

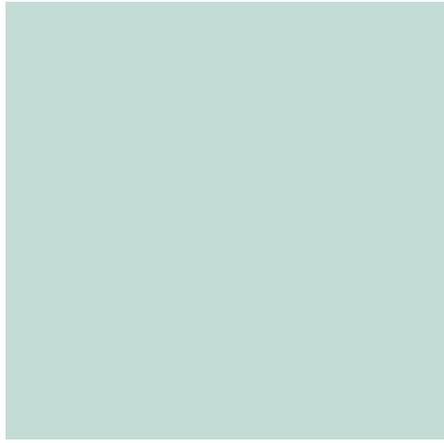
CAMBRIDGE &

the way it works

With more than 18,000 students from all walks of life and all corners of the world, nearly 9,000 staff, 31 Colleges and 150 Departments, Faculties, Schools and other institutions, no two days are ever the same at the University of Cambridge.



This leaflet offers a brief overview of the people, places and processes that make the University of Cambridge special.



At the heart of this confederation of Departments, Schools, Faculties and Colleges is a central administration team. It is small because the Colleges are self-governing and teaching staff carry out much of the daily administration at Cambridge.



People

The University has a central senior administrative team, responsible for the management of the University. Academic, research and support staff work throughout the University and Colleges; they are crucial to the University's success and reputation.

The Chancellor and Vice-Chancellor

The Chancellor is elected for life as the constitutional head of the University although the role is now largely ceremonial. The Chancellor is elected by the Senate, which comprises all senior graduates of the University.

The Vice-Chancellor is appointed for a period of seven years and is the University's main academic and administrative officer.

Pro-Vice-Chancellors

Five Pro-Vice-Chancellors are appointed to support the Vice-Chancellor. Their responsibilities are determined by the Vice-Chancellor and the Council – the University's main executive and policy-making body – and currently include planning and resources, research and education. The office of Pro-Vice-Chancellor is limited to six years.

The Registry

The Registry, reporting to the Vice-Chancellor, is the principal administrative officer of the University and head of the Unified Administrative Services, which is divided into functional divisions for the day to day management of the University.

Proctors

Two Proctors are elected annually on the nomination of the Colleges. They are primarily disciplinary and ceremonial officers, responsible for maintaining good order in the University. They are supported by four Pro-Proctors.



Structure

The University is a confederation of Schools, Faculties, Departments and Colleges. The Colleges are governed by their own statutes and regulations, but are integral to the make-up of the University of Cambridge.

Colleges

Students live, eat and socialise in one of the University's 31 autonomous Colleges. Undergraduates receive College supervisions – small group teaching sessions – regarded as one of the best teaching models in the world.

Each College has its own internal procedures. They select their own students, subject to University regulations, and most admit both undergraduate and postgraduate students. College representatives sit on the University Council and Finance Committee.

Schools

There are six Schools, which each form an administrative grouping of Faculties and other institutions. They are: Arts and Humanities, Biological Sciences, Clinical Medicine, Humanities and Social Sciences, Physical Sciences, and Technology.

There is a Council of each School – including representatives of its Faculties and Departments. The Schools are represented on the General Board.

Faculties and Departments

University Faculties organise teaching and research into individual subjects or groups of subjects. Their work is normally organised into sub-divisions called Departments.

Centres of studies are controlled by committees of management, bringing together representatives from several disciplines.



Governance

The University is governed through central bodies, principally the Regent House, the Council and the General Board of the Faculties. These bodies include representatives from across the University.

The Regent House

The Regent House is the governing body and principal electoral constituency of the University. It has more than 3,800 members, including University Officers, and Heads and Fellows of Colleges. It makes and amends the regulations that govern the University.

The Senate

The Senate was the governing body of the University until 1926. It consists of all holders of the Cambridge MA or other higher degree and all current members of the Regent House. The Senate now elects the Chancellor and the High Steward, the high officers of the University.

The Council

The Council is the principal executive and policy-making body of the University, reporting to the Regent House. It has overall responsibility for administration, defining the University's mission, planning its work and managing its resources. It also deals with relations between the University and the Colleges. The Council includes 16 elected academic members, four external members and three student members. The Vice-Chancellor is chair of the Council.

The Council has many standing committees including the Finance Committee and the Planning and Resources Committee.

The General Board of the Faculties

The principal duty of the General Board is to advise the University on educational policy and to control resources. It is responsible for maintaining a high standard of teaching and research.

The Board of Scrutiny

The governance of the University is overseen by the Board of Scrutiny; a watch-dog which includes Proctors, Pro-Proctors and eight elected members of the Regent House.

Processes

The University *Reporter* is the official journal of the University, publishing a comprehensive record of University business. It includes Graces, Reports, Notices and Discussions, which constitute the main processes by which the University is governed.

Graces

The Council presents a Grace or motion for decision to the Regent House. If no objection or amendment is made by at least 25 members of Regent House within ten days, the Grace is deemed to have been approved. If a vote is called, voting is by postal ballot.

Reports

Complex proposals are presented in Reports, which are first put up for Discussion (open debate) in the Senate House. The body responsible for originating the recommendation considers remarks made and advises Council on a response.

Notices

The Council's response to remarks made in a Discussion is given in a Notice published in the *Reporter*. A Notice normally ends with the submission of a Grace to the Regent House, incorporating any amendments made following the Discussion.

Discussions

Discussions are the forum in which members of the University can comment publicly on University business. They take place on Tuesdays at 2pm and are usually held in Senate House.



Glossary of Cambridge terminology

Academic year – Extends from 1 October to 30 September and is divided into three terms, two vacations and the Research Period.

Admission – Undergraduate students are selected and admitted by the Colleges, through the agency of the Cambridge Admissions Office. Graduate students apply through the Board of Graduate Studies, which helps to arrange admission to a College.

Congregation – A meeting of the Regent House for the formal conduct of certain items of University business, principally admission of degrees. Congregations take place in the Senate House regularly throughout the year.

Discussions – Discussions are the forum in which members of the University can comment publicly on University business. They take place on Tuesdays at 2pm and are usually held in the Senate House.

Emeritus/Emerita – A term applied to a Vice-Chancellor, Professor, Reader, and holder of certain other senior positions, who has retired after the age of sixty. In Cambridge, the term is not conferred as an individual mark of distinction.

Esquire Bedells – Two officials whose duties are ceremonial. They have certain important responsibilities at congregations. The Senior Esquire Bedell has a general responsibility for the correct formulation and wearing of academical dress.

Fellow – A senior member of a College, elected to a particular position of authority and responsibility in relation to the academic work and government of the College.

Full term – The central portion of each term during which teaching takes place and members of the University are normally expected to be in residence.

General Admission – Three congregations held towards the end of June each year are termed 'Days of General Admission to Degrees'. These are the occasions on which the majority of undergraduates who have completed their final year proceed in person to their first degrees. Degrees are also conferred at eight other congregations in the course of the year.

Long Vacation – The three terms are separated by three vacations (Christmas, Easter and Long Vacation) during which undergraduate teaching is suspended. The Long Vacation is also known as the Research Period.

Master of Arts – In most UK universities, the Master of Arts is a degree awarded by examination. At Cambridge, the MA is conferred by right on holders of the BA degree of the University and on certain other senior members. It is not available as a postgraduate qualification.

Matriculation – New students of the University matriculate (or join the roll) when they enrol or register at their College, signing a declaration that they will obey the University regulations. There has been no formal University ceremony since 1962.

Notices – The Council's response to remarks made in a Discussion is given in a Notice published in the *Reporter*. A Notice normally ends with the submission of a Grace to the Regent House, incorporating any amendments made following the Discussion.

Ordinances – The University Statutes allow the University to make regulations, known as Ordinances, for the proper conduct of its affairs. They are made either by Regent House, the Senate or the General Board.

Residence – Most students and academic staff are required to be in residence during each period of Full Term; unless specially exempted, staff and students must live within a prescribed radius of Great St Mary's Church. Students may not generally proceed to their degrees unless their Colleges certify that they have 'kept terms' by being in residence for the specified period.

Scarlet Day – Days on which Doctors of the University are required to wear in public their festal or scarlet gowns. The permanent list of such days is defined by Ordinance, but in addition the Vice-Chancellor may prescribe other days as scarlet days if they are occasions, for instance, of national rejoicing or celebration, or of other special importance to the University.

Senate – Until 1926, the governing body of the University; it consists of all those holding the degree of Master of Arts or any other higher degree. It elects the Chancellor and the High Steward. Membership confers senior status and certain privileges such as borrowing books from the University Library.

Term – The academic year is divided into three Terms (Michaelmas: October to early December; Lent: January to early March; and Easter: April to mid-June).

Tripes – A University examination, passing which qualifies a candidate partly or wholly for admission to an Honours Degree.

These pages outline some of the principal elements regarding how the University governs itself and define some of the specific Cambridge terminology. They are not an authoritative statement of the legal position in relation to the rights and duties of any body or bodies. For that, interested readers are referred to the Statutes and Ordinances of the University.