UNIVERSITY OF YORK

Format for submitting proposed amendments to University Ordinances and Regulations (September 2013)

Background

Amendments to the University’s Ordinances and Regulations\(^1\) must be approved by the University Senate before they can be implemented (normally with effect from the following academic year following an updating process that takes place during the summer vacation, i.e. before student enrolment).

In the case of amendments to Ordinances, these must also be approved by the University Council passing a resolution which must then be confirmed “at a subsequent meeting of the Council held not less than one calendar month nor more than three calendar months after the meeting at which the resolution was first passed” (University Charter, §16.b).

New Format

In order to improve the quality and clarity of submissions for amendments, which normally emanate from sub-committees or in some cases senior University officers, the following standard template is provided. Having such a template in place will not only help the relevant top-level governing bodies (i.e. Senate and Council) understand precisely what is being proposed, but will also facilitate the annual updating process.

General Guidance

There should be early consultation on amendments at the drafting stage. This consultation should involve all relevant parties, which might include individual academic and administrative officers, the relevant committee (e.g. Teaching Committee or Standing Committee on Assessment) and student representatives or organisations. This consultative process will allow the proposed amendments to be shaped and finessed before submission for approval.

Advance warning should also be provided to the University Governance Office that amendments will be forthcoming, in order to ensure their inclusion on the agendas of the relevant approval body in a timely manner.

\(^1\) [http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/)
Template

1. Introduction: a brief note setting out as concisely as possible the purpose and effect of the proposed changes. This should briefly explain why the changes are considered desirable, the changes that are proposed and an explanation of how the amendments achieve this. The note need not be long and detailed, but it should give members of the approval body the essential background and a clear feel for what is being requested.

2. The amendments themselves must always be submitted in electronic form (in MS Word) and in accordance with the following guidance on formatting:

   (a) Amendments should be listed in the order in which they occur in the document being amended.

   (b) Amendments should be set out as commands using the five words “delete”, “insert”, “substitute”, “re-number” and “re-letter”.

   (c) Padding such as “delete the word” or “in its entirety” should not be used: so for example –

     Delete “Chairman” and substitute “Chair”

     rather than –

     Delete the word “Chairman” and substitute the word “Chair”

     and –

     Delete paragraph 5

     Rather than –

     Delete paragraph 5 in its entirety

   (d) Re-numberings should be implemented as they arise. So for example a typical sequence might be –

     i. Delete paragraph 7

     ii. Re-number paragraphs 8-10 as paragraphs 7-9
iii. In paragraph 9 as re-numbered, delete….

(e) Formulations such as “wherever it occurs” can be used to indicate repeated changes, though amendments using this approach should list the paragraphs affected. So, for example –

Delete “Chairman” wherever it occurs in paragraphs 1, 3-6, 8 and 10 and substitute “Chair”

(f) Care should be taken to ensure that amendments are unambiguous, particularly where words occur more than once in the text being amended. So, for example –

In paragraph 1, after “Teaching Committee” where it occurs for the second time insert “or Standing Committee on Assessment”

If this approach leads to potential confusion consider quoting more words to render the reference unique, as, for example –

In paragraph 1, after “a single Board of Studies” insert “which may also govern a combined programme with the approval of the Senate”

(g) If the list of proposed amendments is quite considerable, it would be helpful to attach the following as separate appendices –

- full text of the current regulation
- full text of the proposed new regulation, with all changes incorporated

This approach provides the relevant body with complete clarity as regards the new text it is being asked to approve for implementation.

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September 2013

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