

MEMBERSHIP OF THE UNIVERSITY

SUMMARY OF PRINCIPAL CHANGES

General changes

The changes in this revisions (version 04.0, UPR GV06) relate to the associated document 'Membership of the University – Schedule of Authorisations' which is now at version 04.0

1 INTRODUCTION

- 1.1 The University of Hertfordshire is a Higher Education Corporation established by Acts of Parliament and, as such, has all necessary powers to determine what is required to deliver Higher Education, Further Education and to carry out research. In exercising these powers, the University determines the individuals and groups of individuals which it includes within its community and on whom it confers the title 'Member of the University'.
- 1.2 Membership of the University is a significant privilege which confers certain rights on the groups and individuals so designated but, in addition, carries with it specific responsibilities. The University reserves the right, from time-to-time and at its absolute discretion, to make bye-laws in relation to all aspects of membership of the University.
- 1.3 The title 'Member of the University' will be conferred in accordance with the regulations and procedures set out in this document which has been approved by the Board of Governors¹.
- 1.4 The rights and privileges of members of the University will be determined from time-to-time in accordance with the regulations and procedures set out in this document.

2 CRITERIA

The University may confer the title 'Member of the University' on individuals who have a formal relationship with the University of Hertfordshire and who will, therefore, meet some or all of the following criteria:

- a a contractual relationship exists between the University and the individual;
- b the individual has been conferred with a title defined by the Academic Board and/or Board of Governors;
- c the individual is subject to the provisions of a contractual arrangement between the University and another party which relates to the delivery of University learning, study, research or other educational service.

3 MEMBERSHIP

3.1.1 General regulation

- i Membership of the University is conditional upon the recognised relationship which an individual has with the University remaining current. For the avoidance of doubt, it should be noted that where such a relationship ends, even temporarily, then membership of the University also ceases and the designation 'Member of the University' cannot be applied to the individual concerned².
- ii Membership of the University will normally be conferred for a specific period of time determined by a date of commencement and a date on which the individual's relationship with the University is expected to conclude. Where it is inappropriate or

¹ Board of Governors Minute 841, 13 December 2005, refers.

² Where a student has completed his or her programme and has not yet registered on another University of Hertfordshire programme, he or she cannot claim membership of the University Community as a registered student.

otherwise not possible to stipulate an expected date for the conclusion of the relationship, the individual will be considered to be a Member of the University for the duration of each current academic year provided that he or she continues to meet the relevant criteria.

- iii Information concerning all Members of the University will be held on the University's Management Information Systems.
- iv An individual will not be eligible to exercise the privileges associated with his or her membership of the University until the necessary information concerning him or her has been entered in the University's Management Information Systems and he or she has received formal notification of the granting of membership of the University.
- v The University determines, at its absolute discretion, the privileges which it will accord to individual Members of the University to support their engagement with the institution and for organisational purposes arranges Members within different groups.

3.1.2 **Designation**

- i The designation 'Member of the University' may not be applied unless the following conditions are met:
 - a the individual's relationship with the University is current, as required under section 3.1.1, i, of this document and
 - b the individual has agreed to be bound by University policies and regulations and
 - c the individual's membership of the University has been approved formally and recorded in accordance with current University regulations and procedures.
- ii The Secretary and Registrar is responsible to the Board of Governors for the overall administration of this policy and the determination of its supporting regulations.
- iii The Secretary and Registrar is also responsible to the Board of Governors for the formal approval of membership of the University and for resolving any issues of eligibility that may arise. The Secretary and Registrar has delegated these responsibilities to the following officers and it should be noted that their decision is final:
 - A **Membership A**
the Academic Registrar (or nominee) and the Chief Information Officer (or nominee);
 - B **Membership B**
the Director of Human Resources (or nominee) and the Chief Information Officer (or nominee);

3.1.3 **Membership A**

Membership A will be conferred on individuals who are currently participating in learning, study, research or other educational activities where the University of Hertfordshire is responsible for the quality of provision.

3.1.4 **Membership B**

Membership B will be conferred on individuals who are currently involved in the governance of the University of Hertfordshire; on individuals currently involved in the development, delivery and support of learning, study, research or other educational activities where the University of Hertfordshire is responsible for the quality of provision and/or on whom the University has conferred an Honorary Award or a title approved by the Board of Governors or Academic Board.

4 Membership adjustments

4.1 MTB (Music) Exams Ltd

Students registered for awards through MTB (Music) Exams Ltd are not eligible for Membership of the University unless the individual concerned also meets the other membership criteria set out in this policy.

4.2 Research students

The University will normally grant membership in Membership B on current registered research students.

5 Other arrangements

5.1 The University may, at its absolute discretion and for the proper conduct of the University and the support and facilitation of its work, establish relationships and confer privileges on other individuals, groups and organisations who would not normally meet the criteria for Membership A or B of the University (sections 2 and 3 refer)

5.2 Alumni of the University

Alumni of the University and its predecessor institutions will not normally be granted membership of the University as defined in this document (UPR GV06) unless the individual concerned meets the relevant membership criteria set out in this document (UPR GV06).

5.3 Arrangements and reciprocal schemes to which the University belongs

Separate arrangements, as agreed by the Chief Information Officer, apply to individuals using University facilities and services under arrangements and reciprocal schemes to which the University belongs. Membership of the University, as defined in this Policy, does not apply to such individuals unless the individual concerned also meets the membership criteria set out in this document (UPR GV06).

5.4 Contractors carrying out works or providing services for the University

Separate arrangements for access to facilities and services as agreed by the Director of Estates Hospitality and Contract Services and/or the Chief Information Officer as appropriate, apply to individuals working for contractors carrying out works or providing services to the University.

Mrs S C Grant
Secretary and Registrar
Signed: 1 August 2015