

<b>Title</b>	Membership of the University – <b>GV06</b>
<b>Version</b>	05.0
<b>Effective</b>	16 December 2019

## MEMBERSHIP OF THE UNIVERSITY

<b>General changes</b>	
Associate Membership to the University has been added. The 'Schedule of Authorisations' document has also been reviewed.	
<b>Section</b>	
4	See Text
Schedule of Authorisations – several sections	See Document

(Amendments to version **04.0**, UPR GV06 are shown in italics.)

### Structure

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## 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.

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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 Governors<sup>1</sup>.

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**

### 3.2 **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 concerned<sup>2</sup>.
- 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 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.

<sup>1</sup> **Board of Governors Minute** 841, 13 December 2005, refers.

<sup>2</sup> 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.

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### 3.3 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);

### 3.4 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.

### 3.5 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 ASSOCIATED MEMBERSHIP

*Individuals who have previously had a relationship with the University and are not eligible for Membership may be granted Associate Membership. An Associate Member will be entitled to an Associate Member card to identify themselves whilst on campus but will not be eligible for any of the other privileges of Membership.*

*Associate Membership may be conferred on:*

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#### 4.1 **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). They will however be recognised as Associate Members if they join the Alumni Association.*

#### 4.2 **Friends of the University**

*Ex-staff members of the University 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). They will however be recognised as Associate Members while they remain a member of the Friends Society of the University of Hertfordshire.*

### 5 **MEMBERSHIP ADJUSTMENTS**

#### 5.1 **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.

#### 5.2 **Research students**

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

### 6 **OTHER ARRANGEMENTS**

6.1 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)

#### 6.2 **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).

#### 6.3 **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.

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## MEMBERSHIP OF THE UNIVERSITY - SCHEDULE OF AUTHORISATIONS

This Schedule has been approved by the Board of Governors<sup>3</sup> for purposes of the implementation of the policies and regulations set out in UPR GV06<sup>4</sup>.

Authorising Officers may designate other appropriate senior staff as nominees.

### Category A

	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
A1 (i)	Individuals registered on programmes, regardless of level or mode of study, which either lead to University of Hertfordshire awards or for which the University of Hertfordshire is responsible for the quality of provision.	Duration of study period	Academic Registrar (or nominee)
A1 (ii)	Individuals enrolled on short courses delivered by the University of Hertfordshire.	<i>Duration of study period</i>	Academic Registrar (or nominee)
A1 (iii)	Individuals registered currently on courses delivered by the Hertfordshire International College (Navitas UK)	Duration of study period	Academic Registrar (or nominee)
A2	Support workers for any of the registered students referred to in sections A1 (i) and A1 (ii) (above) who are disabled.	One (1) year (renewable)	A University Disability Adviser
A3	Employees of companies or organisations occupying University premises who are engaged in bone fide activities or work relating to the University	One (1) year (renewable)	Secretary and Registrar (or nominee)

<sup>3</sup> Board of Governors Minutes 195, 25 March 2009 and 227, 25 June 2009, refer.

<sup>4</sup> UPR GV06 'Membership of the University'

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<b>Category A (cont)</b>			
	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
A4	Members of Professional Advisory Groups.	Term of membership	Head of Strategic Business Unit (or nominee)
A5	Other individuals authorised from time-to-time by the Chief Information Officer	As authorised	Chief Information Officer (or nominee)

<b>Category B</b>			
	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
B1	Employees of the University of Hertfordshire.	Term of employment	Director of Human Resources (or nominee)
B2	Employees of the wholly-owned subsidiary companies of the University of Hertfordshire Higher Education Corporation and their wholly-owned subsidiaries	Term of employment	Director of Human Resources (or nominee) <i>or equivalent in the subsidiary company (or nominee)</i>
B3	Employees of the Hertfordshire International College (Navitas UK) who are involved in the delivery of programmes that fall within the scope of the agreement between the College and the University	One (1) year (renewable)	College Director/Principal, Hertfordshire International College (or nominee) and Secretary and Registrar (or nominee)
<b>Category B (cont)</b>			

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	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
B4	Employees of the University of Hertfordshire Students' Union.	Term of employment	Chief Executive, Students' Union (or nominee) and Secretary and Registrar (or nominee)
B5	<i>Employees of organisations holding long-term contracts engaged in bona fide activities or work relating to the University</i>	One (1) year (renewable)	<i>The Head of the SBU managing the contract (or nominee)</i>
B6 (i)	Employees of the member colleges of the Hertfordshire Higher Education Consortium who are involved in the delivery of Higher Education programmes provided within the Consortium <i>which lead to University of Hertfordshire awards and/or for which the University is responsible for the quality of the provision.</i>	One (1) year (renewable)	Senior representative of the relevant member College of the Hertfordshire Higher Education Consortium and the Head of UK Partnerships (or nominee)
B6 (ii)	Employees of the University's partner organisations (other than B6(i) who are involved in the delivery of programmes which lead to University of Hertfordshire awards and/or for which the University is responsible for the quality of the provision.	One (1) year(renewable)	Senior representative of the relevant partner organisation and the <i>Director of International</i> (or nominee)
B6 (iii)	Agents acting on behalf of the University including overseas recruitment agents	One (1) year (renewable)	Pro Vice-Chancellor (Enterprise) and Director of Marketing and Communications (or nominee)
<b>Category B (cont)</b>			

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	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
B7	Casual or agency staff or placement students on work experience retained by any of the above (B1 – B6) engaged in bona fide activities or work relating to the University.	<i>Length of engagement (maximum of one (1) year)</i>	Head of Strategic Business Unit (or nominee)
B8	Mentors and supervisors of students on workplace placements.	One (1) year (renewable)	Head of Strategic Business Unit (or nominee)
B9	External Examiners for programmes delivered at the University of Hertfordshire and for programmes delivered elsewhere which lead to University of Hertfordshire awards and/or for which the University is responsible for the quality of the provision.	Up to four (4) years	Director of Academic Quality Assurance (or nominee)
B10	Reviewers and auditors representing the Quality Assurance Agency (QAA), Ofsted and other quality assurance and audit agencies with which the University is engaged; relevant Professional Bodies, relevant Statutory Regulatory Bodies.	Length of engagement (maximum of three (3) years)	Director of Academic Quality Assurance (or nominee)
B11 (i)	Reader Emeritus, Professor Emeritus,	Lifetime	Pro Vice-Chancellor (Research) (or nominee)
B11 (ii)	Visiting Professor	Term of appointment	Pro Vice-Chancellor (Research) (or nominee)



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**Category B (cont)**

	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
B11 (iii)	Honorary Lecturer (Clinical)  Holders of Visiting titles or Honorary titles, other than Honorary Lecturer (Clinical) (UPR HR01 <sup>5</sup> , refers)	One (1) year, or where longer, for the duration of the individual's National Health Service training post  One (1) year or, where longer, for the term of appointment	Dean of School ( <i>or nominee</i> )  Dean of School ( <i>or nominee</i> )
B11 (iv)	Individuals on whom the University has conferred an Honorary Award (UPR AS23 <sup>6</sup> , and UPR AS24 <sup>7</sup> , refer)	Lifetime	Secretary and Registrar
B11 (v)	Visiting academics/researchers working in association with the University	One (1) year (renewable)	Dean of School ( <i>or nominee</i> )
B12 (i)	The Chancellor	Term of office	Secretary and Registrar ( <i>or nominee</i> )
B12 (ii)	Members of the University's Board of Governors; Trustees of the University of Hertfordshire Charitable Trust, and external members of committees of the University's Board of Governors.	Term of office	Secretary and Registrar ( <i>or nominee</i> )
B13	<i>Research students with current registration at the University of Hertfordshire (UPR GV06<sup>8</sup> paragraph 4.2, refers)</i>	<i>Duration of study period (on research degree)</i>	<i>Academic Registrar (or nominee)</i>

<sup>5</sup> UPR HR01 'Approved Titles'

<sup>6</sup> UPR AS23 'Honorary Degrees'

<sup>7</sup> UPR AS24 'Fellowships of the University of Hertfordshire'

<sup>8</sup> UPR GV06 'Membership of the University'

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**Other Arrangements**

	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
C1 (i)	Members of the University of Hertfordshire Alumni Association	Lifetime – <i>ID Card</i>	Head <i>Development</i> (or nominee)
C1 (ii)	<i>Members of the Friends Society of the University of Hertfordshire</i>	<i>Period of membership of the Friends Society – ID Card</i>	<i>Head of Development (or nominee)</i>
C2	Contractors providing services or engaged in transitory activities who would not otherwise appear in Category A or B	Specific access privileges will be granted temporarily, on a case-by-case basis, based on the nature of the work. The access privileges will be withdrawn on completion of the work concerned (ID Card)	<i>The Head of the SBU managing the contract (or nominee) and/or Chief Information Officer (or nominee)</i>
C3	Individuals using University facilities and services as agreed under arrangements and reciprocal schemes to which the University belongs.	Library privileges only: one (1) year (renewable) – ID Card	Chief Information Officer (or nominee)
C4	Organisations subscribing to corporate membership of the University Library	Library privileges only: one (1) year (renewable) – ID Card	Chief Information Officer (or nominee)
C5	<i>Students who have left the University of Hertfordshire with a recognised award</i>	<i>2 years from the point of graduation – access to Careers resources only</i>	<i>Academic Registrar (or nominee)</i>

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	<b>Description</b>	<b>Term of membership</b>	<b>Authorising Officer</b>
C6	Other individuals authorised from time-to-time by the Secretary and Registrar (or nominee)	As authorised	Secretary and Registrar (or nominee)

Sue Grant  
Secretary and Registrar  
Signed: **16 December 2019**