graduate Studies (Research), the Associate Dean for Equality and Diversity, the Associate Dean for Research, the Associate Dean for External Relations, a representative from amongst the Directors of the Centres/Institutes of the Faculty (to rotate every three years from 2021, initially between Socio-Legal Studies, Criminology and the Bonavero Institute); and one further member, appointed by the Law Board, who is not a Faculty Officer. The member appointed by the Law Board shall hold office for three years and, on having done so, shall not be re-eligible until three years have elapsed from termination of office.

The Committee may co-opt temporary members in connection with particular matters.

4.a. Planning and Finance Subcommittee for the MSc in International Human Rights Law and the Summer School in International Human Rights Law

There shall be a standing committee of the Planning and Resources Committee of the Faculty of Law for the Master of Science in International Human Rights Law ('MSc in IHRL') and the Summer School in International Human Rights Law ('the Summer School in IHRL'), known as the IHRL Planning and Finance Committee. It will be charged with high-level planning and financial matters pertaining to the MSc in IHRL and the Summer School in IHRL.

The IHRL Planning and Finance Committee will meet once each term in time to report to the Law Board via the Week 5 Planning and Resources Committee of the Faculty of Law.

Membership: The members of the Committee shall be:

1. the two Co-Directors for the MSc in IHRL (who shall chair the committee on rotation by mutual agreement);
2. the Dean of the Faculty of Law;
3. the Director of the Bonavero Institute of Human Rights;
4. the Associate Dean for Graduate Studies (Taught);
5. the Associate Dean for External Relations;
6. the Director of the Summer School in IHRL, *or* the Head of Programmes of the Bonavero Institute of Human Rights if acting as the Director of the Summer School in IHRL.

The Committee may consult or co-opt one or more members of the Faculty in connection with particular matters, as it sees fit.

In attendance:

1. Head of Administration and Finance of the Faculty of Law
2. Head of Finance of the Faculty of Law
3. Administrator of the Bonavero Institute of Human Rights
4. IHRL Course Administrator

Secretary: Head of Administration and Finance of the Faculty of Law

The role of the Committee

1. to receive reports and make decisions on the organisational aspects of the MSc in IHRL and the Summer School in IHRL, including on issues encountered and solutions implemented or proposed for future years;
2. to review compliance, as far as financial matters are concerned, with the Principles governing the transfer of the MSt/MSc in IHRL and the Summer School in IHRL from the Department for Continuing Education to the Faculty of Law, approved by Law Board on 7 July 2022;
3. to approve the budgets for the MSc in IHRL and the Summer School in IHRL;
4. to make recommendations to the Planning and Resources Committee on rates of pay that are not standard across the Faculty;
5. to oversee the budgeted spending on the MSc in IHRL and the Summer School in IHRL by reports prepared by the relevant cost units; Bonavero for the Summer School in IHRL and the Faculty of Law for the MSc in IHRL;
6. to approve new costs and contributions to the MSc in IHRL or the Summer School, whether shared between the Faculty of Law and the Bonavero Institute of Human Rights or not, and monitoring how they affect the current year's budget and budgetary planning for future years, in particular those that introduce recurring costs;
7. to consider and approve the teachers', supervisors' and examiners' fees;
8. to review the adopted student fee levels for the MSc in IHRL and the Summer School in IHRL;
9. to review administrative support of the two programmes and to approve additional administrative staffing proposals;
10. to review the cooperation with the college providing accommodation and meals during the MSc IHRL residences and the Summer School in IHRL;
11. to review other cooperation agreements entered into either by the Faculty of Law or the Bonavero Institute in relation to either programme;
12. to receive reports on donations, scholarships and fundraising for the MSc in IHRL;
13. to make recommendations regarding budgets of the two programmes in future years.

Reporting

The Committee will record its discussions and decisions and send its minutes to the Planning and Resources Committee of the Faculty of Law and the Management Committee of the Bonavero Institute of Human Rights. The Committee will bring before the Planning and Resources Committee of the Faculty of Law, the Law Board, the Management Committee of the MSc in IHRL, the Graduate Studies Committee or the Management Committee of the Bonavero Institute of Human Rights any issues it considers necessary and in accordance with their role.

5. Personnel Committee

Function: A sub-committee of the Law Board, the Personnel Committee shall be responsible for confidential matters involving particular Faculty members, and for such matters as shall be referred to it by the Board. The Committee shall advise the Dean and Vice-Dean as they may request, on personnel matters for which they are responsible. The matters for which the committee will be responsible shall include:

(i) The induction and mentoring of all new academic staff and fixed-term academic staff;

(ii) The interim and formal review of academic staff in their initial period of office, and the probationary review of fixed-term academic staff;

(iii) Nominations to Faculty Officer positions, other committee positions, and to the Law Board;

(iv) Faculty representatives on academic appointment committees;

(v) Proposals for conversions of posts and other *ad personam* arrangements;

(vi) Proposals by a Faculty member to continue in employment beyond the 'Employer Justified Retirement Age';

(vii) Consideration of proposals to appoint Visiting Professors and Visiting Lecturers in line with the Social Sciences Divisional criteria, and Visiting Fellows;

(viii) Reward and Recognition Scheme for research, academic-related and support staff.

Membership: The committee shall consist of the Dean, the Vice Dean of the Faculty, the Associate Dean for Equality and Diversity (or their representative), and three further members of the Law Board who are not Faculty officers. The appointed members shall ordinarily serve for three years. The Vice Dean shall chair the Committee.

The Committee may consult or co-opt one or more members of the Faculty in connection with particular matters, as it sees fit.

Full minutes of the meetings of Personnel Committee will be kept, and a report summarising the recommendations and key decisions of the Committee will be made to the Law Board.

6. Graduate Studies Committee

Composition and Powers of the GSC

(i) There shall be a standing committee of the Board known as the Graduate Studies Committee charged with managing all the business of the Board relating to postgraduate study, and with keeping under review all policies and procedures relating to postgraduate study within the Faculty.

(ii) The members of the committee shall be:

1. the Dean (should receive papers but is not automatically expected to attend)
2. the Associate Dean for Graduate Studies (Research)
3. the Associate Dean for Graduate Studies (Taught)
4. the Director of Examinations
5. a member of the Faculty nominated by the Boardthe Director of Graduate Studies (Criminology (Research))
6. he Director of Graduate Studies (Centre for Socio-Legal Studies)
7. the Associate Dean for Equality and Diversity (should receive papers but is not automatically expected to attend)
8. the Teaching and Learning Officer (Associate Dean for Undergraduates)
9. the Library Representative
10. 12 postgraduate representatives [1]
11. four other members appointed by the Board from among the members of the Faculty.

(iii) The committee shall be convened, in matters relating to research degrees, by the Associate Dean for Graduate Studies (Research) and, in other matters, by the Associate Dean for Graduate Studies (Taught).

(iv) Members of the committee other than those whose membership derives from their holding another office shall be appointed for three years but shall be eligible for reappointment.

(v) The committee shall have power to co-opt further members of the Faculty for up to two years, as it considers necessary.

(vi) Subject to its duty to monitor the conduct of the business entrusted to it by the Board, the committee shall have power to delegate the management of that business and the making of decisions arising in the course of that business to its standing committees or the committees created directly by the Law Board to manage particular graduate courses or, if appropriate, to the Associate Deans for Graduate Studies (Research and Taught).

(vii) The committee shall keep under review the arrangements for the day-to-day management of applications, for the making of decisions upon those applications, for the preparation of proposals for the supervision of those successful candidates who will require it, for visa compliance, and for monitoring the progress and welfare of the graduate students within the Faculty.

(viii) The committee shall submit to the Board a written statement of any changes made to the arrangements listed in the previous paragraph.

Matters relating to research degrees

Appointment of Supervisors

(i) The appointment of a supervisor shall be made by the committee.

[1] BCL, MJur, MSc Criminology, MLF, MSc Taxation, MSc IHRL, IP Diploma, MSc IP, first year PGR, DPhil law, DPhil Criminology, DPhil Socio-Legal Studies

(ii) Where the day-to-day administration of arrangements for supervision has been delegated to an Associate Dean for Graduate Studies, that Associate Dean shall report all proposals for supervision or for a change of supervisor to the Graduate Studies Committee.

Applications to Transfer to DPhil and MLitt status, and Confirmation of DPhil Status

(i) It shall be the duty of the committee to monitor the procedures for transfer to the status of full DPhil and MLitt student, and the procedures for confirmation of DPhil status, as laid down in the regulations of the Faculty Board and published in the *Examination Regulations*.

(ii) To this end, the Associate Dean for Graduate Studies (Research) shall report regularly to the committee and shall in particular notify the committee of the appointments of assessors and put before the committee the decisions taken in response to their recommendations.

Recommendations of the Examiners of Theses

(i) The reports and recommendations of examiners of theses shall be returned to the Graduate Studies Office and shall be sent by that office directly to the Associate Dean for Graduate Studies (Research), or in his or her absence, to the Vice Dean.

(ii) The Associate Dean for Graduate Studies (Research) or the Vice Dean may, where the recommendation of the examiners appears to be unequivocal and unassailable, accept that recommendation on the Board's behalf and may then communicate that acceptance to the candidate and the candidate's supervisor.

(iii) Where the Associate Dean for Graduate Studies (Research) has doubts or concerns about the report or the recommendation, they should refer it to the Graduate Studies Committee which shall make a decision at its next meeting. If the Graduate Studies Committee considers that a doubt or difficulty might be resolved by taking an opinion from the candidate's supervisor, it may ask for such an opinion to be given in writing.

(iv) After a decision has been made, the report of the examiners shall be released to the candidate's supervisor and to the candidate, unless the examiners have specified to the contrary.

(v) All examiners' reports must be notified to the Graduate Studies Committee.

Matters relating to taught degrees

Oversight of graduate taught courses

(i) The committee will consider matters common to all graduate taught courses brought before it by any member of the committee or arising from communications from the Social Sciences Division and the divisional Graduate Studies Committee.

(ii) It will receive a report on any decisions taken by its standing committees and the management committees established for individual taught graduate courses.

(iii) It will receive and review minutes of the meetings held by its standing committees and the management committees for individual taught graduate courses.

Graduate taught courses business

(i) Committee members who are or act as directors of particular taught graduate courses will bring before the committee any matters of particular importance or of formal or practical relevance to other taught courses, or affecting the Faculty's general policies and procedures relating to postgraduate study.

(ii) The committee will consider matters mentioned in the previous paragraph and, if necessary, identify the changes needed to existing policies and procedures.

7. Committee for the courses of the Bachelor of Civil Law and the Magister Juris

There shall be a standing committee of the Graduate Studies Committee known as the BCL/MJur Course Committee, charged with managing all Graduate Studies Committee's business relating to the Bachelor of Civil Law and the Magister Juris within the Faculty.

The Committee will meet twice each term and will report to the Law Board via the Graduate Studies Committee.

Membership: The Chair of the Committee will be the Course Director for the BCL and the MJur. The members of the Committee shall be:

1. the Associate Dean for Graduate Studies (Taught) *ex officio*;
2. the Course Director for BCL and MJur *ex officio*;
3. five members appointed by the Law Board from among the members of the Faculty involved in the teaching and examining of BCL/MJur options or supervising dissertations, appointed for three years and eligible for reappointment for three further years (in the first instance, three of these five members will be, until their terms of office comes to an end, the three members of the Faculty already appointed by the Law Board as members of the Graduate Studies Committee);
4. the Chair of BCL/MJur Examination Board *ex officio* (the previous year's Chair will be invited to attend the first meeting of Michaelmas term of the current year);
5. the Faculty's Head of Academic Administration *ex officio*;
6. the BCL student representative (for unreserved business);
7. the MJur student representative (for unreserved business);

In attendance: BCL/MJur Course Administrator as the committee secretary.

Role of the Committee:

(i) Admissions

1. oversee the admissions process to the Bachelor of Civil Law and the Magister Juris, taking account of any university regulations and admissions guidelines and quotas proposed by the Graduate Studies Committee or the Law Board;
2. consider and recommend fee levels to the Graduate Studies Committee;
3. oversee the allocation and awards of scholarships and hardships grants that have been established for either the BCL or the MJur.

(ii) Teaching

1. consider the teaching provision in the courses across all BCL/MJur options and ensure that it is organised and carried out effectively;
2. keep under review the overall structure of the BCL and MJur courses and the range of options and half-options offered to BCL/MJur students;

3. monitor how BCL/MJur options and half-options conform to the Faculty's study norms.
4. make initial approvals for the use of external teachers and non-post-holders members of the Faculty for delivering teaching on the courses;
5. consider applications for the establishment of new options and half-options on the BCL/MJur;
6. review annually the course handbook;
7. initiate the desired changes to the courses by making proposals to the Graduate Studies Committee and the Law Board and oversee the overall quality of the courses;
8. receive and consider communications pertaining to teaching and examining referred to the Committee by the Graduate Studies Committee and other committees of the Faculty and the University.

(iii) Students

1. approve the appointment of the student representative for the Bachelor of Civil law and the student representative for the Magister Juris, both of whom will join the committee meetings for unreserved business, as well as the meetings of the Graduate Studies Committee and the Law Board, also for unreserved business;
2. work with the student representatives to improve the overall student experience.

(iv) Operations

1. receive and review financial reports and consider budget requests;
2. review careers services and advice for BCL and MJur students;
3. review the budget for and the organisation of social and other events for BCL/MJur students.

(v) Examinations and Assessment

1. formulate the model forms of assessment for BCL/MJur options and keep under review the suitability of the adopted modes of assessment for different BCL/MJur options;
2. consider the format of examinations in those BCL and MJur options and half-options which are examined through this form of assessment;
3. consider and, where necessary, seek further clarification on the reports of examiners and take appropriate action, including by taking matters before the Graduate Studies Committee and by advising the Law Board.

(vi) Reporting

1. record decisions taken in all meetings, by circulation or by Chair's Action, and forward minutes and, where necessary, the supporting papers to the Graduate Studies Committee;
2. bring before the Graduate Studies Committee any matters discussed in the BCL/MJur Committee that might affect other taught graduate courses in the Faculty, in particular the Master's in Law and Finance.

The BCL/MJur Board of Examiners shall comprise five members (including one external) and report to the Law Faculty's Examinations Committee. It will also submit its reports to the BCL/MJur Course Committee and the Graduate Studies Committee of the Law Faculty

8. MSc in Intellectual Property Law and Postgraduate Diploma in Intellectual Property Law and Practice Management Committee

There shall be a standing committee of the Graduate Studies Committee known as the Intellectual Property Diploma and MSc Committee ('IP DMC') charged with managing the Graduate Studies

Committee's business relating to the Diploma in Intellectual Property Law and Practice and the MSc in Intellectual Property within the Faculty. The Master of Science in Intellectual Property will be known as 'MSc in IP' and the Postgraduate Diploma in Intellectual Law and Practice will be known as 'IP Diploma'.

The Management Committee will meet once each term and will report to the Law Board via the Graduate Studies Committee.

Membership:
The Members of the Committee shall be:

1. the Course Director for the MSc in IP (*ex officio*) (Chair);
2. the Course Director for the IP Diploma, if different from the Course Director for the MSc in IP (*ex officio*);
3. the Associate Dean for Graduate Studies (Taught) (*ex officio*);
4. Director of the Oxford Intellectual Property Research Centre (OIPRC);
5. in the event the Director of the OIPRC is simultaneously either the Course Director for the MSc in IP or the Course Director for the IP Diploma, one member appointed by the Law Board from among the members of the Law Faculty, appointed for three years, eligible for reappointment for three further years;
6. one representative of external teachers providing teaching either on the MSc in IP or the IP Diploma, appointed for there years, eligible for repeated reappointments for periods of three years;
7. two representatives from the Intellectual Property Law Association, appointed for three years, eligible for repeated reappointments for periods of three years;
8. one student representative for the MSc in IP and up to two student representatives for the IP Diploma (for unreserved business only).

In attendance: The MSc in IP and IP Diploma Course Administrator as the committee's secretary.
Role of the Committee

(i) Admissions

1. overview the admissions process to the MSc in IP and the IP Diploma, taking account of any university regulations and admissions guidelines and quotas proposed by the Graduate Studies Committee of the Law Board;
2. consider and recommend fee levels to the Graduate Studies Committee;
3. oversee the allocation and award of scholarships that have been established for the MSc in IP and the IP Diploma.

(ii) Teaching

1. consider the teaching provision on the courses and ensure that it is organised and carried out effectively;
2. oversee the preparation of a schedule of, and a timetable for, lecturing and other teaching, each term;
3. formulate and review annually the examination conventions;
4. review annually the handbooks for the MSc in IP and the IP Diploma;
5. initiate desired changes to the course and keep under review overall quality of the courses;
6. receive and consider communications pertaining to teaching and examining referred to the Committee by the Graduate Studies Committee and other committees of the Faculty and the University.

(iii) Students

1. approve the appointment of student representatives; student representatives will also join the meetings of the Graduate Studies Committee and the Law Board for unreserved business;

2. work with student representative to improve the overall student experience;
3. work with the former graduate representative to enhance the alumni network.

(iv) Operations

1. consider and advise on the budgetary requests which the Course Director for the MSc in IP and the Course Director for the IP Diploma intend to make to the Planning and Resources Committee of the Law Board;
2. review careers services advice, library provision and distance learning support for MSc/MSt IHRL students.

(v) Examinations and Assessment

1. formulate and keep under review the assessment regime;
2. consider and, where necessary, seek further clarification on the reports of examiners for the MSc in IP and for IP Diploma and take appropriate action, including by taking matters before the Graduate Studies Committee and by advising the Law Board.

(vi) Reporting

1. record decisions taken in all meetings, by circulations, or by Chair's Action, and forward minutes, and, where necessary, also the supporting papers to the Graduate Studies Committee;
2. bring before the Graduate Studies Committee matters of more general importance for graduate taught courses offered in the Faculty.

The Diploma/MSc Intellectual Property Board of Examiners shall comprise four members (including one external) and report to the Law Faculty's Examinations Committee. It will also submit its reports to the MSc/Diploma Management Committee and the Graduate Studies Committee of the Law Faculty.

9. Master's in Law and Finance Course Committee[2]

Any changes to the standing order for this committee must be agreed jointly with the Saïd Business School ('SBS').

The Law Board will appoint a Director for the Master's in Law and Finance who will oversee the academic direction of the programme and chair the MLF Course Committee.

The MLF programme is organised jointly by the Faculty of Law and the Saïd Business School. The Faculty Board of Law and the Executive Committee of the Saïd Business School have established a Course Committee to oversee the running of the MLF programme. This Committee will meet each term on Thursdays of Week 0 at 10.30am-12.00pm unless otherwise notified, with an additional meeting after the end of Trinity Term to review examination performance. The Committee is a standing committee of the Faculty of Law Graduate Studies Committee and reports to Law Board via that committee

Membership: the Director (Law) and Assistant Director (SBS) of the MLF Programme, past Directors of the Master's in Law and Finance from the previous 5 years subject to the individual being a current member of the Faculty of Law, Examiners, Core Course Convenors (Law and SBS) and the MLF Academic Supervisor. Also, *ex officio*, the Director of Graduate Studies (SBS) and the Associate Dean for Graduate Studies (Taught) (Law).

In attendance: the Academic Administrator (Law) and the Senior Administrator for the MLF (Law).

*Co-opted members: t*he Law and Finance Course Committee shall have the power to co-opt further members of the Faculty and the Saïd Business School for up to two years, as it considers necessary.

The MLF Examinations Board shall report to the Law Faculty's Examinations Committee, shall comprise four members, two from Law and one from SBS, plus one External Examiner. It will also submit its report also to the MLF Course Committee, and to the Graduate Studies Committee of the Law Faculty.

(i) The MLF Admissions Committee is established as a sub-committee of the MLF course Committee. It shall comprise two members of the MLF Course Committee, one of which shall be the Director.

Role of the Course Committee

In relation to the MSc in Law and Finance, the Course Committee will:

Admissions

1. Be responsible for admissions to the programme, taking account of any University regulations and admissions guidelines and quotas proposed by the Faculty Board of Law and the SBS Executive Committee;
2. consider and recommend fee levels to the Faculty Board of Law and SBS Executive Committee;
3. make nominations for the allocation and award of scholarships and studentships.

Teaching

1. Consider the teaching requirements of the course and ensure that such teaching is organised and carried out effectively;
2. oversee the preparation of a schedule of, and timetable for, lecturing and other teaching, each term;
4. formulate and review annually the course handbook;
5. initiate desired changes to existing programmes and keep under review overall quality of the courses.

Students

1. Elect one student representative who will join the committee meeting for unreserved business, students to be elected each year by the end of week 2 of Michaelmas term;
2. Work with student representatives to improve the overall student experience.

Operations

1. Receive and review financial reports and budget bids from relevant budget holders;
2. Review Careers Service for MLF students and alumni;

Examinations and Assessment

1. Consider and, where necessary, seek further clarification on, the reports of examiners for the MLF degree and take appropriate action, including advising the Faculty Board of Law and the SBS Executive Committee;
2. Formulate and keep under review the assessment regime;

Reporting

1. Record decisions taken at all meetings and forward minutes and supporting papers to the MLF Course Committee members, Graduate Studies Committee, SBS Executive Committee, and to all lecturers on core courses (except for items on course evaluations).

Please see Annexe B for information on the Law and Finance Advisory Board

10. MSc in Taxation Management Committee

There shall be a standing committee of the Graduate Studies Committee known as the MSc in Taxation Management Committee charged with managing all Graduate Studies Committee's business relating to the MSc in Taxation within the Faculty.

The Management Committee will meet each term and will report to the Law Board via the Graduate Studies Committee.

The MSc in Taxation programme is taught in association with the Oxford University Centre for Business Taxation (CBT), based at Saïd Business School.

Membership: the MSc Director or Directors (at least one being from Law) of the MSc in Taxation Programme, a representative from CBT if no course director is from CBT, a representative of the external teachers, and the Associate Dean for Graduate Studies (Taught) in the Faculty of Law.

The MSc Director, or one of them if more than one, will be invited to attend Graduate Studies Committee (GSC).

The MSc Taxation Examinations Board shall report to the Law Faculty's Examinations Committee. It shall comprise four members; one of the course directors, a representative of the Law Faculty (who will act as Chair), a representative of the Centre for Business Taxation, plus one External Examiner. It will also submit its report also to the MSc in Taxation Management Committee and the Graduate Studies Committee of the Law Faculty.

The MSc Taxation Admissions Committee is established as a sub-committee of the MSc Taxation Management Committee. It shall comprise the course directors, who may delegate selection to any two of them, subject to consultation with them all on matters of principle.

Role of the Management Committee

In relation to the MSc in Taxation, the Management Committee will:

Admissions

1. Be responsible for admissions to the programme, taking account of any university regulations and admissions guidelines and quotas proposed by the Faculty Board of Law;
2. Consider and recommend fee levels to the Faculty Board of Law;
3. Be responsible for the allocation and award of scholarships and studentships.

Teaching

1. Consider teaching requirements of the course and ensure that such teaching is organised and carried out effectively;
2. Oversee the preparation of a schedule of, and timetable for, lecturing and other teaching, each term;
3. Formulate and review annually the examination conventions;
4. Formulate and review annually the course handbook;
5. Initiate desired changes to existing programmes and keep under review overall quality of the courses.

Students

1. Elect two student representatives (one from each year group, with a vice representative from each year) who will join the committee meeting for unreserved business, students to be elected each year by the end of week 2 of Michaelmas term;
2. Work with student representatives to improve overall student experience.

Operations

1. Receive and review financial reports and consider the budget;
2. Review careers services and advice for MSc Taxation students and alumni.

Examinations and Assessment

1. Consider and, where necessary, seek further clarification on the reports of examiners for the MSc Taxation degree and take appropriate action, including advising the Faculty Board of Law;
2. Formulate and keep under review the assessment regime.

Please see Annexe B for information on the Taxation Advisory Board

11. Criminology Board of Studies

Responsibility for the organisation and delivery of Criminology programmes is shared between the DGS-T, DGS-R and the Board of Studies.

The role of the Board of Studies is:

Open Business -

1. to ensure that the relevant procedures for MSc/DPhil students, whether at department or faculty level, are followed appropriately and monitored regularly;
2. to ensure that the department and faculty procedures relating to the MSc/DPhil operate effectively, and in conformity with the requirements set out in the Examination Regulations;
3. to review students' access to and use of department and faculty equipment, resources and facilities;
4. to review (on an annual basis) the MSc and DPhil course programme specifications;
5. to review (on a termly basis) the progress of the MSc and DPhil Courses;
6. to monitor the continuing standard of the courses, and the results of students on the courses, in the light of assessment results and reports from internal and external examiners;
7. to review students' needs and interests (as indicated by the student representative, elected each year during induction week, by general student and tutor feedback and by formal course evaluation procedures);

Closed Business –

8. to review policies and procedures relating to marketing of the courses and admissions to the courses (including monitoring admissions in relation to Social Sciences Division and law faculty limits on the number of candidates admitted);
9. to review the continuing appropriateness and effectiveness of the content/syllabus of the course, especially in relation to the aims and learning outcomes identified for the course, in the light of any developments in subject knowledge and practice, and issues highlighted in internal and external examiners' reports and recommend (to the Law Graduate Studies Committee) changes to the course content or methods of learning;
10. to review (on an annual basis) the range of MSc options offered and amend the list of options accordingly;
11. to review (on an annual basis) staff resources, physical facilities available to support the courses and arrangements for teaching.
12. to formulate MSc examination conventions for approval by the Social Sciences Divisional Board;
13. to review the continuing appropriateness of examining procedures established by the Board of Examiners;
14. to review (on an annual basis) the MSc assessment methods and to monitor their continued appropriateness for the learning outcomes;
15. to discuss and review DPhil students' progress;
16. to decide on the appropriate course of action and possible sources of support for a student who needs to be advised that desired academic standards have not yet been, or are unlikely to be, achieved;
17. to seek to identify means whereby support can be provided to the supervisor(s) where serious concerns about a student's ability or application in relation to the satisfactory completion of the course have been raised;
18. to consider all complaints and appeals about the course and to refer them, where appropriate, to the Proctors' office;
19. to recommend to the Faculty's Examinations Committee (on an annual basis) a Chair of Examiners (who reports to the Board of Studies on all examination procedures) and a Board of Examiners and assessors.

To these ends, the Board of Studies meets each term during the ninth week and comprises the Centre Director and Assistant Director, the Chair of Board of Examiners, the Chair of Board of Admissions, the DGS-T and DGS-R, the Graduate Studies Administrator, the Associate Dean for Graduate Studies (Taught) in the Faculty of Law, and the Student Representative (for open business only). The minutes of each meeting will be forwarded to the Graduate Studies Committee.

12. Management Committee for the Master of Science in International Human Rights Law

There shall be a standing committee of the Graduate Studies Committee for the Master of Science in International Human Rights Law, known as the MSc IHRL Management Committee. It will be charged with managing Graduate Studies Committee's business relating to the Master of Science in International Human Rights Law within the Faculty, and, until the relevant students finish their course of study, the Graduate Studies Committees' business relating to the MSt in International Human Rights Law.

The standing order notes the Council's decision to transfer the Master of Studies in International Human Rights Law to the Law Faculty.[3]

The Management Committee will meet once each term and will report to the Law Board via the Graduate Studies Committee.

Membership: The Chair of the Committee will be the Course Director for the MSc in International Human Rights Law. The members of the Committee shall be:

1. and 2. the two Co-Directors for MSc IHRL *ex officio*;
3. the Associate Dean for Graduate Studies (Taught) *ex officio*;
4. the Chair of MSc/MSt IHRL Exam Boards *ex officio*;
5. the Director and the Bonavero Institute of Human Rights or, in their place, a member of the Law Faculty nominated by the Director of the Bonavero Institute of Human Rights and appointed by the Law Board for three years, eligible for reappointment for two further years;
6. two members appointed by the Law Board from among the other members of the Law Faculty, appointed for three years, eligible for reappointment for two further years;
7. two members appointed by the Law Board from among external teachers who have been conducting teaching or supervising dissertations of students pursuing the MSc/MSt IHRL degree, appointed for three years, eligible for reappointment for three further years;
8. two student representatives, one for each year of study;
9. one representative of MSc/MSt IHRL degree holders appointed by the alumni network from among the former students of the MSc/MSt in IHRL who have successfully completed the degrees (a graduate representative).

The Committee may consult or co-opt one or more members of the Faculty in connection with particular matters, as it sees fit.

In attendance: Senior IHRL Administrator as the committee's secretary.

Role of the Committee

(i) Admissions

1. overview the admissions process to the MSc IHRL, taking account of any university regulations and admissions guidelines and quotas proposed by the Graduate Studies Committee of the Law Board;
2. consider and recommend fee levels to the Graduate Studies Committee;
3. oversee the allocation and award of scholarships that have been established for the MSc/MSt IHRL.

(ii) Teaching

1. consider the teaching provision on the course and ensure that it is organised and carried out effectively;
2. assist in identifying suitable external teachers, supervisors and examiners for delivering the course;
3. oversee the preparation of a schedule of, and a timetable for, lecturing and other teaching, each term;
4. formulate and review annually the examination conventions;
5. review annually the course handbook;

[3] These documents relating to the Council decision of 15 March 2021 are available on the Law Faculty website (behind SSO). By the decision of the Education Committee in Hilary Term 2022, upon transfer the MSt in International Human Rights Law is to be converted into the MSc in International Human Rights.

6. initiate desired changes to the course and keep under review overall quality of the course;
7. receive and consider communications pertaining to teaching and examining referred to the Committee by the Graduate Studies Committee and other committees of the Faculty and the University.

(iii) Students

1. approve the appointment of student representatives (one representative from each year group, plus a vice representative from each year to attend in case the main representative is not available) and of the graduate representative, who will join the committee meeting for unreserved business. Student representatives, but not the graduate representative, will also join the meetings of the Graduate Studies Committee and the Law Board, also for unreserved business;
2. work with student representative to improve the overall student experience;
3. work with the former graduate representative to enhance the alumni network.

(iv) Operations

1. consider and advise on the budgetary requests which the Course Director intends to make to the Planning and Resources Committee of the Law Board;
2. review careers services advice, library provision and distance learning support for MSc/MSt IHRL students.

(v) Examinations and Assessment

1. formulate and keep under review the assessment regime;
2. consider and, where necessary, seek further clarification on the reports of examiners and take appropriate action, including by taking matters before the Graduate Studies Committee and by advising the Law Board.

(vi) Reporting

1. record decisions taken in all meetings, by circulations or by Chair's Action, and forward minutes, and, where necessary, also the supporting papers to the Graduate Studies Committee;
2. bring before the Graduate Studies Committee matters of more general importance for graduate taught courses offered in the Faculty.

The MSc IHRL Board of Examiners shall comprise three members (including one external) and report to the Law Faculty's Examinations Committee. It will also submit its report to the MSc IHRL Management Committee and the Graduate Studies Committee of the Law Faculty.

13. Management Committee for the Centre for Criminology

Function:

(i) to have general oversight of the Centre;
(ii) to receive reports on academic activity and programmes;
(iii) to approve five year plans, and operating statements;
(iv) to monitor financial outcomes, including the Centre's annual budget and year-end figures, information which shall also be supplied to the Law Board;
(v) to approve strategies for fundraising and income generation;
(vi) to receive regular reports on applications for outside research grants;
(vii) to propose and monitor appointments to posts in the Centre within overall Departmental and University policy on appointments;

(viii) to approve the annual report of the Centre and to report at other times, as appropriate, to the Dean.

Membership:

(i) nominee of the Chair of the Law Board who shall be Chair;
(ii) the Dean or the Vice-Dean;
(iii) one person nominated by the Board of the Faculty of Law;
(iv) Director of the Centre;
(v) Assistant Director;
(vi) Graduate Research Co-ordinator;
(vii) Director of Graduate Studies (Criminology) (Taught and Research);
(viii) one person appointed by the Head of the Division;
(ix) one representative of the research staff working in the Centre, appointed by the research staff of the Centre.

Apart from *ex officio* members, members shall serve for three years and be eligible for reappointment.

The Chair of the Management Committee should be the nominee of the Dean but not the Dean himself or herself. It shall be the responsibility of the Dean to nominate a member of the Faculty who, in the opinion of the Dean, has the experience and qualities necessary to discharge the duties of the Chair of the Management Committee. The Director of the Centre will be consulted as part of the nomination process but has no entitlement to object to any nomination. It is important that the Chair be independent of the Centre and be seen to be independent by members of the Faculty.

The Management Committee shall have power to co-opt additional members.

Directorship:

It shall be for the Board of the Faculty of Law to determine the period of appointment and election process for the Director.

14. Management Committee for the Centre for Socio-Legal Studies

Function:

(i) to have general oversight of the Centre;
(ii) to receive reports on academic activity and programmes;
(iii) to approve five-year plans, and operating statements;
(iv) to monitor financial outcomes, including the Centre's annual budget and year-end figures, information which shall also be supplied to the Law Board;
(v) to approve strategies for fundraising and income generation;
(vi) to receive regular reports on applications for outside research grants;
(vii) to propose and monitor appointments to posts in the Centre within overall Department and University policy; and
(viii) to approve the annual report of the Centre and to report at other times as appropriate to the Dean.

Membership:

(i) a nominee of the Dean who shall be Chair;
(ii) the Dean or the Vice-Dean;
(iii) one further person appointed by the Board;
(iv) the Director for the Centre;
(v) the Deputy Director and Director of Graduate Studies for the Centre;
(v) one representative of research staff working in the Centre (from those with an

appointment of over two years), appointed by the research staff of the Centre;
(vii) one person appointed by the Head of the Division; and
(viii) up to two persons co-opted by the committee.

Apart from ex officio members, members shall serve for three years and be eligible for reappointment.

The Chair of the Management Committee should be the nominee of the Dean but not the Dean himself or herself. It shall be the responsibility of the Dean to nominate a member of the Faculty who, in the opinion of the Dean, has the experience and qualities necessary to discharge the duties of the Chair of the Management Committee. The Director of the Centre will be consulted as part of the nomination process but has no entitlement to object to any nomination. It is important that the Chair be independent of the Centre and be seen to be independent by members of the Faculty.

Directorship:

It shall be for the Board of the Faculty of Law to determine the period of appointment and election process for the Director.

15. Management Committee for the Institute of European and Comparative Law

Function:

(i) to have general oversight of the Institute;
(ii) to receive reports on academic activity and programmes;
(iii) to approve five year plans, and operating statements;
(iv) to monitor financial outcomes;
(v) to approve strategies for fundraising and income generation;
(vi) to act as the management committee for the trust funds under the auspices of the Institute;
(vii) to monitor appointments to funded posts in the Institute within overall Division and University policy on appointments;
(viii) to approve the annual report of the Institute and to report at other times, as appropriate, to the Dean;
(ix) to oversee the management and administration by the Institute of the Law Faculty Course in Law with Law Studies in Europe.

Membership:

(i) nominee of the Dean who shall be Chair;
(ii) the Dean or the Vice-Dean;
(iii) Associate Dean for External Relations;
(iv) the coordinator of the Law Faculty course in Law with Law Studies in Europe where they are not otherwise a member by reason of 12(vi) below;
(v) when the Director is a member of the committee under 12(vi) below, then one person nominated by the Law Board; where the Director is a member of the committee under 12(vii) or (viii) below, then two persons appointed by the Law Board;
(vi) Director of the Institute, where they are not otherwise a member by reason of 12(vii) or (viii) below);
(vii) the holder of the Jacques Delors Chair in European Law;
(viii) the holder of the Chair of Comparative Law;
(ix) the holder of the Directorship of the Centre for Competition Law and Policy;
(x) one of the other members of staff of the Institute; and
(xi) one person appointed by the Head of the Division from any of the departments within the Division.

Apart from *ex officio* members, members shall serve for three years and be eligible for reappointment.

The Chair of the Management Committee should be the nominee of the Dean but not the Dean himself or herself. It shall be the responsibility of the Dean to nominate a member of the Faculty who, in the opinion of the Dean, has the experience and qualities necessary to discharge the duties of the Chair of the Management Committee. The Director of the IECL will be consulted as part of the nomination process but has no entitlement to object to any nomination. It is important that the Chair be independent of the IECL and be seen to be independent by members of the Faculty.

The Management Committee shall have power to co-opt up to two additional members.

Appropriate arrangements shall be made for the attendance of student representatives for the discussion of items of the business of the Management Committee which relate to the Law with Law Studies in Europe course and are not confidential matters relating to individuals.

Directorship:

It shall be for the Board of the Faculty of Law to determine the period of appointment and election process for the Director.

16. Management Committee for the Oxford Intellectual Property Research Centre[4]

Function:

(i) to have general oversight of the Centre;

(ii) to receive reports on academic activity and programmes and consider and propose future activities;

(iii) to monitor financial outcomes

(iv) to approve strategies for fundraising and income generation

(v) to receive regular reports on applications for outside research grants

(vi) to monitor staff resources and other resources to enable the delivery of planned activities

(vii) to approve the appointment of Academic Members, Honorary Fellows, Research Fellows and Visiting Research Fellows, of the Centre

(viii) to approve the annual report of the Centre and to report at other times, as appropriate, to the Dean.

Membership:

The Constitution of the Management Committee shall be the following:

(i) a nominee of the Dean who shall be Chair of the Management Committee;
(ii) the Dean or the Vice-Dean;
(iii) the Director of the Centre, where they are not otherwise a member *ex officio*;
(iv) the holder of the Chair in Intellectual Property and Information Technology Law;
(v) the holder of one of the Associate Professorships in Intellectual Property Law, appointed by the Law Board;
(vi) two Academic Members of the Centre, who should reflect the interdisciplinary nature of the Centre, appointed by the Law Board.

[4] Approved by Law Board, 27th January 2011

The Management Committee shall have power to co-opt up to two members. Members shall serve for three years and be eligible for reappointment. The Administrator of the Centre shall act as secretary to the Management Committee.

The Chair of the Management Committee should be the nominee of the Dean but not the Dean himself or herself. It shall be the responsibility of the Dean to nominate a member of the Faculty who, in the opinion of the Dean, has the experience and qualities necessary to discharge the duties of the Chair of the Management Committee. The Director of the OIPRC will be consulted as part of the nomination process but has no entitlement to object to any nomination. It is important that the Chair be independent of the OIPRC and be seen to be independent by members of the Faculty.

Directorship:

It shall be for the Board of the Faculty of Law to determine the period of appointment and election process for the Director.

17. Management Committee for the Bonavero Institute of Human Rights

Function

1. to work with the Director to develop funds to allow for the continued development of the Institute;
2. to work with the Director to create a Business Plan and other planning documents for the Institute;
3. to have general oversight of the Institute;
4. to receive reports on academic activity and programmes;
5. to approve strategic plans and operating statements;
6. to monitor financial outcomes, including the Institute's annual budget and year-end figures, which information shall also be supplied to the Law Board;
7. to approve strategies for fundraising and income generation;
8. to receive regular reports on applications for externally-funded research projects;
9. to propose and monitor appointments to posts in the Institute in conformity with the Faculty, Division and University policy on appointments;
10. to approve the annual report of the Institute and to report at other times, as appropriate, to the Law Board;
11. to maintain full oversight of Institute's activities, including its clinical programmes;
12. to approve changes to the constitution of clinical programmes and new activities;
13. to provide an annual account of the Institute's activities and expenditure to the Law Board to demonstrate that the income from the Fund is applied in accordance with the terms of the Trust Regulations;
14. to ensure appropriate liaison with the College regarding the Lease and sharing agreements entered into with the College, including reporting to the Governing Body of the College on a termly basis;
15. to appoint members of the Advisory Council; and
16. to approve nominations and applications for membership of the Institute.

Membership

1. a nominee of the Dean, who shall be Chair of the Management Committee;
2. the Dean or the Vice-Dean;
3. one further person appointed by the Law Board;
4. the Principal of Mansfield College, ex officio, or his/ her representative;
5. the Director of the Institute;

6. the Head of Programmes of the Institute;
7. the Head of Research of the Institute;
8. the Research Coordinator of the Institute;
9. one representative of the research staff working in the Institute, appointed by the research staff of the Institute;
10. one person appointed by the Head of the Division; and
11. up to two other persons co-opted by the Management Committee.

Persons co-opted under (x) above may, at the discretion of the Management Committee, be external to the University.

The Chair of the Management Committee should be the nominee of the Dean, but not the Dean himself or herself. It shall be the responsibility of the Dean to nominate a member of the Faculty who, in the opinion of the Dean, has the experience and qualities necessary to discharge the duties of the Chair of the Management Committee. The Director will be consulted as part of the nomination process, but has no entitlement to object to any nomination. It is important that the Chair be independent of the Institute and be seen to be independent by members of the Faculty.

The Management Committee will normally be expected to meet not less than once per term.

A majority of the members of the Management Committee must be present for the purpose of making decisions permitted and/or required under the functions above.

See Annexe B for further information about the Bonavero Institute Advisory Board.

18. Oxford Journal of Legal Studies Editorial Committee

Function: The committee shall make policy for the Journal, oversee editorial functions and, in collaboration with the publishers, manage the Journal on behalf of the Board.

Membership: The committee shall consist of the General Editor as Chair, the three Articles Editors and the Review Articles Editor, and at least eight other members appointed by the Board.

Reference to members of the committee in the following provisions shall be taken to include the Editors unless a contrary intention is explicit.

(i) All members shall be appointed for renewable terms of five years.

(ii) Searching consideration shall be given to any renewal beyond three terms of office.

(iii) Every member shall be entitled to resign at any time on giving reasonable notice and every term of office may be prematurely terminated at any time by a simple majority of the total number for the time being of the members of the Board.

(iv) Members of the committee may include persons who are not members of the Faculty, but there shall always be a majority of Faculty members.

(v) The General Editor shall whenever possible be elected a year before his or her predecessor is due to retire.

(vi) The committee shall have power to co-opt any member of the Faculty in place of any member of the committee whose current period of office terminates prematurely, to serve until

the next stated meeting of the Board; and shall also have power to co-opt any member of the Faculty to serve during the absence on leave of any member of the committee.

19. Research Committee

Function: the Research Committee shall consider matters referred to it by the Board and shall consider ways of facilitating research by Faculty members, both generally and under the following headings:

(i) consider how best to facilitate research by members of the Faculty, including the provision of assistance in applying for external research grants;

(ii) consider possibilities and opportunities for promoting collaborative and/or interdisciplinary research by members of the Faculty, either with other departments of this University or with researchers from outside bodies;

(iii) liaise with the centres and institutes of the Faculty on research matters;

(iv) develop a faculty research strategy;

(v) prepare for any research assessment exercises;

(vi) promote and monitor the obtaining of external research funding;

(vii) receive reports from the Research Support Fund and the Sub-Committee for Donations for Research; and

(viii) propose new initiatives that will support research.

Membership: the Committee shall consist of the Associate Dean for Research (chair); the Dean; the Associate Dean for Graduate Students (Research), the Directors of the Centres for Socio-Legal Studies, the Centre for Criminology, the Oxford Intellectual Property Research Centre, the Institute of European and Comparative Law, and the Bonavero Institute of Human Rights; the Director of HeLEX; ordinator(s) (when that shared position is filled); the Chairs of the Research Groups (rotating such that each chair serves for only one of their three years); the Chair of the Law Research Ethics Committee *ex officio*; and one representative of research staff, appointed by the Chair of the Research Committee. Those members appointed by the Board shall hold office for three years and shall be eligible for re-appointment.

The Committee shall meet once a term in full, and once as a sub-committee made up of the Directors of Centres / Institutes and the Associate Dean for Research. Minutes may be divided into Open and Reserved business for the purposes of reporting to the Law Board.

a. Sub-Committee for the Research Support Fund

Acting through a sub-committee that reports to the committee, the Research Committee shall administer the Research Support Fund. The purpose of this Fund is to provide funds for research-related proposals, such as research assistance, attendance at conferences and other research-related travel, and the organisation and holding of small conferences in Oxford. The annual budget for the Fund shall be set by the Board of the Faculty, and an invitation to apply to the Fund will be distributed to Faculty members once in each term. Outside the termly round of applications, approval of grants from the Research Support Fund shall be delegated to the Chair of the Research Support Fund sub-committee for items up to £500.

b. Sub-Committee for Donations for Research

A Sub-Committee for Donations for Research shall support the Research Committee in its purpose to support and facilitate research by Faculty members, in particular its duty to promote and monitor the obtaining of external research funding. The purpose of the Sub-Committee is to oversee donations for research, by:

- considering and approving an outline budget for spending the donation, before PRC accepts the donation or as soon as possible thereafter;

- ensuring that the administrative costs likely to be incurred as a result of the donation are either covered by the donation or are defensible; and that the administrative work generated by the research activity can be adequately supported; and

- considering and approving any significant departures from the budget as originally agreed.

The Sub-Committee may also advise the Research Committee on the suitable use of unspent funds, should such a situation arise.

In carrying out its tasks, the Sub-Committee must have due regard to academic colleagues' freedom to determine the direction of their own research.

The Sub-Committee will meet at least one week before each meeting of the Research Committee, provided there is business for the Sub-Committee to consider. It may also meet by correspondence when there are urgent matters to discuss.

The Chair of the Sub-Committee shall be the Associate Dean for Research, and there shall be two other members of the Faculty.

The Secretary of the Sub-Committee shall be the Research Facilitator.

c. Faculty of Law Research Ethics Committee (FREC)

The purpose of the FREC is to ensure that research within the Faculty of Law and its associated Centres and Institutes is conducted according to the highest standard of ethics and compliance as per the University's policy on research ethics, in a way that respects the dignity, rights and welfare of participants, and minimises the risk to participants, researchers, third parties and to the University itself.

The FREC shall constitute itself as a sub-committee of the Faculty's Research Committee.

The responsibilities of the FREC shall be set out in its 'Constitution', which may be updated from time to time by the Associate Dean for Research with all changes being reported to the Board and the members of the Committee. In summary, these are to:

i. Review and approve low- and medium-risk research ethics applications and amendments on behalf of the Social Sciences and Humanities Interdivisional Research

Ethics Committee (SSH IDREC), and undertake preliminary review of high-risk applications before referral for final approval.

ii. Administer all Faculty research ethics processes, maintain accurate records, monitor committee operations, and ensure compliance with University requirements and governance procedures.

iii. Lead the development and implementation of research ethics policies, procedures, and best practice in collaboration with SSH IDREC and the Faculty Research Committee.

iv. Prepare and present regular reports on research ethics activity, training, incidents, and committee business to SSH IDREC, the Faculty Research Committee, Law Board, and other relevant bodies.

v. Promote a culture of research integrity by providing guidance and training, monitoring the quality of ethics applications, and addressing research ethics issues promptly and effectively.

20. Delegated rights, approval of applications, and other authorities are set out in detail in the Constitution, which must be adhered to in all cases by the Chair and Reviewers.**Undergraduate Studies Committee**[5]

Function: The committee shall consider and advise the Board on matters relating to the undergraduate syllabus, teaching arrangements, the lecture list, access and outreach, and (where relevant) admissions, in consultation when appropriate with teaching groups. The committee shall consider matters relating to Course 1 and also to Course 2 and the Diploma in Legal Studies.

The approval of proposed changes to course descriptions and conventions for the BA shall be delegated to the committee, which shall also (through its Chair) be the channel for liaison with the Law Society and Bar Council about qualifying degrees.

Membership: The committee shall consist of:

i. the Associate Dean for Undergraduate Studies (Chair)
ii. the Dean
iii. the Director of Examinations
iv. the Associate Dean for Equality and Diversity (should receive papers but is not automatically expected to attend)
v. the Bodleian Law Librarian
vi. the Research Support Librarian[6]
vii. the Admissions Co-ordinator
vii. the Access and Outreach Co-ordinator
ix. the Academic Director of Undergraduate Exchange Programmes[7]
x. three elected members who need not be members of the Law Board
xi. the President and Vice-President of the LJCC.

The elected members shall hold office for three years and shall be eligible for re-election. The committee may make recommendations on its membership and, with the leave of the Law Board, co-opt members of the Faculty.

The Secretary to the Committee shall be the Academic Administrator (Undergraduate Studies).

[5] Approved, Law Board 22.11.07

[6] i.e. the Legal Research Skills and Mooting Coordinator

[7] Approved, Law Board 24.01.08

21.1 Law Joint Consultative Committee (LJCC)

The Law Joint Consultative Committee shall consider and make recommendations as necessary upon such undergraduate matters as the syllabus, teaching arrangements, admissions, access and outreach, diversity, library facilities, and general aspects of examinations, but not appointments, long term financial questions, or matters having an individual reference to a senior or junior member or the University's administrative and technical officers.

Senior membership shall comprise the Associate Dean for Undergraduate Studies, Research Support Librarian[8], and one additional Faculty member.

Junior membership shall comprise one representative from each college law society. The representative will usually be the college law society president unless appointed otherwise by the college law society. All representatives must be undergraduate law students. The appointed representative can send an alternate person from the college law society to attend meetings of the LJCC in their place, provided that such person is also an undergraduate law student. The following officers shall be elected from the junior membership: President, Vice-President, secretary, and course 2 representatives. Elections to those offices shall take place in Trinity Term and shall be organised by the outgoing officers; the term of office in each case shall be one year.

An agenda for the meetings shall be drawn up by the secretary who shall also take minutes; the Board may ask for matters on which it seeks the Committee's views to be put on the agenda.

22. Equality and Diversity Committee

Function: A sub-committee of the Law Board, the Equality and Diversity Committee shall be responsible for monitoring equality and diversity in the Faculty, and for making proposals to Law Board on policy concerning equality and diversity, and for such matters as shall be referred to it by the Board. The Committee shall advise the Dean, the Vice Dean and other Faculty officers as they may request on equality and diversity matters for which they are responsible.

The Equality and Diversity Committee will be a forum for Faculty Officers to report on their activities in relation to equality (which will also be forwarded to the Law Board with the minutes). The committee will also provide an opportunity for students to raise matters of concern. Areas that the committee will address may include admissions, examinations, staff recruitment, retention and remuneration, governance, the application of the University's Equality Policy within the Faculty, and the Faculty's policies, practices and procedures generally. The Committee shall also serve as the Self Assessment Team for Athena SWAN in the periods when there is no separate SAT.

Membership: The committee shall consist of the Associate Dean for Equality and Diversity (who shall chair the committee), the Vice Dean, the Access and Outreach Co-ordinator, four other members of the Faculty at various stages of their careers, one of whom shall represent fixed-term academic post holders, and the Faculty's Student Diversity representatives. The Associate Dean for Undergraduates and the Associated Deans for Graduates (taught and research) may be invited on as required. The appointed members shall ordinarily serve for three years. The Committee may consult or co-opt one or more members of the Faculty or of Faculty staff in connection with particular matters, as it sees fit, and may establish sub-committees or working groups to consider particular items of business. The meeting will be open for any student or Faculty member to attend.

The committee shall normally meet once a term, and the Secretary shall be the Equality and Diversity Officer.

23. Communications and Web Advisory Group

Function: The Group shall develop and maintain the Faculty's Communications Strategy; provide oversight and academic input into the management of the Faculty's communications, especially the website but also including social media and some publications, in line with the strategies and objectives of the Faculty and propose policies where necessary.

Membership: The Group shall consist of the Dean (Chair), the Associate Dean for Equality and Diversity, the Access and Outreach Co-ordinator, the Associate Dean for Research serving *ex officio* and a representative of the Directors of the five Institutes/Centres, ideally one of the Directors, to be nominated by that group. There shall be two additional members appointed by the Board (but not necessarily members of the Board). The additional members shall serve for three years and be eligible for reappointment. The Group shall have power to co-opt up to four further persons, who need not be members of the Faculty.

Meetings will take place on Friday of Week 4, unless notified otherwise. Between meetings, relevant matters will be considered by the Web/Comms group, chaired by the Head of Administration and Finance.

24. Undergraduate Pro Bono Committee

The Faculty of Law provides some opportunities for undergraduate law students to become involved in pro bono legal work. Currently, these are:

- The Oxford Law Assistance (OLA) programme, in partnership with Turpin & Miller LLP; and
- The Pro Bono Community programme, in partnership with the Pro Bono Community charity.

The aims of the Committee are:

(a) to encourage and create opportunities for law students to participate in supervised pro bono programmes; and
(b) to contribute toward improving the quality of legal assistance and advice available to legally-aided clients in Oxford, and, in light of the scarcity of legal aid, those who otherwise would be unable to receive free legal advice.

The programmes are overseen by a Committee consisting of three members of the Faculty of Law, including the Associate Dean for Undergraduates *ex officio*, and two members of the Law Faculty with the expectation of one representing each programme, who will be nominated by Personnel Committee. Membership is for three years, renewable for a further three years. Additionally, two student members (one participating in, and representing, each programme) will also form part of this Committee.

The Committee will meet once a term. The responsibilities of the Committee are to:

(a) oversee the process of selection of student volunteers to participate in pro bono activities;
(b) liaise with partner organisations to ensure that the work to be done by student volunteers is appropriate and properly supervised;
(c) liaise with the Faculty's Head of Finance, partner organisations, and student representatives in order to agree an appropriate budget for the programmes and associated activities;
(d) explore opportunities for partnerships with other organisations and make proposals to the Law Board;
(e) under the supervision of the Head of Development, explore fundraising opportunities for pro bono activities;
(f) provide termly updates to the Undergraduate Studies Committee through the Associate Dean for Undergraduate Studies, together with a written report of pro bono activity and its accounts to the Law Board annually via the Undergraduate Studies Committee.

25. Digital Board

Function: a sub-committee of the Planning and Resources Committee, the Digital Board shall provide oversight for the deployment of data and technology by the Faculty and develop and oversee the Faculty's plans for digital transformation.

The responsibilities of the Digital Board are:

1. Oversight:
    a. ensure the Faculty's effective engagement with opportunities offered by data and technology deployment;
    b. support the Faculty's compliance with relevant law and University policies, including privacy law and information security policies;
    c. engage in periodic 'horizon scanning' regarding new developments and make recommendations to the Faculty accordingly;
    d. oversee operational management of relevant activities (including, but not limited to, the Faculty's virtual learning environment, IT and AV equipment, and software);
2. To develop and oversee the Faculty's plans for digital transformation ensuring:

    a. their alignment with high-level Faculty objectives;
    b. clear articulation of objectives and measures of success (so-called 'key performance indicators' or KPIs) aligned to the objectives;
    c. accountability for the use of resources and achievement of KPIs;
    d. and mechanisms for continuous engagement with the perspectives of users and taking on board feedback and suggestions.
3. Manage themes for engagement, scrutiny of service levels and budgets (where applicable) with relevant teams and external suppliers, including:
    a. Social Sciences Division IT Services Group
    b. University of Oxford AV Support Service
    c. University of Oxford Digital Transformation teams
4. Liaise with members of the Faculty on relevant matters and seek feedback where appropriate

Membership shall comprise the Digital Transformation Manager, the Dean, the Head of Administration and Finance, the Change Manager (Continuous Improvement), the ITSG Director, the Head of Academic Administration, and two further members of PRC. The Digital Board shall meet at least once a term.

The Digital Board shall also establish a standing user panel consisting of a representative cross-section of staff who shall be consulted as appropriate about relevant initiatives.

Annexe A: Vice Dean and Associate Deans

The Board of the Faculty of Law has established the following positions to support the Dean in the discharge of his or her responsibilities:

1. Vice Dean
2. Associate Dean for Equality and Diversity
3. Associate Dean for Research
4. Associate Dean for Undergraduate Studies
5. Associate Dean for Graduate Studies (Taught)
6. Associate Dean for Graduate Studies (Research)
7. Associate Dean for External Relations

The Vice Dean and Associate Deans shall have strategic oversight of, and provide leadership and direction to, the work of the Faculty in their area of responsibility. They will ultimately be accountable to the Law Board, will provide advice and support to the Dean, and will be expected to keep the Dean apprised of the key issues or events in their sphere of responsibility. They shall chair or attend the committees specific to that role (as defined in the job description for the role) and communicate with the other Faculty Officers in their area as and when appropriate. They may be called upon to represent the Faculty at the Divisional or University level and, where appropriate, externally, within their sphere of responsibility; and they may occasionally be asked by the Dean to deputise for him or her in this or other areas. The job description for the role will provide information about the work expected of the Vice-Dean or Associate Dean, as well as the administrative structure within the Faculty that supports their particular function.

These appointments shall be made by the Board for 4 years and shall not ordinarily be renewable.

Each Associate Deanship and the Vice Deanship shall carry a value of 96 stint units per annum, which will be converted into a budget whereby 1 unit is multiplied by the standard Faculty unit value, increased for inflation each October in line with pay inflation. For Associate Deans, this may be taken as (i) a college or faculty buyout and/or used to fund additional teaching; (ii) converted into a responsibility allowance (i.e. salary payment), up to an equivalent sum within the Schedule V allowance plus pension costs, if applicable; (iii) used as a research allowance (to be used in accordance with the guidelines for Faculty Research Funds, to be spent strictly within the period the Associate Deanship plus one year); or (iv) used to fund a period of Special Paid Leave after the period of office (for example, a term of leave to be taken alongside the two terms of sabbatical leave/dispensation accrued across a four year period of office, giving a whole year of leave). These arrangements are subject to the approval of the Dean not later than the end of Hilary Term in the preceding year, and all college buyouts or leave are also subject to the approval of the college. Requests for Special Paid Leave are also subject to the approval of the Social Sciences Division. The allowances may only be used to support buyouts and research during the period of office as an Associate Dean, and the option of applying for Special Paid Leave is only available after a full period of office has been completed. All of the above also applies to the Vice Dean role, except that the salary payment to the Vice Dean is not subject to the Schedule V allowance limit.

Special Paid Leave does not count as qualifying service for the purposes of calculating future entitlement to sabbatical leave or dispensation from lecturing duties. However it does not count against an individual's future entitlement.

Where a Faculty Officer role is shared, both officers will be entitled to attend any committee meeting on which the Faculty Officer is *ex officio,* but only one officer will be entitled to vote.

I. Vice Dean

Areas of responsibility:

1. For academic appointments: represent the Faculty on selection panels for joint appointments, and chair the committees where the University is the sole or main employer; select other faculty representatives for panels; and forward reports on appointments to the Law Faculty Personnel Committee for approval.
2. Oversee the initial period of office of new post holders, including induction and meeting with new post holders and providing advice, and act as Advisor to New Lecturers.
3. Consider sabbatical and other leave applications for post holders other than those in statutory chairs.
4. Consider all requests for buyouts and liaise with the Associate Dean for Research on requests for externally-funded buyouts.
5. Consider all applications for Additional Teaching.
6. Oversee the annual teaching return and advise on matters related to stint.
7. Conduct a regular review of academic personnel, and of teaching needs in consultation with Subject Group Convenors.
8. Manage other miscellaneous academic staffing issues as they arise, assist the Dean when asked, and deputise for the Dean when necessary.
9. Oversee the Recognition and Reward scheme (for staff on grades 1-10)
10. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.
11. Oversee the implementation of the Code of Practice for Contract Research Staff.

Committee positions:

Law Board
Planning and Resources Committee
Personnel Committee
Equality and Diversity Committee
Shared with the Dean (the exact distribution in any given year to be agreed with the Dean),
Management Committees for:
- the Institute for European Comparative Law
- the Centre for Socio-Legal Studies
- the Centre for Criminology
- the Oxford Intellectual Property Research Centre; and
- the Bonavero Institute of Human Rights

Key Faculty officers connected to this post:

Associate Dean for Equality and Diversity
Law Librarian
Chair of CLIPS
Director of Examinations

Relevant Support staff:

Head of Administration and Finance (academic recruitment and personnel)
Personnel Officer (academic recruitment, progression)
Academic Administrator (consultation with Teaching Group Convenors)
Examinations Officer

II. Associate Dean for Equality and Diversity

Areas of Responsibility:

1. Chair the Law Equality and Diversity Committee (EDC) (twice termly)
2. Act as a point of contact for staff and students on all equality and diversity issues, and facilitate wider discussions and workshops to explore the experience of staff and students.
3. Review Faculty practices to see if there are ways Faculty members (staff and students) can feel more represented and integrated.
4. Co-ordinate initiatives to increase the visibility of diverse scholarly role models in and outside the Law Faculty including through activities in the Faculty, and in Faculty publications.
5. Assist in the monitoring of equality data across relevant Faculty activities.
6. Ensure the implementation and tracking of the Athena SWAN Action Plan (including surveys) and lead on subsequent applications.
7. Participate in, or keep abreast of, University wide equality and diversity initiatives, particularly through the Equality and Diversity Unit (EDU), and promote the Faculty's involvement in those initiatives.
8. Collaborate with colleagues across the Division through the SSD EDI Panel (twice termly)
9. Act as a Faculty contact point for the Oxford Women in Law (OWL) alumni network.
10. Undertake any necessary training offered by the EDU and/or Oxford Learning Institute.

Committee positions:

Chair of Equality and Diversity Committee
Law Board *ex officio*
Planning and Resources Committee
Personnel Committee
Communications and Web Advisory Group
Undergraduate Studies Committee (papers only)
Graduate Studies Committee (papers only)
Examinations Committee (papers only)

Relevant Support staff:

Equality and Diversity Officer
Dean's Executive Assistant
Timetabling and Events Assistant
Academic Administrator (Student Disability Officer)
Personnel Officer (Staff Disability Officer)

III. Associate Dean for Research

Areas of responsibility:

1. Chair of the Research Committee
2. Develop and manage a Research Strategy for the Faculty of Law
3. Represent research on the Law Board and report regularly to the Board on the decisions of the committee.
4. Advise the Planning and Resources Committee on matters relating to research.
5. Manage the REF return, including preparing for the next round, unless a REF Co-ordinator is appointed.
6. Support and develop strategy for external grant applications and cost recovery.
7. Approve and oversee research leave and teaching buyout arrangements related to grant applications, in consultation with the Vice Dean.
8. Oversee the distribution of internal research funds.
9. Facilitate research groupings and build up institutional frameworks where appropriate.
10. Ensure that the website and other publicity material adequately describe and publicise the Faculty's research and its successes.
11. Provide or facilitate research mentoring, and ensure an excellent research record for all academic staff.
12. Involvement in research centres and programmes, advising them on research strategy and promoting their work; represent the Faculty on centre management committees.
13. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.
14. Seek to integrate research students into the Faculty's research strategy.

Committee positions:

Research Committee (Chair)
Research Support Fund Sub-Committee (Chair)
Sub-Committee for Donations for Research (Chair)
Faculty Board *ex officio*
Planning and Resources Committee

Key Faculty officers connected to this post:

Director of IECL
Director of Socio-Legal Studies
Director of Criminology
Director of the Centre for Intellectual Property
Director of the Bonavero Institute of Human Rights
PI/Directors of Hubs or other centres (including HeLEX)
Associate Dean for Graduate Studies (Research)
Associate Dean for External Relations

Relevant Support staff:

Head of Research (Deputy Head of Administration and Finance)
Research Facilitator
Research Administrator
Finance Manager
Centre, Programme and Project Administrators

IV. Associate Dean for Undergraduate Studies

Areas of responsibility:

1. Chair the Undergraduate Studies Committee and provide strategic direction for the Faculty's undergraduate courses.
2. Be the Faculty's 'Teaching and Learning Advisor'[9]
3. Be the Faculty's Disability Lead
4. Represent undergraduate study on the Law Board and report regularly to the Board on the decisions of the committee.
5. Advise the Planning and Resources Committee on matters relating to undergraduate study.
6. Through the Undergraduate Studies Committee, ensure satisfactory arrangements are in place for the admission, teaching and assessment of undergraduate students.
7. Report to the Undergraduate Studies Committee on decisions made and approvals given by Chair's Action.
8. The design and delivery of the syllabus for the BA in Jurisprudence and Course II, and maintenance of the Examination Regulations.
9. Maintain oversight of the course publicity material and handbooks, and oversee induction sessions.
10. Engagement with the professional bodies (the Solicitors' Regulation Authority and the Bar Standards Board) who set the minimum requirements for 'qualifying law degrees'.
11. Manage student feedback and complaints.
12. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.

Committee positions:

Faculty Board *ex officio*
Planning and Resources Committee
Undergraduate Studies Committee (Chair)
Law Joint Consultative Committee
Divisional Undergraduate Studies Committee
Faculty representative on the LNAT Committee
Oxford Legal Assistance Management Committee *ex officio*

Key Faculty officers connected to this post:

Vice Dean
Admissions Co-ordinator
Access and Outreach Co-ordinator
Associate Dean for Equality and Diversity
Associate Dean for External Relations
Director of Examinations LRMSP Director
Mooting Co-ordinator & Moot assistants
Academic Director of the Undergraduate Exchange Programmes
FHS Student Representative
LJCC members (Law Society Presidents)

Relevant Support staff:

Academic Administrator, Academic Administrator (Undergraduate Studies, Examinations Officer, Admissions and Outreach Officer, Outreach Officer
Taught Course Administrator, Timetabling and Events Assistant
Course II and Exchange Student Administrator (i.e. Administrator of the IECL)
LNAT Administrator, Legal Research Methods (library post)

[9] Added in MT17, to bring the role up to 96 units

V. Associate Dean for Graduate Studies (Taught)

Areas of responsibility:

1. Chair the Graduate Studies Committee (alternately with the Associate Dean for Graduate Studies (Taught)) and provide strategic direction for the Faculty's taught graduate courses.
2. Represent postgraduate study and research on the Law Board, and report regularly to the Board on the decisions of the committee.
3. Advise the Planning and Resources Committee on matters relating to postgraduate study.
4. Through the Graduate Studies Committee, ensure that satisfactory arrangements are in place for the admission, teaching, supervision and assessment of taught postgraduate students, and take the lead in the assessment of applications to the BCL and MJur courses, and in conjunction with the Associate Dean for Research Degrees, the assessment of scholarship applications.
5. Report to the Graduate Studies Committee on all decisions made and approvals given by Chair's Action.
6. Maintain oversight of the publicity material and handbooks relating to the course, and oversee induction sessions for new taught course students.
7. Liaison with academic colleagues over course provision (e.g. capping, timing of tutorials, ensuring adequate staff to teach courses)
8. Design and delivery of the syllabus for the postgraduate taught courses, and maintenance of the Examination Regulations.
9. Respond to general enquiries from staff and students.
10. Review supervisors' reports, and manage student feedback and complaints.
11. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.

Committee positions:

Law Board *ex officio*
Planning and Resources Committee
Graduate Studies Committee (Chair, alternately with Associate Dean for Graduate Studies (Research))
Divisional Graduate Studies Committee (alternately with Associate Dean for Graduate Studies (Research)

Key Faculty officers connected to this post:

Associate Dean for Graduate Studies (Research)
Associate Dean for Equality and Diversity
Associate Dean for External Relations
Director of Graduate Studies (Taught) for Criminology
Director of the Masters in Law & Finance
Director of the IP Diploma
Director of the MSc in Taxation
Director of Examinations

Relevant Support staff:

Academic Administrator
Examinations Officer and BCL/MJur Administrator
IP Diploma and Centre Administrator
Student Support Officer(s)
Graduate Studies Administrator in Criminology
MLF Senior Administrator & MLF Administrator
IP Diploma and Centre Administrator, and MSc Taxation Administrator

VI. Associate Dean for Graduate Studies (Research)

Areas of responsibility:
1. Chair the Graduate Studies Committee (alternately with the Associate Dean for Graduate Studies (Taught)) and provide strategic direction for the Faculty's research degrees.
2. Represent postgraduate study and research on the Law Board, and report regularly to the Board on the decisions of the committee.
3. Advise the Planning and Resources Committee on matters relating to postgraduate study.
4. Through the Graduate Studies Committee, ensure that satisfactory arrangements are in place for the admission, supervision, assessment and progression of postgraduate research students, and take the lead in the assessment of applications for research degrees, and in conjunction with the Associate Dean for Graduate Studies (Taught), the assessment of scholarship applications.
5. Authorise all Graduate Studies Office (GSO) forms associated with graduate research students, and report to the Graduate Studies Committee on all decisions made and approvals given by Chair's Action.
6. Maintain oversight of the publicity material and handbooks relating to research degrees, and oversee induction sessions for new research students as required.
7. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.
8. Respond to general enquiries from staff and students.
9. Review supervisors' reports, and manage student feedback and complaints.

Committee positions:
Law Board *ex officio*
Planning and Resources Committee
Research Committee
Graduate Studies Committee (Chair, alternately with Associate Dean for Graduate Studies (Taught))
Divisional Graduate Studies Committee (alternately with Associate Dean for Graduate Studies (Taught))

Key Faculty officers connected to this post:
Associate Dean for Graduate Studies (Taught)
Associate Dean for Equality and Diversity
Associate Dean for External Relations
Director of Graduate Studies (Research) for Criminology
Director of Graduate Studies (Research) for Socio-Legal Studies
CLRM Director

Relevant Support staff:
Academic Administrator
Graduate Studies Assistant in Law
Graduate Studies Administrator in Criminology
Graduate Studies Administrator in Socio-Legal Studies

VII. Associate Dean for External Relations

Areas of Responsibility

1. The Law Faculty's strategy for external relations, consistent with the Faculty's overall strategy and subsisting University guidance regarding external relations;

2. Criteria for assessing potential partnerships with (i) international HEIs and (ii) non-HEI organisations, to include academic, financial, equality and diversity, and ethical considerations;

3. Processes for consideration of proposed partnerships prior to approval by Law Board;

4. Leading on behalf of the Faculty in negotiations with potential and existing external partners;

5. Overseeing the operational management of established partnerships; and

6. Conducting a programme of periodic review of established partnerships.

Committee positions

Law Board *ex officio*
Planning and Resources Committee
Planning and Finance Subcommittee for the MSc in International Human Rights Law and the Summer School in International Human Rights Law
Institute of European and Comparative Law Management Committee *ex officio*
Advisory Committee on the Appointment of Guest Lecturers

Key Faculty officers connected to this post

Dean
Director of the Institute for European and Comparative Law
Associate Dean for Undergraduate Studies
Associate Dean for Graduate Studies (Taught)
Associate Dean for Graduate Studies (Research)
Associate Dean for Research
Associate Dean for Equality and Diversity
Course II Director

Relevant Support staff

External Relations Officer
Careers Liaison Officer
Executive Education Director
Head of Development
Head of Research
Head of Student Administration (PGT/PGR)

VIII. Admissions Co-ordinator

Overview: Co-ordinate entire Undergraduate admissions process across the Faculty of Law

Main Roles

- Schedule Selection Committee briefing and meeting (Monday MT5 and Monday MT6).
- Enlist academics to sit on the Selection Committee each year.
- Update Law Admissions Manual each year.
- Assess allocated applications ahead of Selection Committee meeting.
- Chair the Selection Committee meeting. Ensure shortlisted candidate numbers conform to the standard ratios.
- Liaise with AdCom and AdEx regarding Law admissions.
- Answer Law Admissions queries throughout admissions process.
- Answer enquiries from colleges regarding admissions appeals.
- Oversee reallocation of successful open offer candidates available for export to any colleges looking to import.
- Oversee arrangements/presentations for Regional Oxbridge Conferences.
- Work closely with Admissions and Outreach Officer.
- Act as a Director of the LNAT Consortium

Use of Software Systems

- ADSS
- Some use of Excel for application spreadsheets

Meetings and Events

Attend Admissions Co-Ordinator meetings in central university

Attend Undergraduate Studies Committee meetings. Keep the committee updated with aspects of Undergraduate Admissions for each round.

Perform Admissions talks at Open Days

Attend the LNAT Consortium AGM

IX. REF Co-ordinators

There shall be two REF Co-ordinators (stint to be shared equally between them) to share the following duties:

1. Keep appraised of national, University, disciplinary and learned society developments in relation to the REF
2. Take part in national and local consultations about REF 2029
3. Take a strategic lead in refining and implementing a REF strategy within the Faculty
4. Working closely with the relevant Faculty Officers, advise on developments in the *guiding principles* (qualitative) and *measurement criteria* used in the "people, culture and environment" component for REF29
5. Represent the Faculty on Divisional and University Committees in relation to the REF
6. Report REF developments and progress to the Faculty REF sub-committee, Research Committee and Faculty as necessary
7. Serve on the Faculty Research Committee *ex officio*
8. Oversee the identification of eligible staff for the REF and liaising with Colleges on the issue
9. Chair the Faculty REF Review committee, allocating work to colleagues to review, overseeing the collation of data relating to eligible publications, rankings and organising for calibration of scores
10. Oversee the training of reviewers
11. Engage actively in nominating REF panel members and co-ordinating with learned associations i.e., SLS, SLSA, ALT, CHULS
12. Conduct 1:1 sessions with colleagues to support them in producing publications that are REF-able
13. Take part in induction of new staff
14. Raise awareness amongst Faculty members about the REF
15. Draft the REF return in collaboration with the Deputy REF co-ordinator and relevant PSS staff
16. Work with academic colleagues and the professional support team in recording Impact and Engagement pathways, key events and documents
17. Draft Impact and Engagement case studies with those academics responsible for them (though not determine which cases should be submitted for the REF)
18. Advise colleagues on the REF criteria for Impact and Engagement case studies
19. Advise colleagues on the REF criteria for Strategy, People and Research Environment
20. Regularly review REF Impact and Engagement and Strategy People and Research Environment guidelines as they are published, and report these to the REF Sub-Committee, Research Committee and Faculty as necessary.

Key Faculty officers connected to this post
Dean
Associate Dean for Research
Associate Dean for Graduate Studies (Research)
Centre Directors
Head of Research, Bonavero Institute

Relevant Support staff
Head of Research (Deputy HoAF)
RIF Support Officer

Access & Outreach Co-ordinator

Areas of Responsibility

1. Act as first point of contact for staff on access and widening participation issues, and facilitate wider discussions on access and widening participation in the Faculty.
2. Develop and implement the Faculty's access and widening participation strategies
3. Establish benchmarks and targets to monitor progress to evaluate the impact of the Faculty's access and widening participation strategies.
4. Review Faculty practices to ensure they coincide with University access and widening participation strategies.
5. Develop and review the access and widening participation programmes in the Faculty.
6. Develop presentations, reference materials and resources in support of Faculty access and widening participation activities / events.
7. Act as the Faculty's principal ambassador for the Faculty's access and widening participation activities / events.
8. Participate in and keep abreast of, the University's access and widening participation initiatives, and promote the Faculty's involvement in those initiatives.
9. Encourage Faculty members and graduate students to participate in the Faculty's access and widening participation programmes.
10. Chair the Access Sub-committee on the Faculty Shortlisting Committee and oversee the review of access candidates as part of undergraduate admissions.
11. Provide strategic direction and academic oversight of the work of the Access and Outreach Officer.

The Access and Outreach Co-ordinator will be required to attend events at weekends.

Committee positions:
Undergraduate Studies Committee
Law Joint Consultative Committee
Equality and Diversity Committee
Communications & Web Advisory Group

Key Faculty officers connected to this post:
Admissions Co-ordinator
Associate Dean for Undergraduate Studies
Associate Dean for Equality and Diversity

Relevant Support staff:
Access and Outreach Officer
Admissions Officer

X. Director of Examinations

Areas of responsibility:

1. Chair the Examinations Committee.
2. Oversee the individual course examination processes.
3. Allocate examining duties to Faculty members.
4. Nominate internal and external examiners.
5. Advise on examination issues.
6. Write reports on examination matters to the Proctors and any other University body when necessary.
7. Maintain oversight of all examination processes and review accordingly.
8. Maintain oversight of the Faculty's examination databases and review accordingly.

Committee positions:
Examinations Committee (Chair)
Ex officio:
Undergraduate Studies committee
Graduate Studies committee

Key Faculty officers connected to this post:
Associate Dean for Undergraduate Students
Chair of Moderators
Chair of FHS/Diploma in Legal Studies.
Chair of BCL/MJur
Chair of MSc in Law and Finance
Chair of MSc in Criminology and Criminal Justice and the MSc in Criminology and Criminal Justice (Research Methods)
Chair of Diploma and MSc in Intellectual Property Law and Practice
Chair of MSc in Taxation
Chair of MSc in International Human Rights Law

Relevant Support staff:
Examinations Officer
Academic Administrator
BCL administrator
Course Administrators for Law and Finance, IP, Criminology, Tax and IHRL

PGT Course Directors

There are no separate role descriptions for Course Directors; their remit is to manage the Course Committee in accordance with the Standing Order of that committee.

XI. Mooting Co-ordinatorRole of Mooting Co-ordinator

- Management and oversight of the Law Faculty extra-curricular mooting program (including internal and external competitions)
- Recruitment and management of Graduate Mooting Assistants who run the "day to day" aspects of the programme
- Planning and conducting 1-2 hours of in-person advocacy training session/s for the Legal Research and Mooting Skills Programme in Week 4 of Trinity Term (which can be counted against stint).
- Management of the programme budget (in coordination with the Faculty finance team)
- Development and extension of the existing programme (where appropriate)
- Keeping the mooting programme under general review, and report periodically to the Law Board as required
- Representing the importance of mooting at faculty committees (e.g. Planning and Resources Committee)
- Ensuring the Mooting Canvas Site is up to date and used appropriately
- Answering day-to-day queries from GMAs
- Dealing with issues relating to the mooting programme as and when they arise
- Organising locations and dinners for the major mooting competitions (i.e. Cuppers and the HSF Disability Moot)
- Liaising with Law Faculty development relating to funding and sponsorship

Committees - n/a

Key admin/officer contacts

Personnel Officer (for recruitment of co-ordinators)

Deputy Finance Manager (for travel and expenses)

XII Research Staff Advocate

This is a role created by the Social Sciences Division, for filling by the Board of the Faculty of Law. The Advocate constitutes a source of academic strategic leadership to promote and realise the vision of the Faculty to provide a world-leading environment for research staff. In particular, the Advocate supports the research staff constituency by making sure their voice is heard in the Faculty (Research Committee, EDI Committee, etc.) and in the division. Also, the Advocate works toward developing initiatives in the centres and institutes that would favour the research staff.

This role is recognised through a Responsibility Allowance equivalent to that of a Research Group Chair. The position will be held for at least two years, at most three years, and is not renewable. Eligibility for this position is limited to academic postholders and permanent research/teaching staff.

The Advocate will:

1. raise the profile of research staff and their individual development within the Faculty-Centres by representing and promoting the interests of researchers at the relevant Faculty Committees (e.g., Research Committee, EDI Committee and, as required, PRC, PRC-Strategy, Law Board and/or any other committees) and working groups;
2. promote the development of research staff fora and the selection of a researcher representative to join the divisional Research Staff Forum;
3. raise the profile of research staff within the faculty/department by working with senior colleagues to enable participation by researchers in Faculty committees;
4. in coordination with academic colleagues and/or the relevant PSS team members, support and encourage researchers to identify, create, and drive initiatives aimed at community building (including networking events and training opportunities);
5. work toward ensuring that reasonable financial resources are made available for networking events and training opportunities for the researcher community in the Faculty;
6. drive the ongoing development and implementation of the Faculty's response to the University's Concordat Action Plan, and to work in partnership with the Researcher Hub to steer local delivery of initiatives to address challenges faced by research staff and to progress delivery of commitments in the Concordat Action Plan, specifically relating to the roles of the Faculty and academic managers;
7. collaborate with the approaches that the Conference of Colleges may develop on matters of mutual interest for college-only research staff;
8. share information about Faculty activity to help inform divisional-level strategy and priorities for the career development of researchers, and to inform the Faculty and researchers about divisional-level and University level initiatives and priorities;
9. work with the Divisional Advocate and other Departmental Advocates within the division to share insights and good practice, and to ensure that the provision of support for research staff is consistent across departments, whilst taking into account differences in local research culture.

XIII Research Ethics Committee

Role of the Chair

In coordination with the Interdivisional Research Ethics Committee (SSH IDREC), and the Faculty's Research Committee, lead on the development of Faculty policies regarding research ethics procedures.

1. In coordination with the Secretariat of the Faculty Research Ethics Committee:
    a. determine the appropriate risk classification for applications/amendments to applications (some of these initially framed as high-risk can be revised into a medium-risk category and vice versa).
    b. assign research ethics applications/amendments to Faculty reviewers. Except for high risk cases, it is expected that applications/amendments will be reviewed by only one reviewer, however, if the Chair and Secretariat deem it necessary, they can request that any low/medium risk application/amendment is reviewed by more than one reviewer.
2. As required, review applications/amendments directly (this will depend on volume of applications/amendments and/or whether specific cases require special attention).
3. Sign off mid-risk applications/amendments.
4. Sign off high-risk applications/amendments and forward these to the IDREC.
5. Act as Faculty signatory/endorser if necessary.
6. Convene and chair meetings of the Faculty's Research Ethics Committee as required (the Committee is not expected to meet regularly).
7. In coordination with the Committee, the Secretariat, SSH IDREC and the Faculty's Research Committee, handle cases where research ethics protocols are breached or any other difficulties/challenges emerge. This may include: 1) liaising with other departments and/or University units and/or other Universities/organisations; 2) convene urgent meetings of the Committee; 3) prepare any relevant documentation, and 4) communicate to the relevant academic colleague(s)/student(s) any decisions made by the Committee.
8. Be Ex Officio member of the Faculty's Research Committee.
9. In coordination with the Secretariat, prepare papers/reports for SSHIDREC, Research Committee and/or Law Board, or any other Faculty Committee, as required.
10. Attend Faculty meetings as required (for example, Law Board).
11. Attend termly DREC Network meetings organised by the SSH IDREC Secretariat.

Term of office for the Chair

The Chair is encouraged to serve for four years in order to harmonise with the SSH IDREC membership terms. However, serving a term of four years is not compulsory. The Chairs are also encouraged to

agree to be appointed as members of the SSH IDREC or to nominate a representative where contacted by the SSH IDREC Secretariat.

Role of the members/reviewers

1. Review low-risk applications/amendments within 7 working days of allocation, or notify the Law FREC Secretariat promptly if the review cannot be completed within the indicated timeframe.
2. Review all other applications/amendments within 15 working days of allocation, or notify the Law FREC Secretariat promptly if the review cannot be completed within the indicated timeframe.
3. Review requested revisions within 5 working days of resubmission, regardless of the type of application/amendment.
4. Attend the Research Ethics Committee meetings that may be convened by the Chair.
5. As required, contribute to the development of Faculty policies regarding research ethics procedures.
6. As required, contribute to the handling of cases where research ethics protocols are breached or any other difficulties/challenges emerge.

Role of the Secretariat

1. Manage the DREC's applications in Worktribe Research Ethics.
2. Carry out initial administrative and content checks on applications to ensure completeness before they are sent for review.
3. Identify initial problems in applications and request applicants to make amendments.
4. Allocate applications to reviewers and request departmental endorsement where required.
5. Receive applications and pass them to the Chair and/or reviewers as required by the Faculty's agreed procedure.
6. Monitor review timescales and, where deadlines cannot be met, inform applicants and provide a revised timetable.
7. Following provisional FREC approval of a high-risk application, reassign the application to SSH IDREC through Worktribe and confirm the FREC's preliminary approval in the reassignment message.
8. Issue formal approval or rejection letters following the Committee's decision.
9. Keep records of applications received, decisions made, amendment requests, reviewer allocations, and related correspondence.
10. Support the preparation of reports and returns required by SSH IDREC and/or the Faculty.
11. Attend termly DREC Network meetings organised by the SSH IDREC Secretariat.

Annexe B – Advisory Boards

Master's in Law and Finance Advisory Board

1. Terms of Reference of the Advisory Board

The Advisory Board of the MSc in Law and Finance (MLF) provides the MLF Academic Director and other faculty and staff of the University of Oxford involved in the delivery of the MLF with ongoing advice and feedback in relation to (i) the academic content of the MLF; (ii) the structure and modes of course delivery and assessment; (iii) career opportunities for MLF students, and (iv) developments in the legal and financial services industries, financial regulation and policy, or other fields that may have any impact on the academic content of the MLF, its structure or modes of delivery, or careers opportunities for MLF students.

From time to time, the MLF Academic Director may ask the Advisory Board, or individual Advisory Board members, to consider other matters or perform specific tasks in furtherance of this mandate.

2. Composition, Qualifications and Appointment of Advisory Board Members

(a) Composition of the Advisory Board

The Advisory Board shall be comprised of not more than 20 individuals drawn from the legal and financial services industries, financial regulation and policy, higher education, and other related professional fields. Wherever possible, the Advisory Board shall also include at least one member that is an alumnus of the MLF. The MLF Academic Director shall be an *ex officio* member of the Advisory Board.

(b) Qualifications of Advisory Board Members

Members of the Advisory Board shall generally be recognized leaders within their organizations and professional fields. They will be chosen preferably from among individuals who have demonstrated a commitment to the success of the MLF, either through their participation in the delivery of the course or their role in mentoring or providing career opportunities to MLF students.

(c) Nomination and Appointment of New Members

The Academic Director or any member of the Advisory Board may nominate a new member pursuant to section 4.

Before a nomination is formally considered by the Advisory Board, the MLF Academic Director will consider whether to invite the prospective nominee to participate in the delivery of the course though practitioner lectures, career presentations, panel discussions or other events and may obtain feedback from MLF students regarding the value of these events and the desirability of appointing the prospective nominee to the Advisory Board. When that is the case, the relevant information shall be communicated to the Advisory Board in advance of the meeting at which the nomination is to be considered.

Where a nomination is formally considered by the Advisory Board, the appointment of the nominee must be approved by a two thirds majority of members of the Advisory Board in attendance (in person or by electronic facilities) at the relevant meeting.

(d) Advisory Board Diversity

The MLF Academic Director and Advisory Board are committed to ensuring that the composition of the Advisory Board reflects the diversity of the MLF student body and alumni. Diversity for these purposes shall be construed broadly as encompassing, *inter alia*, the gender, ethnicity, age, and educational and professional backgrounds of Advisory Board members.

(e) Length of term

Advisory Board members are appointed for five-year terms and may be re-appointed for an additional three-year term.

3. Expectations of Advisory Board Members

The effectiveness of the Advisory Board in contributing to the success of the MLF is a function of the level of engagement by its members. Members are expected to: (i) attend and participate in Advisory Board meetings; (ii) act as ambassadors for the MLF within their organizations, and (iii) from time to time participate in the delivery of the MLF though practitioner lectures, career presentations, panel discussions or other events organized by the University of Oxford.

4. Meetings and resolutions of the Board

(a) Timing

The Advisory Board shall meet in person at least twice per calendar year. Advisory Board meetings will generally take place in London, United Kingdom. Conference call or other electronic facilities will be made available for those Advisory Board members who are unable to attend in person.

The Academic Director will provide notice of the date, time and location of Advisory Board meetings not later than [eight] ([8]) weeks prior to the date of the relevant meeting.

(b) Quorum

There shall be no specific quorum requirement for meetings of the Advisory Board. However, should the Academic Director receive apologies from more than 80% of Advisory Board members in advance of any meeting, the Academic Director may in her or his discretion cancel the meeting. Where the Academic Director cancels a meeting of the Advisory Board, they will provide a written report containing the information set out in section 4(c).

(c) Report of the MLF Academic Director

At each meeting of the Advisory Board, the MLF Academic Director will report on the following matters: (i) MLF admissions; (ii) MLF student career destinations; (iii) material developments in the structure or modes of course delivery and assessment; (iv) law and finance events hosted by the University of Oxford; (v) research being conducted at the University of Oxford in the area of law and finance, and (vi) any other matters that the MLF Academic Director deems relevant.

(d) Proposing Agenda Items for Consideration

A preliminary agenda describing the items for consideration at the relevant meeting will be circulated at least 7 days prior to the meeting. In the event that one or more Advisory Board members wishes to add items for consideration, they are encouraged to contact the MLF Academic Director at least 14 days before the meeting.

(e) Written Resolutions

In addition to tabling resolutions to be approved at a formal meeting, the Advisory Board may also approve proposals by written resolution (including by email). A written proposal will be approved unless a majority of the Advisory Board members, or more than one third of them in the case of a nomination pursuant to section 2(c), object to it. Members wishing to object will do so in writing (including by email) within the timeframe specified by the member putting forward the proposal. The timeframe specified for objections must be no less than seven (7) days. A written resolution shall be valid as if it had been passed at a meeting.

(f) Advisory Board Chair

The Advisory Board is chaired by the MLF Academic Director. However, the Advisory Board may choose a Chair among its members, in which case the MLF Academic Director acts as Secretary of the Advisory Board.

MSc in Taxation Advisory Board

1. The MSc in Taxation Advisory Board consists of senior figures drawn from the wider tax community (law firms, regulators and industry) who act in a non-executive capacity to provide advice to the Academic Directors of the MSc in Taxation and colleagues involved in design and delivery of the programme.

2. The Advisory Board will also include a representative of external teachers.

3. The senior figures from the tax community shall be appointed for three years and shall be eligible for reappointment.

4. The Advisory Board will meet approximately once a year. It is anticipated that the meeting will usually be held in Oxford.

5. The Academic Directors of the Mc in Taxation will at each meeting provide an account of progress to Advisory Board members regarding design and delivery of the MT course. This account will be supported by appropriate papers and other materials sent to Board members in advance of the meeting.

6. The Advisory Board will, at each meeting, provide the Academic Directors with feedback and guidance on matters covered in the account of progress, which may include, amongst other things, information relating to syllabus, teaching methods, marketing, recruitment, and alumni relations. Members of the Board are also encouraged to ask questions about relevant matters even if they are not covered in the Academic Director's account of progress.

7. The Advisory Board will also act as a channel for outward communication from Oxford to the professional legal and financial community of information about the MT course, in particular seeking to ensure that MT credentials are understood from both recruitment and HR perspectives within their own organisations.

8. The Advisory Board may from time to time be invited to participate in roundtable discussions in Oxford on substantive topics salient to taxation, to which academics and policymakers will also be invited.

9. The Board will report to the MSc in Taxation Management Committee.

Bonavero Institute of Human Rights

The constitution of the Bonavero Institute states:

'Item C, section 6. The Advisory Council.

The Advisory Council will consist of a group of eminent persons chosen for their expertise or experience relevant to the work of the Institute, including practitioners in the field of human rights. The Advisory Council will not be a decision-making body, but instead will:

a. give advice and guidance on general research directions for the Institute;

b. provide links between the Institute and persons and entities outside of the Institute; and

c. assist in fundraising and income generation.

7. There shall be no limit on the number of persons on the Advisory Council. Members of the Advisory Council shall be appointed by the Management Committee, on the recommendation of the Director. The Advisory Board shall meet annually, but may convene extraordinary meetings as required. There shall be no quorum for Advisory Board meetings.'