

## STANDING ORDERS OF THE BOARD OF THE FACULTY OF LAW

2019-20

### THE LAW BOARD

#### *Regulations*

The regulations governing faculty Boards are set out in Council Regulations 19 of 2002. The relevant regulations for Faculty Boards are available on the University website [here](#).

#### *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 [Regulations 7-15](#) and [Regulations 37-43](#). 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. Director of the Centre for Criminology
9. Director of the Centre for Socio-Legal Studies
10. Director of the Institute of European and Comparative Law
11. Director of the Oxford Intellectual Property Research Centre
12. 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. He or she shall have delegated authority to approve individual items of expenditure (including the creation of new financial commitments) or reductions of existing commitments up to £2,500; and individual donations up to £1,000 (expenditure or donations above these figures will be considered by the Planning and Resources Committee). 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.

#### *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 twelve junior member representatives:

Graduate: DPhil Law, DPhil Criminology, DPhil Socio-Legal Studies, BCL, MJur, MLF, MPhil/PRS, MSc Criminology, MSc Taxation, MSc Law and Finance.

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.

#### *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 should be held over for discussion at the next meeting. Anything that is time sensitive should be approved by the other members by circulation before the minutes are confirmed.

### **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.

### **MEETINGS**

Unless the Chair shall order otherwise, meetings of the Board and certain standing committees shall be held as follows:

**Board:** 2.00 pm on Thursday in the second and seventh weeks of Full Term; and at 2.00 pm on Thursday not later than the fifth week after the end of Trinity Full Term.

**Planning and Resources:** 2.00 pm on Thursday before Full Term and Thursday of fifth week. An additional budget meeting may be held in the Easter Vacation, and an additional strategy meeting may be held in the Long Vacation.

**Graduate Studies:** 2.00 pm on Thursday of first week, Thursday of sixth week and Thursday in the third week after the end of Trinity Full Term.

**Undergraduate Studies:** Wednesday before Full Term; and on Thursday of fourth week.

**Equality and Diversity:** Tuesday of fourth and eighth weeks.

**Personnel Committee:** Thursday of third and eighth weeks.

**Research Committee:** Wednesday of fourth and eighth weeks.

## **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.

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) 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, and four other members appointed by the Board (but not necessarily members of the Board) who shall serve for two 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 afforded by up to two members appointed by the Oxford University Press.

The committee will be chaired by the Chair of the Board or his/her 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 BCL/MJur examiners, the Chair of examiners for the MSc in Law and Finance, the Chair of MSc in Criminology examiners, and the Chair of MSc Taxation 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 two years and be eligible for reappointment.

#### **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-Chair 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 £2,500, 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 £2,500 and to the Planning and Resources Committee up to £10,000.

*Donations.* Approval of individual donations shall be delegated to the Dean up to £1,000, and above that, to the Planning and Resources Committee. All gifts above this value are reviewed by the University of Oxford Development Office (UODO) and may not be accepted without prior reference to UODO. The Planning and Resources Committee shall receive a regular report from the Development Director on all donations.

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.

Acting through a sub-committee that reports to the committee, the Planning and Resources 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.

*Membership:* The 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 (from 2020), the Associate Dean for Research, 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 two years and, on having done so, shall not be re-eligible until two years have elapsed from termination of office.

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

## **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 he or she may request, on personnel matters for which they are responsible. The matters for which the committee will be responsible shall include:

- (i) The approval of all recommendations from selection committees for academic appointments;
- (ii) The induction and mentoring of all new academic staff and fixed-term academic staff;
- (iii) The interim and formal review of academic staff in their initial period of office, and the probationary review of fixed-term academic staff;
- (iv) Nominations to Faculty Officer positions, other committee positions, and to the Law Board;
- (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, 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 and the Vice Dean of the Faculty, 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:
- i. the Dean
  - ii. the Associate Dean for Graduate Studies (Research)
  - iii. the Associate Dean for Graduate Studies (Taught)
  - iv. the Director of Examinations
  - v. the Director of Graduate Studies (Criminology (Research))
  - vi. the Director of Graduate Studies (Centre for Socio-Legal Studies)<sup>1</sup>
  - vii. the Director of the MSc in Law and Finance
  - viii. the Director of the MSc in Taxation
  - ix. the Director of the IP Diploma
  - x. the Director of the Course in Legal Research Methods<sup>2</sup>
  - xi. the Race Equality Co-ordinator (until October 2020)
  - xii. the Athena SWAN Co-ordinator (until October 2020)
  - ix. the Teaching and Learning Officer (Associate Dean for Undergraduates)
  - x. the Library Representative
  - xi. nine postgraduate representatives<sup>3</sup>
  - xii three<sup>4</sup> 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 two 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 the Associate Deans for Graduate Studies (Research and Taught).
- (vii) At the beginning of every academic year, the committee shall 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.

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<sup>1</sup> Approved by Law Board, 24.01.08, amended January 2009

<sup>2</sup> Approved by Law Board, 24.01.08

<sup>3</sup> BCL, MJur, MSc Criminology, MLF, MSc Taxation, first year PGR, DPhil law, DPhil Criminology, DPhil Socio-Legal Studies

<sup>4</sup> Approved, Law Board 07.05.09

(viii) Having conducted the review required by the previous paragraph, the committee shall submit to the Board a written statement of the arrangements as adjusted in the light of the review.

(ix) The committee shall monitor how BCL and MJur courses conform to the Faculty's study norms for the courses.

#### *Appointment of Supervisors*

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

(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, he or she 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.

### **7. Diploma Management Committee**

*Function:* There shall be a standing committee of the Graduate Studies Committee known as the Diploma Management Committee charged with managing all the Graduate Studies Committee's



business relating to the Diploma in Intellectual Property Law and Practice within the Faculty. The Committee shall:

- (i) consider teaching requirements of the Diploma programme and ensure that teaching is organised and carried out effectively;
- (ii) be responsible for admissions to the Diploma, taking account of any University regulations and admissions guidelines and quotas proposed by the Law Board;
- (iii) initiate desired changes to existing programmes and keep under review overall quality of the courses, taking into account evaluation by course participants;
- (iv) consider, and where necessary seek further clarification, on the reports of examiners for the Diploma and take appropriate action, including advising Law Board;
- (v) formulate and keep under review assessment regimes;
- (vi) formulate and review course handbooks annually;
- (vii) formulate and review programme specifications annually;
- (viii) prepare a schedule of, and timetable for, lecturing and other teaching each term;
- (ix) be responsible for the allocation and award of scholarships and studentships;
- (x) forward minutes of all meetings and such other reports as may be necessary, to the Law Board.

*Membership:* The committee shall consist of the Course Director, a member of the Faculty appointed by the Board who shall chair the committee, two representatives from the Intellectual Property Lawyers' Association and one elected member who need not be a member of the Law Board. Members of the committee other than those whose membership derives from their holding another office shall be appointed for two years but shall be eligible for reappointment.

#### **8. Master's in Law and Finance Course Committee<sup>5</sup>**

*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).

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

*Co-opted members:* the 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.

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<sup>5</sup> approved by the Board 16 June 2011. Amended 18<sup>th</sup> October 2012

### *Sub-Committees reporting to the MLF Course Committee*

- (i) The MLF Examinations Committee, which shall also report to the Law Faculty Examinations Committee, shall comprise four members, two from Law and one from SBS, plus one External Examiner.
- (ii) The MLF Admissions Committee 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, all lecturers on core courses (except for items on course evaluations).

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

### **9. 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 Law Board will appoint a Director for the Master's in Taxation who will oversee the academic direction of the programme and chair the Taxation Management Course 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 four course Directors (Law and CBT) of the MSc in Taxation Programme, a member of the Faculty appointed by the Board who shall chair the committee, and a representative of the external teachers.

#### *Sub-Committees reporting to the MSc Taxation Management Committee*

- (i) The MSc Taxation Examinations Board, which shall also report to the Law Faculty Examinations Committee, shall comprise four members; one of the course directors, a representative of the Law Faculty, a representative of the Centre for Business Taxation, plus one External Examiner.
- (ii) The MSc Taxation Admissions Committee shall comprise the four course directors.

#### *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 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 overall student experience.

#### *Operations*

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

### **10. 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 annual 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 make 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 Associate Dean for Research;
- (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.

### **11. 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 annual 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 make 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 Associate Dean for Research;
- (iii) one further person appointed by the Board;
- (iv) the Director for the Centre;
- (v) the Deputy Director & 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.

## **12. 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 annual 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) Associate Dean for Research;
- (iii) the coordinator of the Law Faculty course in Law with Law Studies in Europe where he or she is not otherwise a member by reason of 12(v) below;
- (iv) when the Director is a member of the committee under 12(v) below, then one person nominated by the Law Board; where the Director is a member of the committee under 12(vi) or (vii) below, then two persons appointed by the Law Board;
- (v) Director of the Institute, where he or she is not otherwise a member by reason of 12(vi) or (vii) below);
- (vi) the holder of the Jacques Delors Chair in European Law;
- (vii) the holder of the Chair of Comparative Law;
- (viii) the holder of the Directorship of the Centre for Competition Law and Policy;
- (ix) one of the other members of staff of the Institute; and
- (x) 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.

**13. Management Committee for the Oxford Intellectual Property Research Centre<sup>6</sup>**

*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) Associate Dean for Research;
- (iii) the Director of the Centre, where he or she is 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.

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.

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<sup>6</sup> Approved by Law Board, 27<sup>th</sup> January 2011

*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 Bonavero Institute of Human Rights**

*Function*

- (i) to work with the Director to develop funds to allow for the continued development of the Institute;
- (ii) to work with the Director to create a Business Plan and other planning documents for the Institute;
- (iii) to have general oversight of the Institute;
- (iv) to receive reports on academic activity and programmes;
- (v) to approve strategic plans and operating statements;
- (vi) to monitor financial outcomes, including the Institute's annual budget and year-end figures, which information shall also be supplied to the Law Board;
- (vii) to approve strategies for fundraising and income generation;
- (viii) to receive regular reports on applications for externally-funded research projects;
- (ix) to make and monitor appointments to posts in the Institute in conformity with the Faculty, Division and University policy on appointments;
- (x) to approve the annual report of the Institute and to report at other times, as appropriate, to the Law Board;
- (xi) to maintain full oversight of Institute's activities, including its clinical programmes;
- (xii) to approve changes to the constitution of clinical programmes and new activities;
- (xiii) 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;
- (xiv) 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;
- (xv) to appoint members of the Advisory Council; and
- (xvi) to approve nominations and applications for membership of the Institute.

*Membership*

- (i) a nominee of the Dean, who shall be Chair of the Management Committee;
- (ii) the Dean or his or her nominee;
- (iii) one further person appointed by the Law Board;
- (iv) the Principal of Mansfield College, ex officio, or his/ her representative;
- (v) the Director of the Institute;
- (vi) the Head of Programmes of the Institute;
- (vii) the Head of Research of the Institute;
- (viii) the Associate Dean for Research;
- (ix) the Research Coordinator of the Institute;
- (x) one representative of the research staff working in the Institute, appointed by the research staff of the Institute;
- (xi) one person appointed by the Head of the Division; and
- (xii) 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.

#### **15. 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.

#### **16. 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 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; and
- (vii) 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 REF Co-ordinator (when that position is filled); and up to five members (preferably at different stages in their career) appointed by the Board. Those members appointed by the Board shall hold office for three years and shall be eligible for re-appointment.

The Committee shall meet twice a term.

## **17. Undergraduate Studies Committee<sup>7</sup>**

*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 Race Equality Co-ordinator (until October 2020)
- v. the Athena SWAN Co-ordinator (until October 2020)
- vi. the Bodleian Law Librarian
- vii. the Research Support Librarian<sup>8</sup>
- viii. the Admissions Co-ordinator
- ix. the Access and Outreach Co-ordinator
- x. the Academic Director of Undergraduate Exchange Programmes<sup>9</sup>
- xi. four<sup>10</sup> elected members who need not be members of the Law Board

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<sup>7</sup> Approved, Law Board 22.11.07

<sup>8</sup> i.e. the Legal Research Skills and Mooting Coordinator

<sup>9</sup> Approved, Law Board 24.01.08

<sup>10</sup> Approved, Law Board 07.05.09

xii. the President and Vice-President of the LJCC.

The elected members shall hold office for two 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.

### **17.1 Law Joint Consultative Committee (LJCC)<sup>11</sup>**

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<sup>12</sup>, 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.

### **18. 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 (especially the Co-ordinators for Race Equality and Athena SWAN (until October 2020), but also Associate Deans and any other 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 Vice Dean (who shall chair the Committee), the Associate Dean for Undergraduates, the Associate Deans for Graduates (taught and research), the Access and Outreach Co-ordinator, four other members of the Faculty at various stages of their careers,

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<sup>11</sup> Approved, Law Board 22.11.07; membership amended Law Board 5 March 2009

<sup>12</sup> i.e. the Legal Research Skills and Mooting Coordinator

one of whom shall represent fixed-term academic post holders, the Athena SWAN Co-ordinator (until October 2020), the Race Equality Co-ordinator (until October 2020), and the Faculty's Student Diversity representatives. 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 twice a term, and the Secretary shall be the Timetabling and Events Assistant.

### **19. Travers Smith Management Committee**

The Travers Smith Management Committee was established in 2015 to manage donations from Travers Smith, both the one-off donation to set up and run the Business Law Hub and the annual donation to facilitate company and commercial law lectures, seminars, conferences and similar events within the faculty. The membership of the committee shall be four postholders working in the field of business law broadly defined, and the chair shall be selected by the committee from amongst its members. The committee shall submit an annual report to Law Board in the second week of Michaelmas Term.

This committee may also act as the management committee for other donations for related purposes, at the discretion of the Law Board.

### **20. 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; and keep oversight of the Faculty's virtual teaching and learning environment, WebLearn.

*Membership:* The Group shall consist of the Dean (Chair), the Associate Dean for Equality and Diversity (from October 2020), the Access and Outreach Co-ordinator, and the Associate Dean for Research serving *ex officio*. There shall be two additional members appointed by the Board (but not necessarily members of the Board), one of whom shall have particular responsibility for WebLearn. 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 be arranged on an *ad hoc* basis, at least once per term.

### **22. Oxford Legal Assistance ('OLA')**

The OLA provides opportunities for undergraduate law students at the University of Oxford to become involved in pro bono legal work. It has two core aims:

- (a) to encourage and create opportunities for law students at the University of Oxford 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.

OLA is organised by an Executive Committee of eight individuals, consisting of three members of the Faculty of Law, including the Associate Dean for Undergraduates *ex officio*; one Student Chair; two Student Liaison Officers; one postgraduate student representative; and a representative of one of OLA's partner organisations.

Two members of the Law Faculty will be nominated by the Personnel Committee. Membership is for three years, renewable for a further three years.

The Student Chair, Student Liaison Officers and postgraduate student representative will be nominated by the OLA committee after advertising for student volunteers and, if necessary, interviewing a shortlist of candidates. All nominations are subject to the approval of the Law Board. These roles are for one year and are not renewable.

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

- (a) Select student volunteers to participate in OLA activities;
- (b) Liaise with partner organisations to ensure that the work to be done by student volunteers is appropriate and properly supervised;
- (c) Organise the attendance of student volunteers at the partner organisations and monitor their participation;
- (d) Explore opportunities for partnerships with other organisations and make proposals to the Law Board;
- (e) Under the supervision of the Director of Development, explore fundraising opportunities for OLA activities;
- (f) Provide a written report of OLA's activities and its accounts to the Law Board annually.

### **23. IT/AV Steering Group**

*Function:* a sub-committee of the Planning and Resources Committee, the IT/AV Steering Group shall consider matters referred to it by the Board and shall consider the IT and AV requirements of the Faculty, both generally and under the following headings:

- a) Develop an IT/AV strategy;
- b) Define the themes for engagement with the Manor Road IT Team and scrutinise budgets and service levels;
- c) Support the Faculty's compliance with GDPR and Information Security Policy;
- d) Oversee the IT/AV Equipment budget, the terms and operation of the IT Equipment Fund, and make proposals for new expenditure to the Planning and Resources Committee;
- e) Liaise with members of the Faculty on IT/AV matters, and seek feedback;
- f) Define AV requirements in the teaching rooms and IT requirements in the offices in the St Cross Building and approve plans for the maintenance and upgrade of equipment;
- g) Oversee the introduction of new software and platforms for use by staff and students;
- h) Monitor the services provided internally, and by IT Services and external suppliers;
- i) Propose new initiatives that will support teaching, research and administration.

*Membership:* the Steering Group shall consist of one member of the Faculty nominated by the Board who shall chair the group, the Head of Administration and Finance, the Manor Road IT Manager, the

Research Facilitator, the Academic Administrator, and the Timetabling and Events Assistant. The Web Support Officer (for web systems) may be invited. Student representatives shall be invited, and meetings shall be open to any student or staff member of the Faculty.

The Group shall meet once a term at such time as to enable it to report to the Social Sciences IT Operations Board.

## **24. Management Committee for the Centre for Health, Law and Emerging Technologies (HeLEX)**

### *Function:*

- (i) to have general oversight of the Programme;
- (ii) to receive reports on academic activity and programmes;
- (iii) to approve strategic plans and operating statements;
- (iv) to monitor financial outcomes, including the Programme'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 make and monitor appointments to posts in the Centre within overall Departmental and University policy on appointments;
- (viii) to approve the annual report of the Programme 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 Associate Dean for Research;
- (iii) one person nominated by the Board of the Faculty of Law;
- (iv) Director of the Programme;
- (v) Deputy Director (if applicable);
- (vi) one representative of the research staff working in the Programme, 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 Programme 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 Programme and be seen to be independent by members of the Faculty.

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

### *Directorship:*

The Director of the Programme shall be Jane Kaye. The Director shall appoint the Deputy Director.

## **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 (from 2020)
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)

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 shall carry a value of 96 stint units per annum, which will be converted into a budget whereby 1 unit = £140 plus inflation<sup>13</sup>. This may be taken as (i) a college or faculty buyout and/or used to fund additional teaching; (ii) a salary payment (up to a limit equivalent to a Schedule V allowance, currently £7,711 per annum, 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.

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.

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<sup>13</sup> Applied w.e.f October 2016.

## **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. Maintain an overview of equality and diversity matters, including any protected characteristics not covered by the Race Equality and Athena SWAN Co-ordinators (until October 2020).
9. Manage other miscellaneous academic staffing issues as they arise, assist the Dean when asked, and deputise for the Dean when necessary.
10. Oversee the Recognition and Reward scheme (for staff on grades 1-10)
11. Represent the Faculty on committees and *ad hoc* working parties in and beyond the Division.
12. Oversee the implementation of the Code of Practice for Contract Research Staff.

### **Committee positions:**

Law Board *ex officio*

Planning and Resources Committee (Chair, *ex officio*)

Personnel Committee (Chair, *ex officio*)

Equality and Diversity Committee (Chair, *ex officio*)

### **Key Faculty officers connected to this post:**

Athena SWAN Co-ordinator

Race Equality Co-ordinator

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 (new for October 2019)**

### **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. Act as a Faculty contact point for the Oxford Women in Law (OWL) alumni network.
9. 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*  
(Others to be confirmed)

### **Relevant Support staff:**

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)

Faculty Board *ex officio*

Planning and Resources Committee

Management Committee for the Institute for European Comparative Law

Management Committee for the Centre for Socio-Legal Studies

Management Committee for the Centre for Criminology

Management Committee for the Oxford Intellectual Property Research Centre

Management Committee for the Bonavero Institute of Human Rights

#### 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

Associate Dean for Graduate Studies (Research)

#### Relevant Support staff:

Research Facilitator

Research Officer

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'<sup>14</sup>
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 publicity material and handbooks relating to the course, 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  
Equality and Diversity 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  
Race Equality Co-ordinator  
Director of Examinations LRMSD 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, Examinations Officer  
Admissions and Outreach Officer, Baker McKenzie 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)

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<sup>14</sup> 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)

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)

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. Admissions Co-ordinator**

Overview: Coordinate 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 LNAT Consortium AGM

## **VIII. Race Equality Co-ordinator**

*The position of Race Equality Co-ordinator will remain in place during 2019-20, pending the start of the appointment of the new Associate Dean for Equality and Diversity in 2020.*

The main role of the Race Equality Co-ordinator is to promote equality and diversity in the Law Faculty. This is a new role (created 2017) and the detail of the work involved will remain under review. The Race Equality Co-ordinator will be expected to undertake the following:

- Attend the Law Equality and Diversity Committee (EDC) (twice termly)
- Act as a point of contact for staff and students on BME issues, and facilitate wider discussions and workshops to explore the experience of BME staff and students.
- 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.

- Work with the University Equality and Diversity Unit (EDU) to bring data about race and ethnicity in the Law Faculty to the EDC for further discussion and the development of initiatives.
- Assist in the monitoring of BME data across the Faculty activities.
- Consider issues related to race and ethnicity for inclusion in Athena SWAN surveys.
- Participate in, or keep abreast of, University wide initiatives (e.g. the University's Race Equality Working Group, Race Equality Charter Mark)
- Assist in the development of a Personal Development Review framework for fixed term academic and research staff.
- Review Faculty practices to see if there are ways Faculty members (staff and students) can feel more represented and integrated.
- Assist in developing frameworks to ensure decision-making and governance structures in the Faculty are more transparent.
- Undertake any necessary training offered by the EDU and/or Oxford Learning Institute. (See <http://www.admin.ox.ac.uk/eop/race/whatsgoingon/workshopsandtraining/>)

### **IX. Athena SWAN Co-ordinator**

*The position of Athena SWAN Co-ordinator will remain in place during 2019-20, pending the start of the appointment of the new Associate Dean for Equality and Diversity in 2020.*

The main role of the Athena Swan Co-ordinator is to promote equality and diversity in the Law Faculty and specially to co-ordinate the process of implementing the Athena Swan Action Plan and to lead the process of working towards the Faculty's Award applications.

The following areas of responsibility have been outlined in the current Action Plan:

- Attendance at Equality and Diversity Committee (EDC) (twice termly)
- The co-ordination of the carrying out of Athena Swan surveys for permanent staff, fixed term staff, UGs, PGRs, PGTs and administrative staff every two years (2018, 2020 etc). This includes promoting them so as to encourage people to reply.
- Working with the EDC and Associate Dean for Undergraduate Degrees, a carrying out of review of assessment practices at other leading schools, with a particular focus on alternative forms of assessment and the relationship between those modes of assessment and the gender attainment gap (due Oct 2018).
- Participating in University wide initiatives (currently the Student Attainment Group) examining and responding to the gender attainment gap in examinations.
- Co-coordinating initiatives to increase the visibility of different scholarly role models in and outside the Law Faculty including through activities in the Faculty, and in Faculty publications.
- Helping in establishing a framework for collecting information about the destination of research students who have finished their research degrees.
- Coordinating a review of appointment practices in other leading schools including how posts are advertised, interviews conducted, and the makeup of appointment panels (due Dec 2019).
- To assist in the development of a Personal Development Review framework for fixed term academic and research staff.
- Assisting in ensuring that the Faculty has a framework for information provision and advice for those with caring responsibilities.
- Assisting in ensuring that the Faculty improves information provision and the operation of HR

policies for fixed term and academic staff (including where problems arise).

- Reviewing Faculty practices to see if there are ways Faculty members can feel more integrated.
- Assisting in developing frameworks to ensure decision-making and governance structures in the Faculty are more transparent.
- Assisting in the monitoring of gender data across the Faculty activities.



## **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 through 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 through 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, she or he 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 MSc 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.