

# UNIVERSITY OF EXETER

## Code of Practice for the relationship between the University and Convocation

### 1 Charter, Statutes and Ordinances

Convocation is formally governed by:

Charter – paragraph 17

Statutes – Sections 22 and 23

Ordinances – 23

(Copies attached.)

### 2 Reasons for Code of Practice

In the light of discussions in June 2005 between the University and representatives of Convocation about the implications for Convocation representation on Council of the current consideration by the Governance Working Group of a reduction in the size of Council from 33 to about 25, it was decided that a draft Code of Practice should be prepared, with Convocation input, cementing the relationship between the University and Convocation and enabling it to develop into the future. It was agreed, further, that given that Statutes Section 23(b) is likely to be deleted or amended, the Code of Practice should refer to the formal annual request from the Council Nominations Committee to the Standing Committee of Convocation, as a major stakeholder, to put forward nominations for Council membership.

### 3 Code of Practice

3.1 The University of Exeter wishes to maintain an active relationship with its Convocation locally, nationally and internationally. In order to do this the University will support members of Convocation, primarily graduates and former students of the University, to form active groups based on geographical region or special interests.

Some of the ways in which the University supports and seeks collaboration with its alumni are as follows:

- (i) Facilitating social networking by providing opportunities for alumni to meet each other and to participate in social activities
- (ii) Keeping alumni in touch with the University by means of newsletters and visits by senior staff of the University
- (iii) Assisting current students and recent graduates of the University with information about career prospects, and career mentoring
- (iv) Maintaining current contact details for alumni, for instance by seeking alumni with whom the University has lost touch
- (v) Providing an academic focus for alumni by creating a forum for intellectually stimulating talks or lectures by local or visiting distinguished speakers
- (vi) Facilitating professional networking

- (vii) Encouraging alumni and their contacts to continue their personal and professional development by undertaking postgraduate qualifications at the University
- (viii) Promoting the name and reputation of the University of Exeter
- (ix) Increasing awareness of the University's activities, achievements and aspirations
- (x) Encouraging the recruitment of students to the University
- (xi) Contributing to the development of the University of Exeter by encouraging alumni and other individuals, companies and charitable trusts to give financial support to the Exeter University Foundation, for example in order to:
  - develop the University's research strengths
  - enhance the student experience
  - refurbish buildings and build anew
  - provide scholarships and prizes to reward excellence
  - enable those academically gifted students to attend the university who might otherwise have to forgo the opportunity for financial reasons;
  - provide scholarships for students including international students

3.2 Members of the Development and Alumni Relations Office will, subject to available resources, support and facilitate activities of the Standing Committee of Convocation. The Office will support committees of alumni groups. In general the Office will:

- (i) Assist with organising activities for alumni, such as reunions and professional networking events, by providing alumni data (contact details etc) and marketing support
- (ii) Provide regular updates on what is happening at the University
- (iii) Provide copies of University publications to Convocation Standing Committee, Branch Officers, and other alumni associations

3.3 The Development and Alumni Relations Office will give specific support to the Standing Committee of Convocation in mutually agreed areas. [These areas may include assistance with arranging meetings of the Standing Committee, and the Annual General Meeting of the Convocation as well as specific initiatives such as the Paddon Award]. The Development and Alumni Relations Office will publicise, as far as is possible, activities arranged by members of Convocation on the University web-site and in communications with alumni.

3.4 Each year, the Registrar and Secretary will write formally to the Chair of Convocation, amongst others, inviting him/her to put forward nominations for Council membership, and allowing for a three-month notice period before the relevant Council Nominations Committee meeting. In the letter, the Registrar and Secretary will provide guidance about the number of vacancies, the skills and experience being sought in new lay members, the

job descriptions, and the nomination procedure in the particular year.

- 3.5 A representative of Convocation shall sit on the Council Nominations Committee.
- 3.6 One of the Council members, who is a graduate of the University, will take responsibility for reporting back to the Standing Committee of Convocation and the AGM of Convocation on the work of the Council.
- 3.7 The Chair of Convocation will report annually to the University Court on the activities of Convocation.

#### 4 Finance

Convocation will continue to receive an annual grant from the University adjusted annually to take account of inflation and/or special projects. If the University was to vary this grant significantly there will be prior consultation with the Standing Committee of Convocation.

#### 5 Review of this Code

This Code will be subject to regular review as appropriate. Any changes to this Code will be the subject of discussion between both parties before any changes are made.

#### 6 Principal Point of Contact

The principal point of contact within the University for the Standing Committee of Convocation will be the Development and Alumni Relations Office. In the event of structural changes leading to the disestablishment of this Office (unlikely for the foreseeable future), discussions will take place about new arrangements as appropriate.

David J Allen  
Registrar and Secretary

April 2006