**NOMINATION FORM:**

**ELECTIONS TO COUNCIL, COMMITTEES & BOARDS**

**(excluding Divisional & Faculty Boards)**

**One copy of this form in respect of each candidate, including the details of the candidate and at least four (but no more than 10) nominators, must be copied to the nominators and sent as an email attachment to the Elections Office [**[***elections.office@admin.ox.ac.uk***](mailto:elections.office@admin.ox.ac.uk)**] before the relevant closing date for nominations as published in the *University Gazette*  and the Elections Office website [**<https://governance.admin.ox.ac.uk/current-elections#/?>**]**

*Please note: elections by Congregation are now being conducted electronically. Hard copies of nomination forms will* ***not*** *be processed.*

*Please complete this form (including nominators’ details) and send it as an email attachment to* [*elections.office@admin.ox.ac.uk*](mailto:elections.office@admin.ox.ac.uk)*.* ***PLEASE ENSURE THAT THE NOMINATORS LISTED IN SECTION D ARE ALSO COPIED INTO THE EMAIL WHEN THE NOMINATION FORM IS SUBMITTED, AS THIS WILL ACT AS VERIFICATION OF THE NOMINATION IN LIEU OF SUPPLYING ORIGINAL SIGNATURES*** *(i.e. it will demonstrate that the nominators are aware of the submission and will enable them to contact the Elections Office directly, should any corrections be required).*

*Before completing this form, all candidates are asked to note the general eligibility requirements which apply to all committee members, as set out in Council Regulations 14 of 2002 (*[*https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002)*](https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002)*. Current members seeking re-election are also asked to check with the committee secretary as to their eligibility with respect to any specific restrictions on consecutive service.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Election And Constituency Details** | | | | | | | |
| Name of Committee: | | |  | | | | |
| Constituency:  Elections to Council Only:  *(Delete as appropriate. Please note that you cannot be nominated to more than one constituency in the same election)* | | | * Divisional Capacity | | | * Non-Divisional Capacity | |
| Surname(s) of Current/Retiring Member(s)[[1]](#footnote-2):  *(This helps us to quickly identify the constituency)* | | |  | | | | |
| **B. Candidate Information**  *Candidates’ details will be published on-line, in the Gazette, and on ballot papers (in alphabetical order, by surname).* | | | | | | | |
| 1. Name of Candidate & Preferred Format for Publication | | | | | | | |
| *Please print* ***exactly*** *how you wish your name to be published* [e.g. Professor J.A.N. Doe, John A.N. Doe, J. Ann Doe] | |  | | | | | |
| 2. CONTACT DETAILS  *This information will not be published. The Elections Office may need to contact you at short notice, for example, in the event of a contested election. Please let us know how you wish to be contacted.* | | | | | | | |
| Phone Number/Email Address: | |  | | | | | |
| 3. DEGREES AWARDED  *Please list academic qualifications awarded by Oxford, and/or other, universities. For the sake of brevity, the* Gazette *will omit honorary degrees, national awards, or professional awards or associations (e.g. CBE, FRS, MRCS). Oxford degrees will be used to determine places where required by University regulation (e.g. in the event of uncontested elections to vacancies with different terms of office, those candidates senior in academic standing shall serve for the longer periods). Academic standing is set out in Council Regulations 22 of 2002, Part 2: Academic Precedence and Standing.* | | | | | | | |
| Oxford Degrees (if any): | | | |  | | | |
| Other Degrees (if any) and Names of Awarding Universities:  [e.g. MA London, PhD Yale] | | | |  | | | |
| 4. University Affiliations: College, Faculty, Department  *Faculty and Departmental affiliation will be used to check eligibility, if membership is specifically required under the relevant regulations. If you have no college or faculty affiliation, your department or institution will be published in lieu.* | | | | | | | |
| College Name: | | | |  | | | |
| Faculty or Sub-Faculty: *(or Dept if applicable)* | | | |  | | | |
| 5. Current status within Congregation  *The following will not be published, except for college affiliations of Heads of House and governing body fellows. Please note: the following options are subgroups of Congregation, as set out in section 3 of Statute IV, Congregation Regulations 1 of 2002, and Standing Orders of Council. Members of these subgroups may be ineligible to serve, or to continue to serve, as a committee member if their status changes and they cease to hold another equivalent status (please see Council Regulations 14 of 2002).* | | | | | | | |
| *(please highlight or delete as many as appropriate)*: | * Head of House * Member of Governing Body (Fellow) * Member of Governing Body (Non-Fellow) * Faculty member (i.e. engaged in academic teaching or research) * Principal Bursar or Treasurer (if not a member of Governing Body) * **Emeritus Professor under the age of 75 years** * **University post-holder (grade 8 and above)** * **Other officer named in the University legislation** (please give Title): | | | | | | |
| **C. Candidate Statement**  *Each candidate for election is invited to submit a written statement, of no more than 250 words, setting out his or her reasons for standing and qualifications for the office being sought. In the event of a contested election, these statements will be available to voters and published on-line and in the* Gazette*. To meet publication deadlines, statements must be submitted as an email attachment to* [*elections.office@admin.ox.ac.uk*](mailto:elections.office@admin.ox.ac.uk)***before the relevant closing date for nominations****.* | | | | | | | |
| To assist with our processing, please highlight or delete as appropriate from the following: | | | | | | | |
| * a candidate statement has been appended to the end of this form | | | | * a candidate statement will be submitted separately | | | * a candidate statement will **not** be submitted |
| D. Nominators’ Details and Verification *This information will be used to check eligibility, where required by the relevant regulations, and will be published on-line and in the* Gazette*, as follows: initials, surname, college, faculty (or department). By convention, Heads of House are listed first (alphabetically by college name), then members of Congregation (alphabetically, by surname).* | | | | | | | |
| ***NOTE: NOMINATORS MUST BE CC’D INTO THE EMAIL SENT TO THE ELECTIONS OFFICE WHEN THE NOMINATION FORM IS SUBMITTED AS THIS ACTS AS VERIFICATION IN LIEU OF A HARD SIGNATURE.***  ***The following members of Congregation are content to nominate this candidate for election*** *(the minimum number of nominators is 4; the maximum number of nominators is 10)*   |  |  |  |  | | --- | --- | --- | --- | |  | Name of Nominator *(e.g. Dr JOHN A.N. DOE)* | College *(Please note if Head of House, e.g. Principal of, Master of, etc.)* | Faculty or Sub-Faculty  *(or Dept if applicable)* | | *1* |  |  |  | | *2* |  |  |  | | *3* |  |  |  | | *4* |  |  |  | | *5* |  |  |  | | *6* |  |  |  | | *7* |  |  |  | | *8* |  |  |  | | *9* |  |  |  | | *10* |  |  |  | | | | | | | | |
| **E. Declaration by Candidate**  *Note: all candidates are asked to note the general eligibility requirements which apply to all committee members, as set out in Council Regulations 14 of 2002* [*(https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002)*](https://governance.admin.ox.ac.uk/legislation/council-regulations-14-of-2002)*. Current members seeking re-election are also asked to check with the committee secretary as to their eligibility with respect to any specific restrictions on consecutive service.* | | | | | | | |
| I declare that I am eligible and willing to serve in the office shown above if duly elected; that the information given is accurate; and that I am willing for all or any of the information, at the Vice-Chancellor’s discretion, to be published on the University website and in the *University Gazette* in connection with this election. | | | | | | | |
| **Signature of Candidate** *(electronic signature or type name)* | | | | |  | | |
| **Date** | | | | |  | | |

**[Please insert candidate statement here, if desired:]**

1. In accordance with Congregation Regulations 2 of 2002, in any election where vacancies are to be filled for periods of different length, the elected candidates shall hold office so that the tenure of those who receive more votes shall be longer than that of those who receive fewer votes; but if the election is uncontested or if two candidates receive the same number of votes, the candidate senior in academic standing shall hold office for the longer period. [↑](#footnote-ref-2)