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Constitution of the National Postgraduate Committee _____ 2

By-Laws 2004-05 _____ 11

Policy File _____ 23

Constitution of the National Postgraduate Committee

Name

1. The Committee will be called the National Postgraduate Committee of the United Kingdom.

Object

2. The object of the Committee shall be to advance, in the public interest, the education of postgraduate students within the United Kingdom.

Powers

3. The Committee, through its Executive, shall have the same fiduciary duties and powers as Trustees under the Law of Scotland so far as relevant. In addition (but without prejudice to generality), and in pursuance of the object set out above (but not otherwise), the Committee shall have the power:
 - (a)
 - (i) To participate in public debates and consultations on matters concerning postgraduate education;
 - (ii) To offer information and guidance to public bodies in respect of practices within postgraduate education;
 - (iii) To offer information and guidance to public bodies in respect of practices within postgraduate education;
 - (iv) To organise meetings and conferences to discuss practices within postgraduate education;
 - (v) To prepare, publish and distribute materials on matters concerning postgraduate education;
 - (vi) To liaise with other organisations having compatible objects;
 - (vii) To facilitate communication and co-operation between postgraduate students' associations, students' representative organisations and the wider community;
 - (b) To pay all properly incurred Committee expenses out of the funds of the Committee;
 - (c) To enter into transactions for the purchase, lease, acquisition, sale or disposal of goods, property or equipment by way of trading or the provision of services or for fund-raising purposes which it may be necessary or convenient to do in furtherance of the object of the Committee;
 - (d) To invest the funds of the Committee when not immediately required in any manner whatsoever, and to dispose of, and vary, such investments, as from time to time may be determined by the Executive with the agreement of the Treasurer;
 - (e) To employ staff to carry out the activities and operations of the Committee, and to make reasonable provision for the payment of pension and other benefits for members of staff, ex-members of staff and their dependants;
 - (f) To engage such consultants and advisers as are considered appropriate from time to time;
 - (g) To effect insurance of all kinds, which may include Executive Officers' liability insurance;
 - (h) To become members of any corporate body which has objects compatible with that of the Committee and to meet the appropriate subscriptions and charges;
 - (i) From time to time to subscribe or contribute to any charitable, benevolent or useful concern of a public or private character, the support for which will, in the opinion of the Executive, assist in furthering the object of the Committee, subject to a limit to be decided by the Committee from time to time;
 - (j) To form any charitable company with compatible objects to that of the Committee, and, if considered appropriate, to transfer to any such company, without any payment being required from the company, the whole or any part of the Committee's assets and undertaking;
 - (k) To do all or any of the matters hereby authorised, either alone or in conjunction with, or as factors, trustees or agents for, any other association or person, by or through any factors, trustees or agents;
 - (l) To purchase, lease, hire, take on feu or otherwise acquire property or rights for the use of the Committee;
 - (m) To improve, manage, develop or otherwise deal with all or any part of the property and rights of the Committee, in any way which would suit the purposes of the Committee;

- (n) To borrow, advance and lend money, upon such securities as may be thought proper, or without giving or obtaining any security therefor;
- (o) To enter into and carry into effect any arrangement for joint working, or amalgamation, with any other association with compatible objects to that of the Committee;
- (p) To sell, let, hire out, license, dispose of or transfer any part of the property, rights or undertaking of the Committee for any consideration which the Executive may see fit to accept;
- (q) To accept stock or shares in, or debentures, mortgage debentures or other securities of, any company, in payment or part payment for any services rendered or in respect of any sale made to or debt owing by any such company;
- (r) To enter into, vary, carry out or cancel any contracts, agreements and undertakings which shall further the object of the Committee, and to take legal proceedings to enforce such arrangements if thought necessary by the Executive;
- (s) To accept grants, donations and legacies of all kinds, and to accept any reasonable conditions attaching to them;
- (t) To do all such other things as may appear to be incidental or conducive to the fulfilment of the object of the Committee.

The Committee shall, when exercising its powers, promote equality of opportunity and not knowingly discriminate on grounds of age, disability, ethnicity, gender, nationality, political belief, religion or sexual orientation.

Finance

4. The Treasurer shall be responsible to the Committee for drawing up a budget for the financial year to be approved by the AGM, advising the Committee on matters relating to this budget, for the organisation and control of the finances of the Committee and for the supervision of all persons to whom financial administration and accounting are entrusted.
5. The Committee shall at its AGM agree a financial schedule, laying out the maximum expenditure which may be incurred by an Executive Officer. All expenditure above this limit shall be referred to a meeting of the Committee for approval.
6. No elected office bearer or Management Sub-Committee member may serve as an employee (full-time or part-time) of the Committee, excepting that the General Secretary shall be paid a salary by the Committee, and may be remunerated for properly incurred expenditure.
7. No elected office bearer or Management Sub-Committee member (with the exception of the General Secretary) may be given any remuneration by the Committee for carrying out his/her duties as an office bearer of the Committee.
8. Office bearers of the Committee may be refunded all travelling and other expenses reasonably incurred by them in connection with their duties, providing these are approved in advance by the Treasurer.
9. The signature of one out of three signatories appointed by the Committee shall be required in relation to all operations on the bank and building society accounts held by the Committee; different accounts may have different signatories. All bank and building society accounts shall be held at branches in Scotland.
10. The title to all property, including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments, shall be held either in the names of the Chairperson, General Secretary and Treasurer (and their successors in office) or in the name of a nominee company holding such property in trust for the Committee. Any person or body in whose name the Committee's property is held shall act in accordance with the directions issued from time to time by the Committee.
11. Proper accounts shall be kept to record all income and expenditure of the Committee and to show a true and fair view of the financial position of the Committee. The Treasurer shall be responsible for ensuring the preparation of annual accounts of the Committee for the financial year from 1st August to 31st July, for production within three months of the close of the financial year. The annual accounts will be submitted for audit by auditors agreed by the Committee.

Personal interests

12. An office bearer of the Committee, who has a personal interest in any transaction or other arrangement which the Committee is proposing to enter into, must declare that interest to the

Chairperson. He/she will be debarred from voting and may not participate in any discussion on the question of whether or not the Committee should enter into that arrangement. In the event of doubt, the decision of whether or not he/she has a personal interest in an arrangement shall rest with the Chairperson, who may be assisted by the Constitutional Sub-Committee in investigating the matter. The Chairperson shall maintain a confidential register of office bearers' interests. The Nolan Principles on Standards in Public Life shall apply so far as relevant.

13. A person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of his/hers, or any firm of which he/she is a partner, or any limited company of which he/she is a substantial shareholder or director, has a personal interest in that arrangement.
14. Provided he/she has declared his/her interest — and has not voted or participated in discussion on the question of whether or not the Committee should enter into the relevant arrangement — an office bearer of the Committee will not be debarred from entering into an arrangement with the association in which he/she has a personal interest (or is deemed to have a personal interest), and may retain any personal benefit which he/she gains from his/her participation in that arrangement.

Affiliation

15. The following organisations shall be entitled to apply for affiliation to the Committee:
 - (a) Students' representative organisations (e.g. associations, councils, fora, guilds and unions) at institutions of further or higher education which have postgraduate students;
 - (b) Other recognised bodies as defined in the By-Laws.
16. The Committee shall consider each application for affiliation. In particular, where an institution of further or higher education has more than one students' representative organisation, the Committee shall decide which of these organisations may affiliate to the Committee. The Constitutional Sub-Committee shall hear any appeals against such decisions.
17. Every affiliated organisation shall pay an annual fee, which shall be due on or before the start of each financial year. Affiliation fees shall be determined by the Committee and shall normally follow a set formula.
18. If the annual fee payable by any affiliated organisation remains outstanding more than thirteen weeks after the date on which it fell due (and providing that the affiliate has been given at least one written reminder) the Committee may, by resolution to that effect, deem that particular organisation to have disaffiliated.
19. An affiliated organisation which decides that it wishes to disaffiliate from the Committee shall sign, and lodge with the Committee, a written notice to that effect; on receipt of the notice by the Committee, it shall cease to be an affiliate. No organisation, which has disaffiliated from the Committee during a financial year for which it has paid its annual affiliation fee, shall be entitled to any refund of the affiliation fee it has paid.
20. The Committee may resolve that an organisation's affiliation to the Committee should cease at the end of the current financial year, by way of a motion passed by a two-thirds majority vote at a meeting of the Committee, providing the following procedures have been observed:
 - (a) At least 10 days' notice of the intention to propose the motion must be given to the affiliate concerned, stating the grounds for the proposed termination of affiliation;
 - (b) An office bearer of the affiliate concerned shall be entitled to be heard on the motion at the meeting at which it is proposed.The Constitutional Sub-Committee shall hear any appeals against such decisions.

Membership

21. There will be three classes of membership:
 - (a) **Delegate Membership**
Each affiliated organisation shall be entitled to nominate one person to be a Delegate Member of the Committee, and shall be entitled to remove, replace, or from time to time vary its nominee to be a Delegate Member, as it sees appropriate. An affiliated organisation may permit its Delegate Member to appoint a proxy to take his/her place, subject to the Committee's consent. Each Delegate Member shall have one vote.

The method of appointment of each nominee for Delegate Membership shall be in the hands of the affiliated organisation concerned.

No employee of the Committee may at any time be a Delegate Member; any Delegate Member who becomes an employee of the Committee shall *ipso facto* cease to be a Delegate Member.

(b) Associate Membership

Associate Membership shall be conferred by the Committee on whomever it wishes. Except where otherwise defined, Associate Members will have no vote, and such membership will be conferred for a renewable period lasting until the following AGM of the Committee, or the end of the Associate Member's term of office if later.

The Past General Secretary, Past Chairperson and Past Treasurer, if not otherwise members of the Committee, shall at the discretion of the Committee be Associate Members.

Associate Members who become Delegate Members will have their Associate Membership suspended for the period when they are Delegate Members.

In the event that an elected office bearer ceases to be a Delegate Member, and is not an Honorary Life Member, he/she shall become an Associate Member of the Committee for the remainder of his/her term of office.

(c) Honorary Life Membership

Honorary Life Membership shall be conferred by the Committee on whomever it sees fit. Except where otherwise defined, Honorary Life Members will have no vote. Honorary Life Members who become Delegate Members will have their Honorary Life Membership suspended for the period when they are Delegate Members.

22. An affiliated organisation wishing to nominate a person to be a Delegate Member must sign, and lodge with the Committee, a written application for membership; the application must be signed by an authorised office bearer of the organisation.
23. The Committee may resolve to permit a specified organisation to nominate a person to be an Associate Member of the Committee. Any such organisation wishing to nominate a person to be an Associate Member must sign, and lodge with the Committee, a written application for membership; the application must be signed by an authorised office bearer of the organisation.
24. The Committee shall consider each application for membership and shall, at the earliest opportunity, notify the applicant of its decision. The Constitutional Sub-Committee shall hear any appeals against such decisions.
25. The Committee shall maintain a register of members, setting out the full name and contact address of each member, the date on which he/she was admitted to membership and the date on which any person ceased to be a member. For Delegate Members, and Associate Members nominated by organisations, the register should also include the full name and address of the organisation which nominated him/her. All persons appointed to membership of the Committee must give their consent to membership.
26. An organisation which has nominated an individual for Delegate Membership or Associate Membership may remove, replace, or vary *pro tempore* its nomination at any time by written notice to the Committee to that effect, signed by an authorised office bearer of the organisation. The Committee shall consider each application for a replacement Delegate Member or Associate Member in the usual way.
27. Any person may be expelled from membership, by way of a motion passed by a two-thirds majority vote at a meeting of the Committee, providing the following procedures have been observed:
 - (a) At least 10 days' notice of the intention to propose the motion must be given to the member concerned, specifying the grounds for the proposed expulsion;
 - (b) The member concerned shall be entitled to be heard on the motion at the meeting at which it is proposed.

The Constitutional Sub-Committee shall hear any appeals against such decisions.

Elections

28. The Committee shall elect a General Secretary, Treasurer, Minutes Secretary and Chairperson from among its members at its AGM. The Committee will elect other office bearers from

among its members as it sees fit. The Committee will also elect two Ordinary Executive Officers from among its members who will be without portfolio.

29. Candidates must agree to carry out the remit of the post for which they are standing, as defined by the Constitution, By-Laws or Committee policy, in a responsible manner before their nomination will be accepted.
30. In the event of a person being nominated who is not a member of the Committee, the Committee will consider whether to confer Associate Membership on that person. Should the Committee decide not to confer membership, the candidate will be deemed to have withdrawn his/her nomination.
31. Except where specified otherwise, the term of office for each officer shall be until the end of the AGM following the meeting at which they were elected.
32. The By-Laws may specify particular terms of office for individual office bearers, subject to the restrictions that such terms of office may not exceed twelve months, and the election to the post concerned must take place within four months of the start of the term of office.
33. No officer may serve in a post for a period of greater than thirteen months without standing for re-election.
34. An elected office bearer shall vacate office if:
 - (a) He/she becomes debarred under any statutory provision from being involved in the administration or management of a charity;
 - (b) He/she becomes incapable (in the opinion of the Committee) for certified medical reasons of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months (or, in the cases of the General Secretary or Treasurer, more than three months);
 - (c) He/she ceases to be a member of the Committee;
 - (d) He/she becomes an employee of the Committee, unless he/she is the General Secretary;
 - (e) He/she resigns office by giving at least 14 days notice in writing to the General Secretary, or, in the case of the General Secretary, by giving 28 days notice to the Chairperson;
 - (f)
 - (i) In the case of the Chairperson, Minutes Secretary or Ordinary Executive Officers, he/she has not attended two successive qualifying meetings, where qualifying meetings are those of the Committee or Management Sub-Committee, without submitting written apologies to the General Secretary;
 - (ii) In the case of other Management Sub-Committee members, he/she has not attended two successive qualifying meetings, where qualifying meetings are those of the Committee or Management Sub-Committee, without submitting a written report on his/her activities on behalf of the Committee since the last meeting;
 - (iii) In the case of other office bearers, he/she has not attended two successive Committee meetings without submitting written apologies to the General Secretary;
 - (g) In the case of Management Sub-Committee members (other than the Chairperson, Minutes Secretary or Ordinary Executive Officers), he/she fails to submit objectives and a plan for his/her work during his/her term of office to the next full Committee meeting after his/her election for approval;
 - (h) A motion calling for him/her to resign is passed, by a two-thirds majority, at a meeting of the Committee.
35. In the event of an elected office bearer vacating office, the Committee will elect a replacement at its next meeting, or, where the office is vacated during a Committee meeting, at the same meeting. The General Secretary, or Chairperson as appropriate, shall make alternative arrangements to ensure the office bearer's duties are fulfilled until a replacement can be elected. No person who vacates office as a result of (f) or (g) above may stand again for the same position until the Committee explicitly decides otherwise. No person who vacates office as a result of (a) or (h) above may stand again for any elected position until the Committee explicitly decides otherwise. The replacement shall hold office until the end of the term of office of the former office bearer.

36. A candidate may not stand for election to the post of General Secretary if completing the term of office for that post would entail them holding that office for a cumulative period in excess of 30 months.
37. In the event that a retiring General Secretary is elected to another position before the end of their office, the Chair shall appoint another member of the Committee to carry out the duties of the position to which they have just been elected until the end of the term of the General Secretary.
38. The Committee shall elect an Honorary President, who shall hold office until the end of the third AGM after the meeting at which they were elected. A successor will be elected at the AGM at which they are due to retire, or, in the case of their resignation, at the next meeting of the Committee. The holder may stand for re-election. Upon election, the Honorary President will become an Honorary Life Member of the Committee.

Sub-Committees

39. The Committee may, as it sees fit, set up sub-committees to carry out the functions of the Committee.
40. All members of sub-committees, no matter what their class of Committee membership, will be entitled to vote at sub-committee meetings. Sub-committees will, subject to the approval of the full Committee, be able to co-opt non-Committee members onto their sub-committee, subject to the restriction that the number so co-opted will not exceed one-third of the membership of the sub-committee.
41. Decisions of sub-committees will be subject to ratification by the full Committee at the next meeting of the Committee.
42. The Committee shall maintain a register of members for each sub-committee, setting out the full name and contact address of each sub-committee member, the date on which he/she was admitted to sub-committee membership and the date on which any person ceased to be a sub-committee member.
43. The standing sub-committees shall include a Constitutional Sub-Committee, a Financial Sub-Committee and a Management Sub-Committee.
44. The Constitutional Sub-Committee, whose composition may be varied by the Committee from time to time, shall advise the Committee on matters concerning the Constitution, and draft constitutional changes as required.
45. The Financial Sub-Committee, whose composition may be varied by the Committee from time to time, shall advise the Treasurer, and the Committee where necessary, on financial matters.
46. The Management Sub-Committee shall generally control and supervise the activities of the Committee; in particular, it is responsible for monitoring the financial position of the Committee. It shall consist of the General Secretary, Treasurer, Minutes Secretary, Chairperson, two Ordinary Executive Officers, such other elected office bearers as shall be specified in the By-Laws, and any co-optees. The maximum number of Management Sub-Committee members shall be 18.
47. Except as otherwise provided in this Constitution, the Committee and its assets and undertaking shall be managed by the Management Sub-Committee, who may exercise all the powers of the Committee.
48. The Management Sub-Committee may decide emergency Committee policy as necessary. Any policy so decided will take effect immediately, and must be ratified by a full Committee meeting within four months of that policy being agreed. The Management Sub-Committee may not consider motions calling for the resignation of an office bearer.

Meetings of the Committee

49. The Committee will hold an Annual General Meeting in July or August each year, or as near to this time as possible; not more than fourteen months shall elapse between one Annual General Meeting and the next.
50. The business of each Annual General Meeting shall include:
 - (a) An address by the Chairperson on the Committee's activities over the past year;
 - (b) Consideration of the annual accounts and proposed budget for the Committee;
 - (c) Elections for office bearers.

51. The Committee may convene an Emergency General Meeting at any time; in particular, it must hold an Emergency General Meeting when called to do so by 4 Delegate Members. Such meetings will be held within 28 days of notification to the General Secretary.
52. The business of each Emergency General Meeting shall consist solely of the item or items which led to it being held.
53. The Committee will hold Ordinary General Meetings at intervals not to exceed 6 months, to discuss business notified to the General Secretary in advance of the meeting, and business arising in the two weeks before the meeting.
54. Office bearers will report to each meeting on their activities on behalf of the Committee since the last meeting. The General Secretary and Treasurer will submit the substantive of their report in writing.
55. The General Secretary will send out invitations with a draft agenda of items already notified for each AGM, EGM or OGM at least 21 days in advance of the meeting.
56. The General Secretary will send out a full agenda to those intimating their intention to attend 7 days before the meeting.
57. The quorum for AGMs, EGMs and OGMs will be one quarter of the Delegate Members, including proxies for Delegate Members.
58. Motions for a subject to be discussed or motions to be notified in the agenda must be sent to the General Secretary at least 10 days in advance of the meeting, and must be proposed by one Delegate Member or two members of any other class.
59. Motions may be proposed from the floor, subject to the restriction that motions concerning policy shall not be competent unless directly arising from an agenda item or they concern events which have occurred within the two weeks prior to the meeting.
60. A motion calling for an office bearer to resign will only be competent if included on the agenda. Such motions will require a two-thirds majority to be carried.
61. The Chairperson shall chair all meetings of the Committee. In the event that the Chairperson is absent, a Chair shall be elected from among those members present.
62. The Minutes Secretary shall be responsible for ensuring accurate minutes are taken of all Committee meetings. The minutes shall include the names and (where appropriate) organisational affiliations of those present. The General Secretary shall keep a Sederunt Book, in which all persons attending meetings of the Committee shall sign their names and institutional affiliations.
63. Any postgraduate student, or office bearer of an organisation entitled to apply for affiliation to the Committee who has designated responsibility for the advocacy of postgraduate students, or assistant to such an office bearer, is entitled to attend meetings of the Committee as a guest of the Committee. Any other person is entitled to attend and/or speak as a guest at the invitation of the Committee. Such guests may be requested to leave the meeting while particular business is discussed if a motion to this effect is passed by the meeting.
64. A Delegate Member who wishes to appoint a proxy to vote on his/her behalf at any meeting must lodge with the Committee, prior to the time when the meeting commences, a written proxy form, signed by him/her. Proxies are subject to acceptance by the Committee. A proxy need not be a member of the Committee. A proxy appointed to attend and vote at any meeting instead of a Delegate Member shall have the same right as the member who appointed him/her to speak at the meeting.

Meetings of sub-committees

65. The Committee will hold sub-committee meetings as it deems necessary; in particular, it must hold a sub-committee meeting when called to do so by any two members of that sub-committee.
66. The General Secretary (or his/her nominee) will send out a notice of meeting to all members of the sub-committee at least 7 days before the meeting.
67. The quorum for sub-committee meetings will be one third of the number of members of the sub-committee.
68. The Chairperson shall chair all meetings of the Management Sub-Committee. In the event that the Chairperson is absent, a Chair shall be elected from among those Management Sub-Committee members present. For other sub-committees, the Chair shall either be specified in the By-Laws or Committee policy, or else shall be elected from among those sub-committee members present.

69. The Minutes Secretary shall be responsible for ensuring accurate minutes are taken of all Management Sub-Committee meetings. For other sub-committees, the Committee shall ensure that accurate minutes are taken of all meetings. The minutes of all sub-committee meetings shall include the names of those present.
70. Each sub-committee may, at its discretion, allow any person who it reasonably considers appropriate (normally this will include any member of the Committee) to attend and/or speak at any meeting of the sub-committee as a guest of the sub-committee. Such guests may be requested to leave the meeting while particular business is discussed if a motion to this effect is passed by the meeting.

Procedural rules applying to all meetings

71. If a quorum is not present within an hour after the time at which a meeting was due to commence — or if, during a meeting, a quorum ceases to be present — the meeting shall stand adjourned to such time and place as may be fixed by the Chairperson.
72. Speakers on a motion or amendment will be called in strict rotation of one for, one against, starting with the proposer of the motion or amendment. The proposer will have the right to sum up. In all cases the proposer will have the right to nominate the seconder to speak for them.
73. The Chair will have the power to limit the lengths of speeches to a time limit, subject to such restriction applying to all speakers on a particular motion or amendment.
74. Motions shall be passed by a simple majority of voting members present, except where otherwise defined.
75. In the event that the Chair demits the chair, the chair will pass to his/her nominee for the period specified.
76. A deliberative vote cannot be cast from the chair. The Chair shall have a casting vote.
77. If the Chair wishes to speak on a motion or amendment, he/she must leave the chair while speaking and for the vote on the motion or amendment.
78. The Chair's ruling shall be final on matters affecting the conduct of the meeting, subject to such ruling being overturned by a two-thirds majority of voting members present. The Chair shall demit the chair while such a vote takes place.
79. The Chair may, with the consent of the meeting, adjourn the meeting to such time and place as the Chairperson may determine.
80. Voting on motions will be by voting card issued to each voting member at the start of the meeting.
81. Members may choose to vote by roll call if a motion to that effect is passed before the vote on the main motion.
82. Members shall vote by secret ballot if the Chair or at least two voting members demand this. A secret ballot may be demanded at any time before the vote on the main motion. It may also be demanded immediately after the result of a vote by voting card is declared.
83. Elections will be by secret ballot except with the unanimous consent of those voting members present.
84. Meetings shall be conducted in accordance with standing orders, as detailed in the By-Laws.

Amendments to the By-Laws

85. Any amendment to a By-Law should be proposed, at the meeting before the one at which it is to be discussed, by a Delegate Member or two members of any other class.
86. Amendments to the amendment may be proposed at this meeting. These shall be held for consideration at the next meeting unless the proposer of the motion agrees to the amendment, whereupon the substantive may be changed with the unanimous consent of those present.
87. Where the amendment was proposed from the floor of the meeting, the General Secretary will circulate details of the amendment and any amendments thereto within 14 days of the meeting.
88. Any further amendments may be sent to the General Secretary at least 10 days in advance of the next meeting proposed by a Delegate Member or two members of any other class, for notification with the previous amendment and amendments thereto in the agenda of the meeting.

89. No further amendments may be proposed at the meeting at which the amendment is discussed.
90. Amendments to the By-Laws require a two-thirds majority to be passed.

Amendments to the Constitution

91. Amendments to the constitution may only be passed by a two-thirds majority at an AGM or EGM.
92. Amendments to the constitution should be proposed at a Committee meeting prior to the AGM (or EGM), and subject to a simple majority of those present, may be passed from there to the AGM (or EGM). Amendments to the amendment may be proposed at that or subsequent meetings before the AGM (or EGM) at which the amendment is to be discussed, and will be passed to the AGM (or EGM) by a simple majority of those present.
93. Alternatively, amendments to the constitution may be proposed by 4 Delegate Members and sent to the General Secretary 28 days before the AGM (or EGM).
94. The amendment (along with any amendments thereto already notified) will be sent out with the agenda to the AGM (or EGM).
95. Amendments to the amendment may be proposed from the floor at the AGM (or EGM) by 4 Delegate Members.
96. Any amendment to the name or object of the Committee will require ratification by a two-thirds majority at two consecutive AGMs at least 11 months apart. Where the amendment is passed at an AGM, this will be taken as the first ratification. Should a ratification fail to gain a two-thirds majority, the amendment will fall.
97. No proposed amendment to any part of this Constitution may be considered by any Committee meeting if the effect would be that the Committee would cease to be a charity.

Dissolution

98. A motion to dissolve the Committee shall be treated in the same way as a motion to amend the Constitution.
99. If a proposal to dissolve the Committee is confirmed by a two-thirds majority of those present and voting at an AGM or EGM, the Management Sub-Committee shall have the power to dispose of any assets held by or on behalf of the Committee. Any assets remaining after satisfaction of the debts and liabilities of the Committee shall be transferred to some other charitable body or bodies having objects similar to that of the Committee; the identity of the body or bodies to which such assets are transferred shall be determined by the members of the Committee at, or prior to, the time of dissolution.
100. For the avoidance of doubt, no part of the income or property of the Committee shall (otherwise than in pursuance of the Committee's charitable object) be paid or transferred (directly or indirectly) to the members, either in the course of the Committee's existence or on dissolution.

Interpretation

101. This Constitution is to be interpreted under the Law of Scotland.
102. The Chairperson shall rule on all questions concerning the interpretation of this Constitution. The Constitutional Subcommittee shall hear any appeals against such rulings; a two-thirds majority will be needed to overturn the Chairperson's ruling.
103. For the purposes of this Constitution, "charitable" shall be interpreted as charitable within the meaning of section 505 of the Income and Corporation Taxes Act 1988 (including any statutory amendment or re-enactment of the provisions of that section); "charity" shall be interpreted accordingly.

Certified as a true copy of the revised Constitution adopted at the Annual General Meeting of the National Postgraduate Committee held in Lower Parliament Hall, South Street, St Andrews, Fife, Scotland on 17 August 2002.

By-Laws 2004-05

1. Affiliation and membership

1.1 Preamble

These by-laws are primarily intended to protect the rights of student representative bodies to be represented to the Committee by bona fide representatives. They are not intended to act as obstacles to gaining Committee membership.

1.2 Affiliation

1.2.1 The Committee shall maintain an affiliation protocol and affiliation fee formula, that shall state the conditions a student representative organisation should fulfil in order to affiliate to the Committee. The protocol and formula shall be circulated to all members at least annually and available on request.

1.2.2 When a student representative organisation wishing to affiliate meets the requirements set by the affiliation protocol, the application to affiliate shall, in the first instance, be considered by the Chairperson, who may accept the affiliation, withhold the affiliation, or refer the decision to the Management Sub-Committee or Committee. An organisation who is granted affiliation may exercise all the rights and benefits of affiliation, including the right to nominate a Delegate Member, pending consideration by the Committee.

1.2.3 The Chairperson's decision shall be considered at the following General Meeting. In the event that an application for affiliation is disputed, the organisation in question shall have the right to nominate a representative to speak in favour of being granted affiliation. Prior to the General Meeting's decision, the Chairperson's decision may also be overruled by the Management Sub-Committee.

1.2.4 The Committee should not unreasonably withhold an application for affiliation. An organisation that believes its affiliation has been withheld unreasonably may appeal against the decision to the Constitutional Sub-Committee. The Committee may adopt guidelines on circumstances when affiliation should or should not be granted.

1.2.5 Any organisations that are late paying their affiliation fees shall have their rights as an affiliate suspended until the outstanding fee is settled.

1.3 Recognised and Associate Bodies.

1.3.1 The following organisations shall be Recognised Bodies, in accordance with Article 15 (b) of the Constitution:

- (a) The National Union of Students
- (b) The Mature Students' Union
- (c) The Council for International Students
- (d) The Coalition of Higher Education Students in Scotland

1.3.2 Organisations permitted to appoint an Associate Member under Article 23 of the Constitution shall be known as Associate Bodies. No organisation may simultaneously be a Recognised Body and an Associate Body. The Chairperson shall maintain a list of Associate Bodies.

1.4 Delegate Membership

1.4.1 Nominations for Delegate Members from authorised office bearers of affiliates shall be considered by the Chairperson, who may accept the membership, withhold the membership, or refer the decision to the Management Sub-Committee or Committee. A person who is granted Delegate Membership may exercise all the rights of Delegate Membership, including the right to vote up to and including the General Meeting's ratification of his/her membership.

1.4.2 The Chairperson's decision shall be considered at the following General Meeting. In the event that a nomination for Delegate Membership is disputed, the nominees shall have the right to speak in his/her favour, or nominate another person to speak on their behalf. Prior to the General Meeting's decision, the Chairperson's decision may also be overruled by the Management Sub-Committee.

1.4.3 The Committee should not unreasonably withhold an application for Delegate Membership. A person who believes his/her membership has been withheld unreasonably may appeal against the decision to the Constitutional Sub-Committee. The Committee may adopt guidelines on circumstances when membership should or should not be granted.

1.4.4 A person may simultaneously be the Delegate Member for more than one affiliate, but they may attend and vote at a General Meeting in only one capacity. Such a person may not proxy his/her other vote(s) to other persons at the meeting.

1.5 Proxies for Delegate Members

Nominations by Delegate Members to proxy their vote to another person shall be considered by the same method as nominations

for Delegate Membership, except that, if approved, the person(s) shall only have voting rights for the duration of that meeting.

1.6 Associate Members from Associate Bodies

Nominations for Associate Members from Associate Bodies shall be considered by the same method as nominations for Delegate Membership, except that this shall not give the applicant the right to vote.

1.7 Other Associate Members

1.7.1 The Committee shall be deemed to have granted Associate Membership to all elected office bearers upon their election, (and, if willing, appointed office bearers) for the duration of his/her term of office and/or employment, except for those who are already Honorary Life Members, subject to Associate Membership being suspended whilst a person is a Delegate Member.

1.7.2 The Past General Secretary, Past Chairperson and Past Treasurer shall be Associate Members unless the Committee expressly decides otherwise.

1.7.3 A person who holds Associate Membership solely in order to be a candidate in a Committee election shall, if not elected, only hold membership until the end of the meeting.

1.8 Honorary Life Membership

Nominations for Honorary Life Membership shall be invited in advance of each Annual General Meeting. Nominations may also be taken from the floor at any General Meeting.

1.9 Lapse of Membership

In circumstances where the Committee has had no contact with a Delegate or Associate Member for more than one year, the Committee may by resolution deem that member to have resigned their Delegate or Associate Membership.

1.10 Delegated Powers of the Chairperson

The Chairperson's powers in respect of accepting organisations into affiliation, accepting nominations for Delegate Membership and accepting nominations for Associate Membership may also be exercised by:

- a) The Chairperson of the Scottish Sub-Committee where this is for the purpose of enabling business at a Scottish Sub-Committee meeting.
- b) The Chairperson of the Welsh Sub-Committee where this is for the purpose of

enabling business at a Welsh Sub-Committee meeting.

The exercise of these powers and subsequent decision must be ratified at the following General Meeting as per Article 41 of the Constitution.

2. Officer Remits

2.1 Regulations for all elected office bearers

2.1.1 All elected office bearers shall give the General Secretary contact details, and shall inform the General Secretary if he/she will be out of contact for a period of 7 days or more.

2.1.2 Any member of the Committee may ask a question of any office-bearer relevant to their remit by submitting a written question to the office bearer(s) concerned. The office bearer shall reply either in writing within a reasonable amount of time, or verbally or in writing to the next General Meeting of the Committee.

2.1.3 Any elected office-bearer shall submit a verbal or written report to the Committee if requested to do so by the Chairperson.

2.2 Additional regulations for Management Subcommittee members

2.2.1 All officers on the Management Sub-Committee (MSC) shall additionally be required, if possible, to attend General Meetings and MSC meetings. Any officers who cannot do so shall send apologies for absence to the General Secretary (or the Chairperson, who shall forward it to the General Secretary).

2.2.2 MSC officers (except the Chairperson, Minutes Secretary and Ordinary Executive Officers) shall report on their activities on behalf of the Committee since the last General Meeting to both Management Subcommittee meetings and General Meetings. The substantive of the reports from the General Secretary and Treasurer to General Meetings shall be submitted in writing. Other officers may report either verbally or in writing as they wish.

2.2.3 In addition, all MSC officers (except the Chairperson, Minutes Secretary and Ordinary Executive Officers) shall include in their report to the first General Meeting following their election a plan of their proposed work for the term of office, after the plan has been discussed by the MSC. If the plan is rejected by the General Meeting, a revised plan shall be presented to the following General Meeting until a plan is accepted.

2.3 General Secretary

2.3.1 The General Secretary shall:

General

- a) Implement Committee policy, in conjunction with other Officers.
- b) Remain informed on issues relevant to postgraduate students and bringing pertinent matters to the attention of the Committee.

Administrative

- c) In conjunction with the Chairperson, organise Committee and Management Subcommittee meetings, and assist the host institution in the organisation of Committee meetings.
- d) Assist the chairs of the other subcommittees in the organisation of their subcommittee meetings.
- e) Prepare and distribute of the agenda and related documentation after they have been approved by the Chairperson.
- f) Distribute minutes of Committee and subcommittee meetings.
- g) Keep the records and archives of the Committee, including a complete set of minutes.
- h) Maintain an up-to-date file of the policy of the Committee, and deal with enquiries about policy.
- i) Maintain a list of contacts in qualifying institutions and recognised bodies.
- j) Pursue affiliation fees, in conjunction with the Treasurer.
- k) Dealing with correspondence which is not the responsibility of another Officer.
- l) Be the line manager for all other employees and appointed office-bearers of the Committee, and deal with individuals and organisations to whom work is contracted out.

Representational

- m) Liase with affiliated organisations and recognised bodies.
- n) Promote the Committee, its aims and policies (to the general public, in particular), in conjunction with other Officers.
- o) Represent the Committee to outside bodies and agencies, acting in a manner in accordance with Committee policy, and report pertinent information arising from meetings attended.

Education and Welfare

- p) Provide support on request to officers of affiliated organisations on academic and welfare casework.
- q) To give confidential academic advice and information to individual postgraduates on request.

2.3.2 The General Secretary may take executive action on behalf of the Committee where it is impractical to hold a Committee or Management Subcommittee meeting, provided that such action is in accordance with the policy of the Committee and a full report is made to the next meeting.

2.3.3 The General Secretary shall be responsible for all business of the Committee that is not expressly assigned to a specific officer, or that is assigned to an officer whose post is currently vacant.

2.3.4 The General Secretary shall be a full-time paid position and shall take office for one year from 1st October until 30th September.

2.4 Chairperson

2.4.1 The Chairperson shall:

- a) Chair General Meetings and meeting of the Management Subcommittee, unless he/she demits the chair.
- b) Be the line manager of the General Secretary and maintain regular contact with him/her.
- c) Ensure that all officers act on behalf of the Committee in line with the Constitution, By-Laws and Committee Policy.
- d) Ensure that motions passed by the Committee are implemented by the officer whom the Chairperson considers responsible for its implementation.
- e) Convene meeting of the Constitutional Sub-Committee.
- f) Consider applications for new affiliates and membership.
- g) Submit a Chairperson's Address on the Committee's activities over the past year to the AGM.

2.4.2 In the absence of the General Secretary, the Chairperson shall also be responsible for representing the Committee to outside bodies.

2.4.3 The Chairperson shall, so far as is reasonably practical, consult the Constitutional Sub-Committee on all decisions relating to the democratic mechanisms of the Committee.

2.5 Treasurer

2.5.1 The Treasurer shall:

- a) Keep accurate financial records of the Committee's affairs, and ensure that past records are preserved.
- b) Draft a budget for the financial year in consultation with the Financial Sub-Committee, present it to the AGM, and advise the MSC on its implementation.
- c) Report on the financial status of the Committee to all General Meeting and MSC meetings.

d) Organise and control the finances of the Committee and supervise all persons to whom financial administration and accounting are entrusted.

e) Pursue affiliation fees, in conjunction with the General Secretary.

f) Prepare annual accounts of the Committee for the financial year for production within three months of the close of the financial year, which shall be considered by the Committee's Auditor.

g) Be the employer of all paid staff on the Committee.

h) Convene the Financial Sub-Committee.

2.5.2 The Treasurer shall, so far as is reasonably practical, consult the Financial Sub-Committee before making any decisions of significant financial importance.

2.6 Minutes Secretary

2.6.1 The Minutes Secretary shall:

a) Take minutes during General Meeting and MSC meetings, which shall include a record of all decisions made, and the figures of any vote where a count is requested.

b) Write up the minutes for presentation to the following General Meeting and/or MSC meeting.

2.6.2 The outgoing Minutes Secretary shall be responsible for writing up the minutes at which his/her successor was elected.

2.7 Conference Secretary

2.7.1 There shall be a Conference Secretary who shall:

a) Organise the Annual Conference of the Committee, as directed by the Committee in conjunction with the General Secretary.

b) Bring pertinent matters relating to the Conference to the attention of the Committee.

c) Be the primary point of contact between the Committee and the host institution on matters relating to organisation of the Conference.

2.7.2 The Conference Secretary shall take office for one year from 1st October until 30th September.

2.8 Communications Officer

There shall be a Communications Officer who shall:

a) Develop the Committee's strategy for communicating with its members and subscribers.

b) Co-ordinate the publications of the paper and electronic publications for the Committee.

2.9 Equal Opportunities Officer

There shall be an Equal Opportunities Officer who shall:

a) Ensure that the Committee provides an environment which encourages and enables anyone to participate fully in its activities.

b) Co-ordinate campaigns of the Committee relating to access and equal opportunities for postgraduates, as directed by the Committee.

c) Remain informed on issues relevant to access and equal opportunities and bring pertinent matters to the attention of the Committee.

2.10 Project Officers

2.10.1 There shall be four Project Officers whose positions shall be initially without remit.

2.10.2 Project Officers shall include as the plan to their first General Meeting a proposed project. On approval, this shall become the Project Officer's remit.

2.11 Ordinary Executive Officers

2.11.1 The two Ordinary Executive Officers shall be without portfolio.

2.11.2 The Ordinary Executive Officers may not simultaneously hold office with any other position on the Management Sub-Committee. However, they may assist other officer-bearers with their work, and may simultaneously hold any other position on the Committee.

2.12 Other subcommittees

The responsibilities of members of other subcommittees and office bearers elected by subcommittees shall be defined in the subcommittee by-laws.

2.13 Representatives to meetings of external organisations

2.13.1 Members elected by the Committee to attend meetings of external organisations shall be encouraged to report to the Committee on the meeting.

2.13.2 Members elected by the Committee to represent the Committee as a member of an external organisation's committee shall be expected to report to the Committee at a frequency agreed with the Chairperson.

2.13.3 Unless otherwise specified by the external organisation, representatives shall hold office from their election to the end of the General Meeting following the meeting (or final meeting).

3. Appointed Officer Bearers

3.1 For the pursuance of its objects, the NPC may appoint office bearers, both paid and unpaid.

Creation of positions

3.2 Before a position may be advertised:

- a) The creation of all staffing positions and the salary level must be approved by the Committee with the agreement of the Treasurer.
- b) A job description shall be drawn up and a model contract shall be drawn up and approved by the Financial Sub-Committee.

Advertising

3.3 All positions shall be advertised by the General Secretary as widely as possible both through existing NPC communication methods and also through other methods as appropriate.

Selection

3.4 The Treasurer as employer shall engage the Constitutional Sub-Committee to serve as an Appointments Panel. The Constitutional Sub-Committee shall report their recommendation to the Treasurer.

3.5 The Treasurer may either

- a) Appoint the recommended candidate
- b) Take no action

3.6 The Treasurer shall inform all candidates of their decision. No other office bearer is authorised to make any binding communication on appointments.

3.7 The Equal Opportunities Officer may observe the selection process and may make a report to the Treasurer in advance of the Treasurer's decision. The Treasurer shall take any such report into consideration.

3.8 All records shall be held in confidence by the Treasurer and the General Secretary.

Employment and Line Management

3.9 All staff shall be employed by the Treasurer on behalf of the Committee.

3.10 All staff shall be line managed by the General Secretary. Complaints must be directed through them.

3.11 Complaints about the General Secretary as line manager shall go to the Chairperson as the General Secretary's line manager.

3.12 All appointed office bearers shall have associate membership conferred upon them for the duration of their office.

Staff-Member Protocol

3.13 For the purposes of compliance with employment law and fairness, a Staff-Member Protocol shall be adopted.

3.14 This protocol shall set down:

- The office bearers entitled to instruct staff

- The role of staff members to the democratic structures.
- The relationship of staff to members.
- The places where matters pertaining to staff may be discussed.
- Grievance procedures for staff against members

This list shall be non-exhaustive.

Disciplinary

3.15 All matters of staff disciplinary shall be handled by the disciplinary by-law.

3.16 All authority regarding the potential dismissal of staff is vested in the Treasurer.

4. Standing Orders for the Conduct of Meetings

4.1 Introduction

Standing orders are detailed rules for running meetings of the Committee. They are intended to facilitate and not restrict debate.

4.2 The chair

4.2.1 Meetings shall be chaired by the Chair designated by the Constitution and By-Laws.

4.2.2 The Chair shall decide the order of priority in speaking and be responsible for keeping time.

4.2.3 For larger meetings a time-keeper may be appointed at the discretion of the Chair or the request of the meeting.

4.3 Conduct and Decorum

4.3.1 Persons present shall conduct themselves in an orderly manner, showing respect for others and the outcome of decisions.

4.3.2 Only one person may speak at any one time.

4.3.3 The Chair shall ensure that any time limits for speeches and agenda items are adhered to.

4.3.4 The Chair shall have the power to instruct any person or persons who are persistently and deliberately breaking these Standing Orders or preventing the course of business to remain silent until such a time as the business on the table is determined. If a person disregards this ruling, the Chair shall have the power to instruct him/her to leave the meeting.

4.4 Procedural Motions

4.4.1 The following procedural motions shall apply to all discussions and may be proposed by any member. In the event of more than one procedural motion being proposed, they shall be prioritised as follows:

- (a) To instruct the Chair to vacate the chair;
- (b) To challenge the Chair's ruling;

- (c) That the question, as specified, be taken by roll call;
- (d) That the question, as specified, now be put;
- (e) That the question, as specified, not be put;
- (f) To move to the next item on the agenda;
- (g) To refer the item, as specified, to another meeting or a subcommittee;
- (h) To overturn a guillotine for a specified period;
- (i) To re-order the agenda;
- (j) To close the meeting;
- (k) To adjourn the meeting to a specified time and/or place;
- (l) To exclude non-members from the meeting for a specified period;
- (m) To remove speaking rights from non-members for a specified period;
- (n) To suspend a specified set of standing orders for a specified period;
- (o) That the question, as specified, be taken in parts, as specified.

4.4.2 Procedural motion (o) may apply automatically at the Chair's discretion or a majority vote. Procedural motions (a), (b), (j) and (n) shall require a 2/3 majority to pass. All other procedural motions shall require a simple majority to pass.

4.5 Points of order

Any person may make a point of order to the Chair at any time during a meeting, which shall take precedence over all other business. Points of order shall be strictly limited to how the meeting is being conducted.

4.6 Debate

4.6.1 The first speech in favour of a motion, and the summation, shall be made by the proposer the motion. These speeches may be waived to any person nominated by the proposer as a seconder. If the proposer is absent and no seconder has been nominated, the Chair may choose any other person willing to take the proposing and seconding speech.

4.6.2 The Chair shall call speeches in the following order: one for, one against. At the Chair's discretion, questions of the motion or factual points on the motion may be allowed, which shall not count towards the number of speeches made for or against.

4.6.3 At the Chair's discretion or by resolution of the meeting, the meeting may move into informal debate for a specified duration.

4.7 Financial Report

4.7.1 The Chair shall set a deadline for the submission of amendments to the budgets.

4.7.2 The Treasurer shall informally discuss the ramifications with the proposer of the amendment. The proposer and Treasurer may agree to revise the amendment.

4.7.3 If the proposer still wishes to table the amendment after this stage, the Treasurer shall have the first right to speak against the amendment.

5. Remote votes

5.1 Subcommittees may make decisions by remote vote on matters that are too urgent to await the next meeting of the subcommittee. Unless otherwise stated, these subcommittees may make any decision that they could make in a sub-committee meeting.

5.2 A remote vote may be called by the General Secretary, Chair, Treasurer, sub-committee chair or any other two members of the sub-committee, and shall be initiated within three days of the time the remote vote was called.

5.3 The remote vote shall be initiated by the chair of the subcommittee, unless the chair wished to delegate the responsibility to another subcommittee member. In the event that the responsibility is delegated in this way, all references to the "subcommittee chair" in this by-law shall instead refer to the person to whom the task was delegated.

5.4 The motion to be voted on shall be delivered to all members of the subcommittee. Motions shall be sent by e-mail unless any subcommittee member has agreed with the sub-committee chair an alternative method of contact.

5.5 Sub-committee members may vote by electronic mail, post, courier, telephone, facsimile, internet messenger service, or any other means approved by the subcommittee or subcommittee chair. All members should expressly vote for, against or in abstention to the motion, except the chair of the subcommittee, who shall only have the casting vote in the event of a tie.

5.6 The remote vote shall close seven days after the voting was opened. Any members who have not voted after this time shall be deemed to have abstained.

5.7 The quorum for a remote vote shall be one third of its members. If less than one third of subcommittee members vote for or against a motion, or expressly abstain, the vote shall be invalid.

5.8 The chair of the subcommittee shall declare the result as soon as possible after the result closes.

5.9 The result may be declared before the vote closes if the outcome of the vote is certain

irrespective of how members who have not yet voted may vote. However, votes shall still be accepted up to the scheduled close of the ballot.

5.10 The chair of the subcommittee shall keep on record how sub-committee members voted in remote votes for at least 12 months after the vote was taken. This list shall be made available to any member of the Committee on request.

6. Elections

The Chair shall act as Returning Officer for all elections required by this Constitution. In advance of any meeting at which an election is due to take place, the Chairperson shall for each election decide the form of nomination and the deadline, if any. If a written nomination is required, or if a deadline is set, this shall be announced at least 21 days in advance of the deadline, or the meeting if there is no deadline. The Chair shall decide the form of nomination for any election which arises during a meeting.

The following clauses apply to each election:

- a) All elections shall be held by Single Transferable Vote, including Re-Open Nominations as an option, by the method approved by the Electoral Reform Society.
- b) If, after the election, there are still positions vacant (due to either RON achieving quota or a lack of candidates), the Chair may re-open nominations for the vacant positions. A candidate who was defeated by Re-Open Nominations may not stand again for that position during the meeting.

7. Sub-Committees

7.1 Management Sub-Committee

7.1.1 The Management Sub-Committee shall be responsible for the running of the Committee between General Meetings. In particular, it shall:

- a) Hold officers to account between General Meetings.
- b) Monitor the finances of the Committee in relation to the budget in conjunction with the Finance Sub-Committee.

7.1.2 The membership of the Management Subcommittee shall be:

- a) The Chairperson, who shall be the chair of the Subcommittee,
- b) The General Secretary,
- c) The Treasurer,
- d) The Minutes Secretary, who shall take minutes of the meetings,
- e) The Conference Secretary,

- f) The Communications Officer,
- g) The Equal Opportunities Officer,
- h) All Project Officers,
- i) All Ordinary Executive Officers
- j) The Chairperson of the Scottish Subcommittee, or his/her appointee from the Scottish Subcommittee, and
- k) The Chairperson of the Welsh Subcommittee, or his/her appointee from the Welsh Subcommittee

In addition, the following shall be members of the Management Subcommittee as and when they exist:

- l) The General Secretary-elect,
- m) The Conference Secretary-elect, and
- n) Any other person co-opted to the MSC.

7.1.3 The Management Sub-Committee may make any decision on behalf of the Committee that could be made by a General Meeting other than:

- a) decisions that the Constitution, By-Laws or Committee Policy expressly requires to be made at a General Meeting
- b) altering or rescinding Committee policy formed at a General Meeting.

However, the Management Sub-Committee may discuss such matters and/or propose any such motion to this effect to a General meeting.

7.2 Financial Sub-Committee

7.2.1 The Financial Sub-Committee shall:

- a) Advise the Treasurer and the Committee of the financial affairs of the Committee.
- b) Scrutinise the work of the Treasurer, in conjunction with the Management Subcommittee.
- c) Present a budget to the AGM for the financial year ahead, for consideration by the Committee.
- d) Recommend a salary for the next General Secretary to the AGM.
- e) If it sees fit, make recommendations to the Treasurer on any financial matter, or, if the Treasurer disagrees with the recommendation, propose that the MSC and/or Committee overrules the Treasurer's decision.

7.2.2 The membership of the Finance Subcommittee shall be:

- a) The Treasurer, who shall be the chair of the Subcommittee,
- b) The General Secretary,
- c) The Chairperson,
- d) The Conference Secretary,
- e) The Past Treasurer,
- f) Two ordinary members elected by the Committee,

g) The Treasurers of the Scottish and Welsh Subcommittees,

In addition, the following shall be members of the Finance Subcommittee as and when they exist:

h) The General Secretary-elect,

i) The Conference Secretary-elect, and

j) Any other person co-opted to the Finance Subcommittee.

However, any member of the subcommittee deemed to have a conflict of interest under Article 13 of the Constitution may be required by the subcommittee to withdraw from the meeting during the discussion of such a transaction.

7.3 Constitutional Sub-Committee

7.3.1 The Constitutional Sub-Committee shall:

a) Review the constitution and by-laws and draft changes as required.

b) Scrutinise the work of the Chairperson, in conjunction with the Management Subcommittee.

c) Act as the selection panel for appointment of staff and appointed office-bearers.

d) Consider appeals against:

i) Rulings of the Chair on interpreting the constitution & by-laws

ii) Decisions of the Committee on grounds of:

ii.i) Procedural irregularity

ii.ii) Inadequate information provided to decision-makers

or

ii.iii) Undeclared conflicts of interest.

iii) Decisions of the Treasurer on appointing and dismissing office bearers, on grounds of:

iii.i) Procedural irregularity;

iii.ii) Inadequate information provided to decision makers;

or

iii.iii) Undeclared conflicts of interest.

7.3.2 The membership of the Constitutional Subcommittee shall be:

a) The Chairperson, who shall be the chair of the Subcommittee (except when considering appeals against a Chairperson's ruling),

b) The General Secretary,

c) The Past Chair

d) Three ordinary members elected by the Committee, who shall not be Delegate Members of the Committee.

In addition, the following shall be members of the Constitutional Subcommittee as and when they exist:

e) The General Secretary-elect between the AGM and 1st October,

f) Any other person co-opted to the Constitutional Subcommittee.

However, any member of the subcommittee who is applying for a position appointed by the subcommittee shall withdraw from the meeting during discussion of the appointment. The subcommittee may also require the Chairperson to withdraw from the meeting whilst discussing an appeal against a Chairperson's ruling.

7.4 Scottish Subcommittee

7.4.1 Name

There shall be a Scottish Subcommittee of the National Postgraduate Committee, to be known as National Postgraduate Committee Scotland.

7.4.2 Remit

The Subcommittee shall:

a) Advise the Committee on issues affecting the education of postgraduate students within Scotland, especially with regard to matters administered by the devolved institutions in Scotland.

b) Have the power, delegated by the Committee, to participate in public debates and consultations on matters concerning postgraduate education within Scotland.

c) Have the power, delegated by the Committee, to offer information and guidance to public bodies in respect of practices in postgraduate education within Scotland.

7.4.3 Membership

The members of the Subcommittee shall be:

a) All delegate members nominated by students' representative organisations administered or partly administered within Scotland;

b) All delegate members nominated by recognised bodies wholly or almost wholly administered within Scotland;

c) All associate members nominated by organisations wholly or almost wholly administered within Scotland.

7.4.4 Meetings

The Subcommittee shall aim to meet at least twice per academic year. One of these meetings shall be an Annual General Meeting, at which office bearers of the Subcommittee will be elected.

7.4.5 Office bearers

The Subcommittee shall elect a Chairperson, a Depute Chairperson & Secretary, a Treasurer and other officers at its Annual General Meeting. The results of these elections will be

subject to ratification by the full Committee at its next meeting.

Each office bearer shall serve until the subsequent AGM of the Subcommittee. The constitutional provisions governing elected office bearers of the Committee shall apply to the elected office bearers of the Subcommittee. The Subcommittee shall be granted the following powers:

a) If an elected office bearer of the Subcommittee has not attended two successive Subcommittee meetings without submitting written apologies to the General Secretary, he/she shall vacate office.

b) If a motion calling on an elected office bearer of the Subcommittee to resign is passed, by a two-thirds majority, at a meeting of the Subcommittee, that office bearer shall vacate office.

c) In the event of a vacancy, the Committee shall delegate its constitutional right to elect replacement office bearers to the Subcommittee.

All decisions taken as a consequence of these powers will be subject to ratification by the full Committee at its next meeting.

7.4.6 Remits of office bearers

The remits of the office bearers shall be as follows:

7.4.6.1 Chairperson:

a) To chair the Scottish Subcommittee meetings.

b) To represent the interests of the Scottish Subcommittee to the Committee and outside bodies on issues affecting postgraduates within Scotland.

c) To make and report all rulings of the Scottish Subcommittee to the Chairperson of the Committee.

d) To implement policy affecting postgraduates within Scotland in liaison with the General Secretary.

e) To sit as a full member of the Management Subcommittee.

7.4.6.2 Depute Chairperson/Secretary:

As Depute Chairperson:

a) To deputise the Chairperson in the performance of the chair's duties as and when necessary.

As Secretary:

b) To engage in all correspondence pertaining to the Scottish Subcommittee.

c) To publicise the Scottish Subcommittee actions and resolutions to the media.

d) In liaison with the General Secretary, to receive items for inclusion in the agenda, to circulate minutes in good time in accordance with any stipulations laid down by the constitution, to take the minutes at meetings when not in the chair.

7.4.6.3 Treasurer:

a) To oversee and administer the budget and accounts of the Scottish Subcommittee in consultation with the Treasurer of the Committee.

b) To sit as a full member of the Financial Subcommittee.

7.5 Welsh Subcommittee

7.5.1 Name

There shall be a Welsh Subcommittee of the National Postgraduate Committee, to be known as National Postgraduate Committee Wales or Pwyllgor Cenedlaethol Ol-Raddedigion Cymru.

7.5.2 Remit

The Subcommittee shall:

a) Advise the Committee on issues affecting the education of postgraduate students within Wales, especially with regard to matters administered by the devolved institutions in Wales.

b) Have the power, delegated by the Committee, to participate in public debates and consultations on matters concerning postgraduate education within Wales.

c) Have the power, delegated by the Committee, to offer information and guidance to public bodies in respect of practices in postgraduate education within Wales.

7.5.3 Membership

The members of the Subcommittee shall be:

a) All delegate members nominated by students' representative organisations administered or partly administered within Wales;

b) All delegate members nominated by recognised bodies wholly or almost wholly administered within Wales;

c) All associate members nominated by organisations wholly or almost wholly administered within Wales.

7.5.4 Meetings

The Subcommittee shall aim to meet at least twice per academic year. One of these meetings shall be an Annual General Meeting,

at which office bearers of the Subcommittee will be elected.

7.5.5 Language

Meetings shall be conducted either in Welsh, in English or preferably bilingually; appropriate translation facilities shall be provided where possible. Agenda papers and minutes shall be produced in both Welsh and English.

7.5.6 Office bearers

The Subcommittee shall elect a Chairperson, a Vice-Chairperson & Secretary, a Treasurer and other officers at its Annual General Meeting. The results of these elections will be subject to ratification by the full Committee at its next meeting.

Each office bearer shall serve until the subsequent AGM of the Subcommittee.

The constitutional provisions governing elected office bearers of the Committee shall apply to the elected office bearers of the Subcommittee. The Subcommittee shall be granted the following powers:

- a) If an elected office bearer of the Subcommittee has not attended two successive Subcommittee meetings without submitting written apologies to the General Secretary, he/she shall vacate office.
- b) If a motion calling on an elected office bearer of the Subcommittee to resign is passed, by a two-thirds majority, at a meeting of the Subcommittee, that office bearer shall vacate office.
- c) In the event of a vacancy, the Committee shall delegate its constitutional right to elect replacement office bearers to the Subcommittee.

All decisions taken as a consequence of these powers will be subject to ratification by the full Committee at its next meeting.

7.5.7 Remits of office bearers

The remits of the office bearers shall be as follows:

7.5.6.1 Chairperson:

- a) To chair the Welsh Subcommittee meetings.
- b) To represent the interests of the Welsh Subcommittee to the Committee and outside bodies on issues affecting postgraduates within Wales.
- c) To make and report all rulings of the Welsh Subcommittee to the Chairperson of the Committee.
- d) To implement policy affecting postgraduates within Wales in liaison with the General Secretary.

e) To sit as a full member of the Management Subcommittee.

7.5.6.2 Vice-Chairperson/Secretary:

As Vice-Chairperson:

a) To deputise the Chairperson in the performance of the chair's duties as and when necessary.

As Secretary:

- b) To engage in all correspondence pertaining to the Welsh Subcommittee.
- c) To publicise the Welsh Subcommittee actions and resolutions to the media.
- d) In liaison with the General Secretary, to receive items for inclusion in the agenda, to circulate minutes in good time in accordance with any stipulations laid down by the constitution, to take the minutes at meetings when not in the chair.

7.5.6.3 Treasurer:

- a) To oversee and administer the budget and accounts of the Welsh Subcommittee in consultation with the Treasurer of the Committee.
- b) To sit as a full member of the Financial Subcommittee.

8. Equal Opportunities and Grievances

8.1 Equal Opportunities

8.1.1 There shall be an Equal Opportunities policy approved by the Committee at a General meeting, stating the behaviour expected of members and guest at meetings of the Committee and other events, and the course of action members and guests should take in the event of wishing to make a complaint.

8.1.2 The Equal Opportunities Policy may be altered at a General Meeting by a simple majority.

8.1.3 Copies of the Equal Opportunities Policy shall be made available at all General Meetings and other events. The Chairperson shall take such other steps as necessary to ensure that all members and guests are aware of this policy.

8.2 Procedure applying to all grievances against individuals

8.2.1 Grievances should, in the first instance, be brought to the General Secretary, Chairperson or (in the case of breaches of the Equal Opportunities Policy) Equal Opportunities officer, who will, in the first instance, encourage the parties to settle the matter informally. Complaints made against staff members or appointed office-bearers shall be

dealt with through the General Secretary, unless the staff member or appointed office-bearer is willing to address the complaint directly.

8.2.2 If the matter cannot be settled between the parties involved informally, the formal grievance procedure shall be initiated. The person who made the original complaint shall always have the right to decide that this procedure should be started.

8.2.3 The arbiter for the formal grievance procedure shall be the Chairperson, unless the Chairperson is already involved in the grievance, either as the complainant or the person whom the complaint has been made against. In this case only, the grievance shall be handled by a designated reserve arbiter, who shall not be a member of the Management Sub-Committee, Constitutional Subcommittee or Finance Subcommittee (including officers who deputise for an ex-officio member). The reserve arbiter shall be appointed by the Constitutional Subcommittee, subject to ratification by a General Meeting, as an appointed office bearer. The Constitutional Subcommittee may appoint additional reserve arbiters as they consider necessary.

8.2.4 If the formal grievance procedure is invoked, the arbiter shall formally arbitrate the dispute by liaising with both the complainant and the subject of the complaint, to ascertain the nature of the complaint and any defence given by the person concerned. Both parties may nominate someone to speak on their behalf if they wish. The Constitutional Sub-Committee shall be kept informed of such proceedings. The arbiter may call witnesses as necessary.

8.2.5 There shall be guidelines approved by the Committee on the conduct of formal grievance cases. The guidelines may be altered by a simple majority at any General Meeting.

8.2.6 If the matter cannot be settled during the formal arbitration stage to the satisfaction of both parties, the Chairperson shall report the outcome of the arbitration to the Committee. The Chairperson shall report the case of both parties, and whether any officer or subcommittee has taken action as a result of the complaint.

8.2.7 Any decision taken as a result of a grievance may be appealed to the Constitutional Sub-Committee.

8.2.8 This procedure shall not apply to appeals against the interpretation of the Constitution, or decisions taken by the Committee as a whole, which shall be directly referred to the Constitutional Sub-Committee.

9.0 Appeals

9.1 The Constitutional Sub-Committee shall hear appeals made in the following circumstances:

a) Against decisions of the Committee including but not limited to:

- Withholding of an application for affiliation.
- Terminating the affiliation of an organisation.
- Withholding of an application for delegate membership.
- Taken as the result of the grievance procedure.
- Taken to expel any individual from membership.

b) Against decisions of the Chair:

- In rulings on the constitution and by-laws and motions relating to grievances.

c) Against decisions of the Treasurer on appointing and dismissing office bearers, as outlined in the appointed office bearers by-law.

9.2 When hearing appeals the Constitutional Sub-Committee shall first of all require all members with an interest to withdraw.

9.3 Where the Chairperson withdraws, the Constitutional Sub-Committee shall appoint an acting Chair from amongst its acting members.

9.4 In the case of appeals arising from decisions on appointments, where the Constitutional Sub-Committee has acted as an appointments panel, all members who participated in the appointments panel decision shall withdraw from the hearing.

9.5 In the event that the withdrawal of members would result in there being less than six members of the Constitutional Sub-Committee available to hear the appeal, it shall co-opt reservists for the purposes of hearing the appeal only. The reservists shall be invited in strict rotation. The Constitutional Sub-Committee shall maintain a standing list of reservists and shall submit recommendations for additions or deletions to General Meetings for approval.

9.6 Only those present throughout the hearing shall participate in the final decision. At least four individuals must be present at all points of the hearing. This shall be the quorum for an appeal hearing. In the event of this not being satisfied the hearing shall reconvene at a later date.

9.7 When hearing appeals, the Constitutional Sub-Committee shall consult:

a) The appellant, or a representative on their behalf.

b) For decisions taken by a meeting, the Chair of that meeting

c) For appeals against decisions of the Chairperson, the Chairperson who took that decision.

d) For appeals against decisions of the Treasurer, the Treasurer who took that decision. All parties have the right to be heard in person. The Constitutional Sub-Committee may additionally consult any witnesses or experts as it feels necessary.

9.8 The Constitutional Sub-Committee shall serve as a panel of judicial review to determine whether the appeal should be upheld. For appeals against decisions of the Committee or decisions of the Treasurer an appeal may only be upheld on grounds of:

a) Procedural irregularity

b) Inadequate information provided to decision-makers

or

c) Undeclared conflicts of interest.

9.9 The Constitutional Sub-Committee may uphold or dismiss the appeal. For appeals against rulings on the constitution and by-laws a two-thirds majority shall be required to uphold the appeal; at any time during such an appeal, the current Chairperson may rescind the ruling.

9.10 If an appeal against a decision of the Committee is upheld, the Constitutional Sub-Committee is empowered to take one or more of the following courses of action:

a) Quash the original decision

b) Refer the matter back.

c) Require the decision making body to take a specified action.

or

d) Prohibit the decision making body from taking a specified action.

9.11 If an appeal against the ruling of the Chairperson is upheld, the Constitutional Sub-Committee may:

a) Rescind the ruling.

b) Make a revised ruling

9.12 If an appeal against a decision of the Treasurer on appointments or dismissals is upheld, the Constitutional Sub-Committee shall report this verdict, and their reasons for reaching it, to the Committee.

9.13 When adjudicating on appeals in accordance with this by-law, all decisions of the Constitutional Subcommittee shall be final and are not subject to challenge.

10. Interpretation

10.1 The Constitution and By-laws shall be liberally interpreted to ensure the smooth running of the Committee in a balanced fashion.

10.2 The Constitution and By-laws shall be interpreted by the Chairperson, who shall rule on all questions concerning their interpretation.

10.3 The Chairperson shall delegate the interpretation of the constitution and by-laws relating to a subcommittee, and the running of its meetings, to the chair of the respective subcommittee. The subcommittee chair shall report such a ruling to the Chairperson. The Chairperson shall not overturn such a ruling unreasonably.

10.4 Any member of the Committee may appeal against a ruling of the Constitution or By-laws. In the first instance, their Chairperson should be asked to reconsider the ruling. If the member is dissatisfied with the response, or does not receive a response, he/she may appeal to the Constitutional Subcommittee.

Policy File

This document summaries the NPC's position on specific subjects, as set out in motions passed between 1998 and 2006. The full text of motions passed is available on request.

Some policies are listed in more than one place, depending upon their relevancy.

Please note that when a term appears in CAPITALS there is a section on that topic elsewhere.

Academic boycott

Passed at the Ordinary General Meeting on 2005-02-26

The NPC opposes the academic boycott of Israel as contrary to its object, which is to advance, in the public interest, the education of postgraduate students within the United Kingdom. The NPC will continue to invite contributions from Israeli academics to its publications. The NPC supports academic freedom.

Academic freedom

Passed at the Ordinary General Meeting on 2005-02-26

The NPC supports academic freedom.

Policy passed at the Ordinary General Meeting on 2006-06-10

It is in the interest of postgraduate students in the United Kingdom to defend academic freedom and the freedom of scientific inquiry within the frame of the current law.

Academic standards

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes the lowering of standards in first degrees and supports the maintenance of standards and quality assurance of postgraduate qualifications.

Access Funds

Policy passed at the Annual General Meeting on 1998-08-01

NPC encourages uptake of Access Funds by part-time as well as full-time postgraduates. NPC aims to raise the public profile of hardship amongst postgraduates that cannot be relieved simply by the awards from Access Funds.

Access to Higher Education

Policy passed at the Ordinary General Meeting on 2001-06-02

Postgraduate education should be equally accessible on the basis of merit. Financial

difficulties are the primary reason why it is not. These should be overcome.

Policy passed at the Annual General Meeting 2003-08-16:

NPC supports and campaigns for improved access to quality higher education.

Accession Countries (European Union)

Policy passed at the Ordinary General Meeting on 2004-02-28

Students from Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated. Universities should use their autonomy if the DfES will not make the change.

Association of University Teachers

Merged into UNIVERSITY AND COLLEGE UNION as of 2006-06-01

Association of University Teachers boycott

Passed at the Ordinary General Meeting on 2005-02-26

The NPC opposes the academic boycott of Israel as contrary to its object, which is to advance, in the public interest, the education of postgraduate students within the United Kingdom.

The NPC will continue to invite contributions from Israeli academics to its publications.

The NPC supports academic freedom.

AUT

See: ASSOCIATION OF UNIVERSITY TEACHERS

Biphobia

Policy passed at the Ordinary General Meeting on 2006-06-10

Discrimination can be subtle or overt, ranging from contracts not being renewed or posts and promotions not being offered, to more openly abusive behaviour. LGBT issues should be included in all equality training, internal

attitudinal surveys, and monitoring of complaints of harassment. The results of monitoring should be published.

NPC will work with the UNIVERSITIES AND COLLEGES UNION in ensuring universities and colleges have procedures that allow academics to complain without prejudice and that hidden homophobia and biphobia is challenged.

BNP

See: BRITISH NATIONAL PARTY

British National Party

Policy passed at the Ordinary General Meeting on 2005-02-26

The NPC believes that promotion of the BNP is against the public interest. In light of our equal opportunities, the NPC will not promote the BNP in a positive way in communications. The NPC will highlight, if the Communications Officer wishes, and if this would be in the public interest, places where the BNP position would be unacceptable to NPC due to our values as expressed in our equal opportunities policy. Overt BNP activity or BNP promotion at an NPC event is considered a breach of the equal opportunities policy that the Chair is mandated to resolve. The definition of overt activity and appropriate steps to resolve this shall be determined by the meeting Chair on the advice of the Equal Opportunities Officer. A record of ongoing public activity for the BNP by a person requesting membership shall be considered reasonable and sufficient grounds for the Chairperson not to grant membership should they judge that granting membership would, on the balance of probabilities lead to a breach of the equal opportunity policy.

CIS

See: COUNCIL FOR INTERNATIONAL STUDENTS

Classification of Students

Policy passed at the Ordinary General Meeting on 2004-02-28

Students from European Union Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated

Universities should use their autonomy if the DfES will not make the change.

Policy passed at the Ordinary General Meeting on 2005-02-26

Retaining the status of student for PhD candidates in the UK is highly desirable as

financial benefits, academic freedom, opportunities and other benefits as a student outweigh the benefits of employee status.

Complaints

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC supports the removal of Visitorial Jurisdiction over student complaints.

Conservative Party (UK)

Policy passed at the Ordinary General Meeting on 2004-11-13

NPC is opposed to commercial rates of student loans for undergraduates, on the grounds that these debts, when carried over into postgraduate study, act as a deterrent. Real-terms interest on student loans could hit postgraduates harder than most students as interest will continue to accrue during postgraduate study.

NPC will not express a preference between the policies of the Conservative or Labour Parties at this time.

NPC will write to the Conservative Party informing them of our opposition to these means of passing costs on to students; and of our particular concerns for how this would disproportionately penalise graduates who go into postgraduate study. At the very least, we urge them to freeze interest above the rate of inflation on student loans for those in postgraduate study, and to make this concession in their manifesto.

NPC will write to other parties expressing our position on student funding.

Council for International Students

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the COUNCIL FOR INTERNATIONAL STUDENTS in its campaign for better representation for international students through the creation of a part-time international students' officer for the NATIONAL UNION OF STUDENTS.

Policy passed at the Annual General Meeting 2003-08-16:

NPC will work with the Council for International Students, UKCOSA and the NATIONAL UNION OF STUDENTS where this is common interest to campaign to opposes charges for extending visas for international postgraduates.

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC will work with the Council for International Students to highlight the potential of the Higher Education Act (2004) to lead to increases in international fees to cover the funding gap.

Policy passed at the Ordinary General Meeting on 2005-11-12

NPC supports the INTERNATIONAL STUDENTS' FESTIVAL 2006, contributing £500 and publicising the event. Subject to the agreement of the Council for International Students. NPC will be involved in the planning stages of the festival.

Demonstrating (academic)

Policy passed at the Annual General Meeting 2004-08-14:

Teaching and demonstrating by postgraduates should not take place on Wednesday afternoons so that the period is free for useful activities.

Differential fees

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Disabled students

See: STUDENTS WITH DISABILITIES

Disabled Students' Allowance

Policy passed at the Ordinary General Meeting on 1999-06-05

Disable Students' Allowance should be extended for those postgraduates with disabilities who cannot otherwise obtain sufficient dedicated support on a similar basis to undergraduates.

Policy passed at the Ordinary General Meeting on 2002-05-25

Students With Disabilities should be encouraged to continue their education if they so wish and should not have to face extra academic and financial hardship as a result of their disability.

Postgraduates should have a DSA that is equal to that of an undergraduate. The current

system of applying for DSAs is complicated, time-consuming and needs improvement.

NPC supports the NUS SWD campaign in lobbying the DfES to improve the current system of DSA allocation, by taking on board the recommendations for improvement made to them by Skill and NUS. NPC will encourage Research Councils to promote DSAs to Departments and students, and to make improvements to their application procedures to aid a more consistent and effective approach to the allocation of DSAs.

Policy passed at the Annual General Meeting 2004-08-14:

There should be fair provision of Disable Students' Allowance for all research students. Disable Students' Allowance should be available to writing up students.

The government should review the funding available for postgraduates with disabilities.

Discrimination

See also: EQUAL OPPORTUNITIES POLICY

Policy passed at the Ordinary General Meeting on 2006-06-10

Academics should be rewarded by talent and should not be prejudiced by sexuality, gender, race, disability, age or ethnicity. Exemptions in access to goods and services are discriminatory and could be used by religious colleges to exclude students and prevent academic research.

Discrimination can be subtle or overt, ranging from contracts not being renewed or posts and promotions not being offered, to more openly abusive behaviour.

DSA

See: DISABLED STUDENTS' ALLOWANCE

Endowment Funds

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that endowment funds are a bonus to higher education and should be encouraged, but should not be treated as an essential source of income.

Equal Opportunities Policy

Policy passed at the Ordinary General Meeting on 2003-06-07

The National Postgraduate Committee aims to promote equality irrespective of age, disability, ethnicity, gender, nationality, political belief, religion or sexual orientation. We will not

tolerate any form of unfair or unlawful discrimination.

We are committed to:

Promoting equal opportunities for all;

Preventing direct or indirect discrimination, intimidation and harassment;

Promoting a positive and respectful environment where members and guests are treated with respect and dignity.

If a member or guest of the Committee feels that he or she has been discriminated against by another member or guest at a meeting or event organised by the Committee then he or she is encouraged to inform either the Chairperson, the Equal Opportunities Officer or the General Secretary who will act on the matter.

Eurodoc

NPC will take the following policies to Eurodoc as appropriate:

Policy passed at the Ordinary General Meeting on 2004-02-28

Students from Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated

Universities should use their autonomy if the DfES and counterparts will not make the change.

European Union Students

Policy passed at the Ordinary General Meeting on 2004-02-28

Students from Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated

Universities should use their autonomy if the DfES will not make the change.

Expansion

See: HIGHER EDUCATION EXPANSION

Extension Status

See: WRITING UP

Extra Curricular Activities

Policy passed at the Annual General Meeting 2004-08-14:

The NPC encourages participation in such activities and good scheduling of these activities. In particular it believes Wednesday afternoons should be kept clear of formal academic commitments.

Foundation Degrees

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes increasing the number of foundation degrees as a means to expand higher education.

Funding

See also: HIGHER EDUCATION FUNDING; RESEARCH FUNDING CONCENTRATION; STUDENT FUNDING

Policy passed at the Ordinary General Meeting on 2001-06-02

Postgraduate education should be equally accessible on the basis of merit. Financial difficulties are the primary reason why it is not. These should be overcome.

Policy passed at the Ordinary General Meeting on 2002-02-23

Lack of postgraduate funding is restricting access to postgraduate education. It is in the interests of the country that all graduates academically capable of undertaking postgraduate study should be able to do so irrespective of financial matters.

The Career Development Loan is a dangerous and inadequate method of support for postgraduate study, as well as not being available for many postgraduates.

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-linked income-contingent loan to cover the costs of tuition fees, in preference to no funding.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional

costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Policy passed at the Ordinary General Meeting on 2002-05-25

All tuition fees for undergraduates should be abolished. There should be a student loan entitlement for undergraduates that covers their living expenses. Student loans at commercial rates should not be introduced.

Policy passed at the Ordinary General Meeting on 2002-05-25

NPC's policy on premium fees and hidden course costs should apply to both part-time and full-time postgraduates. Some postgraduates (such as lone parents) study part-time because full-time study is impractical.

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

Policy passed at the Annual General Meeting on 2005-08-13

That with English undergraduate fees being increased to £3,000 a year, many Universities may expect the market to tolerate increases in postgraduate fees. As a result the need for a comprehensive and fair system of postgraduate financial support is becoming more and more acute. It is a disgrace that whilst accepting the case for deferred undergraduate fees, the Government has taken no action to address the greater burden of up-front postgraduate fees. At the very least, postgraduate fees should be deferred using the same formula as that for undergraduate fees, for those not in receipt of Research Council or similar funding. Living expenses form the majority of the financial burden of most postgraduates, and as with undergraduates, low-interest loans should be made available to meet these costs for those without Research Council or similar funding.

GATS

See: GENERAL AGREEMENT IN TRADE AND SERVICES

General Agreement in Trade and Services (GATS)

Policy passed at the Ordinary General Meeting on 2002-11-02

The NPC believes that the introduction of GATS to UK Higher Education would have a negative impact by: reducing or eliminating altogether the public funding available; increase pressure to sacrifice "economically non-viable" activities; lead to a loss of revenue lucrative course and a loss of savings from cost effective courses, meaning that some "unprofitable courses" will be vulnerable to closure; weaken quality; prevent government regulation in the public interest; undermine co-operative internationalisation; and affect academics by accelerating commodification, eroding employment conditions, constraining academic freedom, introducing a dynamic towards higher fees, affecting access and equality, threatening the educational experience. The NPC resolves to work with other bodies in opposing the inclusion of UK Higher Education in the GATS negotiations and will, following further research, respond to the Government consultation entitled "Liberalising Trade in Services - A new consultation on the World Trade Organisation GATS negotiations".

Goods and Services

Policy passed at the Ordinary General Meeting on 2006-06-10

Academics should be rewarded by talent and should not be prejudiced by sexuality, gender,

race, disability, age or ethnicity. Exemptions in access to goods and services are discriminatory and could be used by religious colleges to exclude students and prevent academic research.

Harassment

See also: EQUAL OPPORTUNITIES POLICY

Hidden course costs

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Higher Education Academy

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and the HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Higher Education Act (2004)

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC opposed the introduction of the Act due to provisions relating to the introduction of top-up fees and variable rate fees.

Higher Education Expansion

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes the expansion of higher education through increasing the number of foundation degrees or lowering standards in first degrees.

Further research is needed into how expansion of undergraduate numbers will change the demand for postgraduate qualifications and resources required to achieve this.

Expansion is not the same thing as WIDENING PARTICIPATION.

Higher Education Funding

Policy passed at the Ordinary General Meeting on 2001-06-02

Postgraduate education should be equally accessible on the basis of merit. Financial difficulties are the primary reason why it is not. These should be overcome.

Policy passed at the Ordinary General Meeting on 2002-02-23

Lack of postgraduate funding is restricting access to postgraduate education. It is in the interests of the country that all graduates academically capable of undertaking postgraduate study should be able to do so irrespective of financial matters.

The Career Development Loan is a dangerous and inadequate method of support for postgraduate study, as well as not being available for many postgraduates.

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-linked income-contingent loan to cover the costs of tuition fees, in preference to no funding.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Policy passed at the Ordinary General Meeting on 2002-05-25

All tuition fees for undergraduates should be abolished. There should be a student loan entitlement for undergraduates that covers their living expenses. Student loans at commercial rates should not be introduced.

Policy passed at the Ordinary General Meeting on 2002-05-25

NPC's policy on premium fees and hidden course costs should apply to both part-time and full-time postgraduates. Some postgraduates (such as lone parents) study part-time because full-time study is impractical.

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that successful research quality bears little relation to teaching or the training and equipping of research students. Research is a vital foundation to quality teaching in higher education where learning is complimented by cutting edge knowledge. Improved teaching standards are necessary in research intensive institutions. Postgraduates

could be deprived of many opportunities without access to research.

The NPC opposes the over-concentration of research funding and supports access for students interested in pursuing postgraduate research in an institution suitable to their interests.

The NPC believes that endowment funds are a bonus to higher education and should be encouraged, but should not be treated as an essential source of income.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC is opposed to tuition fees and top-up fees at undergraduate level as they both deter entry into higher education and lead to debt levels that are a deterrent to entering postgraduate study.

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes changes in higher education student funding that would increase the levels of student debt.

Policy passed at the Ordinary General Meeting on 2003-11-15

NPC supports the proposals of a single stream of funding not at the expense of losing a suitable research environment.

NPC opposes plans to remove the number of postgraduate students from the QR volume measure.

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC opposes all tuition fees and variable rate fees and potential increases in fee levels at undergraduate level due to the deterrent effect such debt has on decisions to undertake postgraduate study.

Students from Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated

Universities should use their autonomy if the DfES will not make the change.

NPC restates its opposition to concentration of research funding.

Policy passed at the Annual General Meeting 2004-08-14:

There should be fair provision of DSA for all research students.

DSA should be available to writing up students.

The government should review the funding available for postgraduates with disabilities.

Policy passed at the Ordinary General Meeting on 2004-11-13

NPC is opposed to commercial rates of student loans for undergraduates, on the grounds that these debts, when carried over into postgraduate study, act as a deterrent. Real-terms interest on student loans could hit postgraduates harder than most students as interest will continue to accrue during postgraduate study.

Policy passed at the Ordinary General Meeting on 2004-11-13

NPC is opposed to commercial rates of student loans for undergraduates, on the grounds that these debts, when carried over into postgraduate study, act as a deterrent. Real-terms interest on student loans could hit postgraduates harder than most students as interest will continue to accrue during postgraduate study.

NPC will write to the political parties expressing our position on student funding.

Policy passed at the Annual General Meeting on 2005-08-13

That with English undergraduate fees being increased to £3,000 a year, many Universities may expect the market to tolerate increases in postgraduate fees. As a result the need for a comprehensive and fair system of postgraduate financial support is becoming more and more acute. It is a disgrace that whilst accepting the case for deferred undergraduate fees, the Government has taken no action to address the greater burden of up-front postgraduate fees. At the very least, postgraduate fees should be deferred using the same formula as that for undergraduate fees, for those not in receipt of Research Council or similar funding. Living expenses form the majority of the financial burden of most postgraduates, and as with undergraduates, low-interest loans should be made available to meet these costs for those without Research Council or similar funding.

Higher Education Staff Development Agency

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and the Higher Education Staff Development Agency as a means of forming a teaching academy.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and the Higher Education Staff Development Agency as a means of forming a teaching academy.

Higher Education White Paper (2003)

As a broad ranging document, the White Paper contained many proposals. The NPC's full policy on each subject can be found in the relevant section. Listed here are only the policies passed in direct response to it.

RESEARCH FUNDING:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that successful research quality bears little relation to teaching or the training and equipping of research students. Research is a vital foundation to quality teaching in higher education where learning is complimented by cutting edge knowledge. Improved teaching standards are necessary in research intensive institutions. Postgraduates could be deprived of many opportunities without access to research.

The NPC opposes the over-concentration of research funding and supports access for students interested in pursuing postgraduate research in an institution suitable to their interests.

TRAINING:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC commends the suggestion in the 2003 Higher Education White Paper to increase training provision and setting higher standards for PhD students. The NPC will continue to work with the funding councils in ensuring that suitable standards are agreed.

NATIONAL STUDENT FEEDBACK SURVEY:

Passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that national student feedback should be extended to postgraduates and seeks opportunities to create the introduction of national feedback mechanisms.

LEARNING AND TEACHING:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports the increasing of learning and teaching standards for postgraduate taught courses and the inclusion of postgraduates who teach within improved teaching standards. The NPC supports the increase of funding for the recruitment and retention of academic staff.

Merging the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and the HIGHER EDUCATION STAFF DEVELOPMENT AGENCY:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the LEARNING AND TEACHING SUPPORT NETWORK and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

ENDOWMENT FUNDS:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that endowment funds are a bonus to higher education and should be encouraged, but should not be treated as an essential source of income.

KNOWLEDGE TRANSFER:

Policy passed at the Ordinary General Meeting on 2003-06-07

Current aspects of knowledge transfer at postgraduate level are of benefit to the economy and society and should not be discouraged. Access to research in a number of cases is, however, essential in both taught and research degree programmes at postgraduate level. Knowledge transfer intensive institutions will potentially reduce, or even remove the intake of postgraduate students.

PRIVY COUNCIL:

Policy passed at the Ordinary General Meeting on 2003-06-07

The Privy Council is an ineffective body for approving changes to statutes. It should be replaced with an alternative solution to maintain central governance.

TUITION FEES (UNDERGRADUATE):

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC is opposed to tuition fees and top-up fees at undergraduate level as they both deter entry into higher education and lead to debt levels

that are a deterrent to entering postgraduate study.

Homophobia

Policy passed at the Ordinary General Meeting on 2006-06-10

Discrimination can be subtle or overt, ranging from contracts not being renewed or posts and promotions not being offered, to more openly abusive behaviour. LGBT issues should be included in all equality training, internal attitudinal surveys, and monitoring of complaints of harassment. The results of monitoring should be published.

NPC will work with the UNIVERSITIES AND COLLEGES UNION in ensuring universities and colleges have procedures that allow academics to complain without prejudice and that hidden homophobia and biphobia is challenged.

ILT(HE)

See: INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION

Immigration charges

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes charges for extending visas for international postgraduates and will campaign with the COUNCIL FOR INTERNATIONAL STUDENTS, UKCOSA and the NATIONAL UNION OF STUDENTS where there is common interest.

Institute for Learning and Teaching in Higher Education

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports proposals to merge the Institute for Learning and Teaching in Higher Education, the LEARNING AND TEACHING SUPPORT NETWORK and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the proposals to merge the Institute for Learning and Teaching in Higher Education, the LEARNING AND TEACHING SUPPORT NETWORK and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Intellectual Property Rights

Policy passed at the Ordinary General Meeting on 2005-06-11

Whilst the majority of postgraduates will produce no intellectual property of commercial

value, their legal rights as creators of original knowledge must be respected. For the minority who do produce commercially exploitable work, a flawed system of rights ownership may cause significant losses, both financial and in terms of future employment.. After sufficient research and discussion, the NPC will draw up guidelines on the handling of intellectual property created by postgraduates, with special reference to its commercial exploitation.

Interest Rates

Policy passed at the Ordinary General Meeting on 2002-05-25

Student loans at commercial rates should not be introduced.

Policy passed at the Ordinary General Meeting on 2004-11-13

NPC is opposed to commercial rates of student loans for undergraduates, on the grounds that these debts, when carried over into postgraduate study, act as a deterrent. Real-terms interest on student loans could hit postgraduates harder than most students as interest will continue to accrue during postgraduate study.

International Students

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes charges for extending visas for international postgraduates and will campaign with the COUNCIL FOR INTERNATIONAL STUDENTS, UKCOSA and the NATIONAL UNION OF STUDENTS where there is common interest.

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC will work with the COUNCIL FOR INTERNATIONAL STUDENTS to highlight the potential of the Higher Education Act (2004) to lead to increases in international fees to cover the funding gap.

Policy passed at the Ordinary General Meeting on 2004-02-28

Students from European Union Accession Countries should be classified as home/EU students as of accession, charged at the home/EU rate from the accession date, and any difference, where already paid, should be rebated

Universities should use their autonomy if the DfES will not make the change.

International Students' Festival

Policy passed at the Ordinary General Meeting on 2005-11-12

NPC supports the International Students' Festival 2006, contributing £500 and publicising the event. Subject to the agreement of the COUNCIL FOR INTERNATIONAL STUDENTS. NPC will be involved in the planning stages of the festival.

International Students' Officer (National Union of Students)

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the COUNCIL FOR INTERNATIONAL STUDENTS in its campaign for better representation for international students through the creation of a part-time international students' officer for the NATIONAL UNION OF STUDENTS.

Intimidation

See also: EQUAL OPPORTUNITIES POLICY

Israel

Passed at the Ordinary General Meeting on 2005-02-26

The NPC opposes the academic boycott of Israel as contrary to its object, which is to advance, in the public interest, the education of postgraduate students within the United Kingdom.

The NPC will continue to invite contributions from Israeli academics to its publications.

The NPC supports academic freedom.

Knowledge Transfer

Policy passed at the Ordinary General Meeting on 2003-06-07

Current aspects of knowledge transfer at postgraduate level are of benefit to the economy and society and should not be discouraged. Access to research in a number of cases is, however, essential in both taught and research degree programmes at postgraduate level. Knowledge transfer intensive institutions

will potentially reduce, or even remove the intake of postgraduate students.

Learning and Teaching

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports the increasing of learning and teaching standards for postgraduate taught courses and the inclusion of postgraduates who teach within improved teaching standards. The NPC supports the increase of funding for the recruitment and retention of academic staff.

Learning and Teaching Support Network

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the Learning and Teaching Support Network and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the proposals to merge the INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION, the Learning and Teaching Support Network and HIGHER EDUCATION STAFF DEVELOPMENT AGENCY as a means of forming a teaching academy.

Lesbian, Gay, Bisexual and Trans (LGBT)

Policy passed at the Ordinary General Meeting on 2006-06-10

Academics should be rewarded by talent and should not be prejudiced by sexuality, gender, race, disability, age or ethnicity. Exemptions in access to goods and services are discriminatory and could be used by religious colleges to exclude students and prevent academic research.

Discrimination can be subtle or overt, ranging from contracts not being renewed or posts and promotions not being offered, to more openly abusive behaviour.

LGBT issues should be included in all equality training, internal attitudinal surveys, and monitoring of complaints of harassment. The results of monitoring should be published.

NPC will work with Stonewall where practicable in opposing exemptions to the goods and services regulations and to highlight discrimination in the academic environment. NPC will work with the UNIVERSITIES AND COLLEGES UNION in ensuring universities and colleges have procedures that allow academics

to complain without prejudice and that hidden homophobia and biphobia is challenged.

LGBT

See: LESBIAN, GAY, BISEXUAL AND TRANS

Living costs

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Loans

See: STUDENT LOANS

London Transport student discount scheme

Policy passed at the Ordinary General Meeting on 1999-02-20

The London Transport student discount scheme should be available to all full-time students, regardless of age, and should be extended to part-time students, as a significant portion of these groups are postgraduates, who are likely to be in financial hardship. The scheme should also be accessible for students registered at institutions outside London.

NATFHE

See: NATIONAL ASSOCIATION OF TEACHERS IN FURTHER AND HIGHER EDUCATION

National Association of Teachers in Further and Higher Education

Merged into UNIVERSITY AND COLLEGE UNION as of 2006-06-01

National Student Feedback Survey:

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that national student feedback should be extended to postgraduates and seeks opportunities to create the introduction of national feedback mechanisms.

National Union of Students

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the COUNCIL FOR INTERNATIONAL STUDENTS in its campaign for better representation for international students through the creation of a part-time international students' officer for the NATIONAL UNION OF STUDENTS.

Northern Ireland

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC opposes all tuition fees and variable rate fees and potential increases in fee levels at undergraduate level due to the deterrent effect such debt has on decisions to undertake postgraduate study.

NPC opposes moves to introduce the tuition fees provisions of the Higher Education Act (2004) to Northern Ireland.

Policy passed at the Ordinary General Meeting on 2004-06-05

Lobby the Department of Employment and Learning in Northern Ireland to seek fairer funding for taught postgraduates in line with NPC's policy on postgraduate funding.

Work with NUS-USI, NATFHE and AUT to promote the charters for postgraduates who teach within Northern Ireland.

Work with NUS-USI in promoting resources available to enhance postgraduate representation within higher education institutions.

NPC will maintain a section of the website promoting work in Northern Ireland.

NUS

See: NATIONAL UNION OF STUDENTS

Part-time students

Policy passed at the Ordinary General Meeting on 1999-02-20

The London Transport student discount scheme should be available to all full-time students, regardless of age, and should be extended to part-time students, as a significant portion of these groups are postgraduates, who are likely to be in financial hardship. The scheme should also be accessible for students registered at institutions outside London.

Policy passed at the Ordinary General Meeting on 2002-05-25

NPC's policy on premium fees and hidden course costs should apply to both part-time and full-time postgraduates. Some postgraduates (such as lone parents) study part-time because full-time study is impractical.

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

PGCE

See: POSTGRADUATE CERTIFICATE OF SECONDARY EDUCATION

PGDE

See: PROFESSIONAL GRADUATE DIPLOMA OF SECONDARY EDUCATION

PhD student status

Policy passed at the Ordinary General Meeting on 2005-02-26

Retaining the status of student for PhD candidates in the UK is highly desirable as financial benefits, academic freedom, opportunities and other benefits as a student outweigh the benefits of employee status.

Postgraduate Certificate of Secondary Education

Policy passed at the Annual General Meeting on 2005-08-13

Introducing top-up fees on PGCE courses is likely to deter graduates from entering the teaching professions and will be detrimental to attracting the most suitable and qualified applicants. There remains a shortage of teachers in the UK; this shortage is particularly acute in certain subject areas and is likely to worsen under the new fee arrangements. Teachers are valuable public sector workers of enormous societal value; graduates should not have to pay fees on PGCE courses that equip them to educate and inspire future generations of young people.

Postgraduate funding

Policy passed at the Ordinary General Meeting on 2002-02-23

Lack of postgraduate funding is restricting access to postgraduate education. It is in the interests of the country that all graduates academically capable of undertaking postgraduate study should be able to do so irrespective of financial matters.

The Career Development Loan is a dangerous and inadequate method of support for postgraduate study, as well as not being available for many postgraduates.

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-

linked income-contingent loan to cover the costs of tuition fees, in preference to no funding.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Postgraduates who teach

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports the inclusion of postgraduates who teach within improved teaching standards.

Privy Council

Policy passed at the Ordinary General Meeting on 2003-06-07

The Privy Council is an ineffective body for approving changes to statutes. It should be replaced with an alternative solution to maintain central governance.

Pro-Test

Policy passed at the Ordinary General Meeting on 2006-06-10

The Pro-Test movement is about more than the new biomedical research laboratory in Oxford or animal testing in general; it is about opposing violence and intimidation that threaten academic freedom and the freedom of scientific inquiry.

It is in line with the NPC's objective to articulate support of the Pro-Test movement; not to support the Oxford lab or animal testing per se, but to support Pro-Test in its fight for academic freedom and the freedom of scientific inquiry within the frame of the current law.

Professional Graduate Diploma of Secondary Education

See also: POSTGRADUATE CERTIFICATE OF SECONDARY EDUCATION

Quality Assurance

Policy passed at the Annual General Meeting 2003-08-16:

NPC supports the maintenance of standards and quality assurance of postgraduate qualifications.

RDAs

See: REGIONAL DEVELOPMENT AGENCIES

Regional Development Agencies

Policy passed at the Ordinary General Meeting on 2003-11-15

The NPC resolves to produce a paper that can be used to present the case for postgraduate education in terms of enhancing regional economy. It will then lobby an individual RDA as appropriate with the intention to pursue other RDAs after successful milestones have been met.

Research Assessment Exercise

Policy passed at the Ordinary General Meeting on 2006-06-10

The Research Assessment Exercise has made funding very selective, as it was intended to do and concentrates research money on a university elite. Peer review is one of a number of methods of assessing academic quality, which has benefits and problems. Scrapping the RAE would reduce the administrative burden on institutions.

Concentration of funding towards higher rated departments is destructive to other valued aspects of a department including teaching and emerging research.

Any replacement to RAE and changes to research funding should not advantage science subjects to the detriment of arts and humanities subjects. Any replacement must ensure promoting equal opportunities in the research environment is not threatened.

Research Funding

Policy passed at the Ordinary General Meeting on 2002-05-25

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC believes that successful research quality bears little relation to teaching or the training and equipping of research students. Research is a vital foundation to quality teaching in higher education where learning is complimented by cutting edge knowledge. Improved teaching standards are necessary in research intensive institutions. Postgraduates could be deprived of many opportunities without access to research.

The NPC opposes the over-concentration of research funding and supports access for students interested in pursuing postgraduate research in an institution suitable to their interests.

Policy passed at the Ordinary General Meeting on 2006-06-10

The Research Assessment Exercise has made funding very selective, as it was intended to do and concentrates research money on a university elite. Peer review is one of a number of methods of assessing academic quality which has benefits and problems. Scrapping the RAE would reduce the administrative burden on institutions.

Concentration of funding towards higher rated departments is destructive to other valued aspects of a department including teaching and emerging research.

Research Funding Concentration

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC restates its opposition to concentration of research funding.

Research Funding Method

Policy passed at the Ordinary General Meeting on 2003-11-15

NPC supports the proposals of a single stream of funding not at the expense of losing a suitable research environment.

NPC opposes plans to remove the number of postgraduate students from the QR volume measure.

Research in institutions

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC opposes the removal of research in institutions where it will not benefit the choice of postgraduates and the opportunities available. Access to research in a number of cases is essential in both taught and research degree programmes at postgraduate level. Knowledge transfer intensive institutions will potentially reduce, or even remove the intake of postgraduate students. Transition from a teaching intensive institution to a research-intensive institution for a prospective postgraduate could be difficult.

Researcher status

Policy passed at the Ordinary General Meeting on 2005-02-26

Retaining the status of student for PhD candidates in the UK is highly desirable as financial benefits, academic freedom, opportunities and other benefits as a student outweigh the benefits of employee status.

Roberts Training

Policy passed at the Ordinary General Meeting on 2004-06-05

Training as recommended by Roberts should be available to all UK, EU and Overseas Research Students. Funding will be required from the UK funding councils to meet the needs. International fees should not be increased to meet the real costs of research training.

Schoolteachers

See: TEACHERS (SCHOOL)

Sport

See also: EXTRA CURRICULAR ACTIVITIES.

Staff status

Policy passed at the Ordinary General Meeting on 2005-02-26

Retaining the status of student for PhD candidates in the UK is highly desirable as financial benefits, academic freedom, opportunities and other benefits as a student outweigh the benefits of employee status.

Standards (Academic)

See: ACADEMIC STANDARDS

Statutes

Policy passed at the Ordinary General Meeting on 2003-06-07

The Privy Council is an ineffective body for approving changes to statutes. It should be replaced with an alternative solution to maintain central governance.

Stonewall

Policy passed at the Ordinary General Meeting on 2006-06-10

NPC will work with Stonewall where practicable in opposing exemptions to the goods and services regulations and to highlight discrimination in the academic environment.

Student Complaints

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC supports the removal of Visitorial Jurisdiction over student complaints.

Student Contracts

Policy passed at the Ordinary General Meeting on 2006-02-04

Students have certain rights such as access to facilities, resources, academic support and teaching. Universities have the right to expect students to conduct their studies responsibly and conscientiously. Contracts that exact responsibilities and rights should do so fairly on both partners.

Student Funding

Policy passed at the Ordinary General Meeting on 2002-02-23

Lack of postgraduate funding is restricting access to postgraduate education. It is in the interests of the country that all graduates academically capable of undertaking postgraduate study should be able to do so irrespective of financial matters.

The Career Development Loan is a dangerous and inadequate method of support for postgraduate study, as well as not being available for many postgraduates.

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-linked income-contingent loan to cover the costs of tuition fees, in preference to no funding.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Policy passed at the Ordinary General Meeting on 2002-05-25

All tuition fees for undergraduates should be abolished. There should be a student loan entitlement for undergraduates that covers their living expenses. Student loans at commercial rates should not be introduced.

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Policy passed at the Ordinary General Meeting on 2002-05-25

NPC's policy on premium fees and hidden course costs should apply to both part-time and full-time postgraduates. Some postgraduates (such as lone parents) study part-time because full-time study is impractical.

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes changes in higher education student funding that would increase the levels of student debt.

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC opposes all tuition fees and variable rate fees and potential increases in fee levels at undergraduate level due to the deterrent effect such debt has on decisions to undertake postgraduate study.

Policy passed at the Annual General Meeting on 2005-08-13

That with English undergraduate fees being increased to £3,000 a year, many Universities may expect the market to tolerate increases in postgraduate fees. As a result the need for a comprehensive and fair system of postgraduate financial support is becoming more and more acute. It is a disgrace that whilst accepting the case for deferred undergraduate fees, the Government has taken no action to address the greater burden of up-front postgraduate fees. At the very least, postgraduate fees should be deferred using the same formula as that for undergraduate fees, for those not in receipt of Research Council or similar funding. Living

expenses form the majority of the financial burden of most postgraduates, and as with undergraduates, low-interest loans should be made available to meet these costs for those without Research Council or similar funding.

Student Loans

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-linked income-contingent loan to cover the costs of tuition fees, in preference to no funding. If legislation to stop institutions increasing tuition fees and phase out existing differential fees is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Passed at the Ordinary General Meeting on 2002-05-25

All self-funded postgraduates who are not in receipt of financial support should be entitled to an interest-free, income contingent loan to cover the full cost of living during the period of study, in preference to the current system of no funding. This level of this loan must be determined in such a way as to ensure that the additional end of year costs are taken into consideration. The loan entitlement for living costs should be at least the equivalent amount that an undergraduate on a 52-week course would be entitled to.

Policy passed at the Ordinary General Meeting on 2002-05-25

There should be a student loan entitlement for undergraduates that covers their living expenses. Student loans at commercial rates should not be introduced.

Policy passed at the Ordinary General Meeting on 2004-11-13

NPC is opposed to commercial rates of student loans for undergraduates, on the grounds that these debts, when carried over into postgraduate study, act as a deterrent. Real-terms interest on student loans could hit postgraduates harder than most students as interest will continue to accrue during postgraduate study.

NPC will not express a preference between the policies of the Conservative or Labour Parties at this time.

NPC will write to the Conservative Party informing them of our opposition to these means of passing costs on to students; and of our particular concerns for how this would

disproportionately penalise graduates who go into postgraduate study. At the very least, we urge them to freeze interest above the rate of inflation on student loans for those in postgraduate study, and to make this concession in their manifesto.

NPC will write to other parties expressing our position on student funding.

Policy passed at the Annual General Meeting on 2005-08-13

Living expenses form the majority of the financial burden of most postgraduates, and as with undergraduates, low-interest loans should be made available to meet these costs for those without Research Council or similar funding.

Student status

Policy passed at the Ordinary General Meeting on 2005-02-26

Retaining the status of student for PhD candidates in the UK is highly desirable as financial benefits, academic freedom, opportunities and other benefits as a student outweigh the benefits of employee status.

Students With Disabilities

See also: DISABLED STUDENTS' ALLOWANCE

Policy passed at the Ordinary General Meeting on 2002-05-25

Students With Disabilities should be encouraged to continue their education if they so wish and should not have to face extra academic and financial hardship as a result of their disability.

Supervision

Policy passed at the Ordinary General Meeting on 2004-06-05

Supervision training should include the role of the supervisor in advising a student when they may have done enough research to consider submitting.

SWD

See: STUDENTS WITH DISABILITIES

Taught courses

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports the increasing of learning and teaching standards for postgraduate taught courses.

Teachers (school)

Policy passed at the Annual General Meeting on 2005-08-13

Introducing top-up fees on PGCE courses is likely to deter graduates from entering the teaching professions and will be detrimental to attracting the most suitable and qualified applicants. There remains a shortage of teachers in the UK; this shortage is particularly acute in certain subject areas and is likely to worsen under the new fee arrangements. Teachers are valuable public sector workers of enormous societal value; graduates should not have to pay fees on PGCE courses that equip them to educate and inspire future generations of young people.

Teaching

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC supports the increasing of learning and teaching standards for postgraduate taught courses and the inclusion of postgraduates who teach within improved teaching standards. The NPC supports the increase of funding for the recruitment and retention of academic staff.

Policy passed at the Ordinary General Meeting on 2004-06-05

Work with NUS-USI, NATFHE and AUT to promote the charters for postgraduates who teach within Northern Ireland.

Policy passed at the Annual General Meeting 2004-08-14:

Teaching and demonstrating by postgraduates should not take place on Wednesday afternoons so that the period is free for useful activities.

Teaching Academy

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports the creating of a Teaching Academy through the merger of the Institute for Learning and Teaching in Higher Education, the Learning and Teaching Support Network and Higher Education Staff Development Agency.

Membership of the teaching academy should be accessible to postgraduates.

NPC supports the principle of levels of membership in the future teaching academy and supports the need for accessible postgraduate membership as plans for the teaching academy develop.

Teaching Intensive Institutions

Policy passed at the Ordinary General Meeting on 2003-06-07

Teaching intensive institutions will potentially reduce, or even remove the intake of postgraduate students. Transition from a teaching intensive institution to a research-intensive institution for a prospective postgraduate could be difficult.

The title "University" for a teaching intensive institution is not consistent with the Bologna Declaration and an alternative title should be sought.

Timetabling

Policy passed at the Annual General Meeting 2004-08-14:

Formal teaching, at both postgraduate and undergraduate level, should not be timetabled for Wednesday afternoons so that the period is free for useful activities.

Title "University"

See: UNIVERSITY (USE OF TERM)

Training

Policy passed at the Ordinary General Meeting on 2003-02-15

The NPC commends the suggestion in the 2003 Higher Education White Paper to increase training provision and setting higher standards for PhD students. The NPC will continue to work with the funding councils in ensuring that suitable standards are agreed.

Policy passed at the Ordinary General Meeting on 2004-06-05

Training as recommended by Roberts should be available to all UK, EU and Overseas Research Students. Funding will be required from the UK funding councils to meet the needs. International fees should not be increased to meet the real costs of research training.

Tuition Fees (general)

Passed at the Ordinary General Meeting on 2002-05-25

It is unfair to use international students to subsidise home students. Charging excessive premium fees to international students often encourages institutions to favour applicants paying high fees over home students, irrespective of academic ability. Whilst the Government should not be expected to support international students to the same level as home students, it would be beneficial to have reciprocal arrangements with other countries to support students at each other's institutions.

Tuition Fees (Postgraduate)

Policy passed at the Ordinary General Meeting on 2002-02-23

All postgraduates whose fees are not paid for by sponsors should be entitled to an index-linked income-contingent loan to cover the costs of tuition fees, in preference to no funding.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not increase tuition fees for courses that are both postgraduate in time and level (but not including vocational courses such as the MBA). The Government should introduce effective legislation to stop institutions increasing tuition fees and phase out existing differential fees. If this is not forthcoming, loans for postgraduates should cover the cost of the increased fees.

Policy passed at the Ordinary General Meeting on 2002-02-23

Institutions should not charge for additional academic costs on top of tuition fees. If institutions will not stop charging additional costs, they must clearly state to prospective students all costs that students will have to pay during their course. The Government should introduce and enforce effective anti-hidden course costs legislation at postgraduate level.

Policy passed at the Ordinary General Meeting on 2002-05-25

NPC's policy on premium fees and hidden course costs should apply to both part-time and full-time postgraduates. Some postgraduates (such as lone parents) study part-time because full-time study is impractical.

The Research Councils/AHRB should relax their rules against funding part-time postgraduates when there is a good reason why an individual would be better suited to part-time work.

Policy passed at the Annual General Meeting on 2005-08-13

That with English undergraduate fees being increased to £3,000 a year, many Universities may expect the market to tolerate increases in postgraduate fees. As a result the need for a comprehensive and fair system of postgraduate financial support is becoming more and more acute. It is a disgrace that whilst accepting the case for deferred undergraduate fees, the Government has taken no action to address the greater burden of up-front postgraduate fees. At the very least, postgraduate fees should be

deferred using the same formula as that for undergraduate fees, for those not in receipt of Research Council or similar funding. Living expenses form the majority of the financial burden of most postgraduates, and as with undergraduates, low-interest loans should be made available to meet these costs for those without Research Council or similar funding.

Tuition Fees (Undergraduate)

Policy passed at the Ordinary General Meeting on 2002-05-25

All tuition fees for undergraduates should be abolished.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC is opposed to tuition fees and top-up fees at undergraduate level as they both deter entry into higher education and lead to debt levels that are a deterrent to entering postgraduate study.

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC opposes all tuition fees and variable rate fees and potential increases in fee levels at undergraduate level due to the deterrent effect such debt has on decisions to undertake postgraduate study.

UCU

See UNIVERSITY AND COLLEGE UNION

Undergraduate Demonstrating/Teaching

Policy passed at the Annual General Meeting 2004-08-14:

Teaching and demonstrating by postgraduates should not take place on Wednesday afternoons so that the period is free for useful activities.

Undergraduate Tuition Fees

See TUITION FEES (UNDERGRADUATE)

University (Use of term)

Policy passed at the Ordinary General Meeting on 2003-06-07

The title "University" for a teaching intensive institution is not consistent with the Bologna Declaration and an alternative title should be sought.

University and College Union (UCU)

Merger of ASSOCIATION OF UNIVERSITY TEACHERS and NATIONAL ASSOCIATION OF TEACHERS IN FURTHER AND HIGHER EDUCATION as of 2006-06-01

Policy passed at the Ordinary General Meeting on 2006-06-10

NPC will work with UCU in ensuring universities and colleges have procedures that allow academics to complain without prejudice and that hidden homophobia and biphobia is challenged.

Visa Charges

Policy passed at the Annual General Meeting 2003-08-16:

NPC opposes charges for extending visas for international postgraduates and will campaign with the COUNCIL FOR INTERNATIONAL STUDENTS, UKCOSA and the NATIONAL UNION OF STUDENTS where there is common interest.

Visitorial Jurisdiction

Policy passed at the Ordinary General Meeting on 2004-02-28

NPC supports the removal of Visitorial Jurisdiction over student complaints.

Wednesday Afternoons

Policy passed at the Annual General Meeting 2004-08-14:

Formal teaching, at both postgraduate and undergraduate level, should not be timetabled for Wednesday afternoons so that the period is free so that the period is free for useful activities.

West Midlands Area National Union of Students

Policy passed at the Annual General Meeting on 2005-08-13

NPC will support the campaign of West Midlands Area National Union of Students (WMANUS) to call for the Government to restore the exemptions from fees that have previously been granted to all PGCE students.

Widening Participation

Policy passed at the Ordinary General Meeting on 2003-06-07

That progression to postgraduate education should be included in widening participation.

Policy passed at the Ordinary General Meeting on 2003-06-07

NPC supports campaigns for equality of access to higher education for people from all backgrounds. NPC is opposed to tuition fees and top-up fees at undergraduate level as they both deter entry into higher education and lead to debt levels that are a deterrent to entering postgraduate study.

*Policy passed at the Annual General Meeting
2003-08-16:*

Widening Participation is not the same thing as HIGHER EDUCATION EXPANSION.

NPC supports and campaigns for improved access to quality higher education.

WMANUS

See: WEST MIDLANDS AREA NATIONAL UNION OF STUDENTS

Writing-Up

*Policy passed at the Ordinary General Meeting
on 2004-06-05*

PhD research can naturally take longer than predicted. There should be no national policies penalising students who take longer than some arbitrary standard to complete, or those who take longer due to personal circumstances, financial circumstance or individual needs. Universities should provide more support than penalties.

NPC will provide individual members with information should they need it.

*Policy passed at the Annual General Meeting
2004-08-14:*

DISABLED STUDENTS' ALLOWANCE should be available to writing up students.