

# MEMBERSHIP OF CONGREGATION



Please return to the Congregation Membership Administrator  
Email: [congregation.membership@admin.ox.ac.uk](mailto:congregation.membership@admin.ox.ac.uk)

The information provided on this form will be used for purposes related to your membership of Congregation including (but not limited to) the publication of the register of members of Congregation in the University Gazette (hard copy and online); the administration of Congregation elections and other Congregation business; determining access to, and providing information about, University and College services, resources and events; distribution of University publications; and keeping you informed about University matters. The information will be collected and processed in accordance with the GDPR and related UK Data Protection legislation. The University's data protection policy is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>

## Section 1: eligibility for membership

Information about eligibility for membership is available here: <https://governance.admin.ox.ac.uk/criteria-for-congregation-membership>

Please tick all of the ways in which you are eligible for membership of Congregation:

- Member of University (not college) staff at grade 8 or above**
- Member of a faculty** (please state which faculty – one of the 27 listed [here](#)<sup>1</sup> – and tick nature of membership)  
.....
  - Holder of University post    Holder of college post    Discretionary member    Associate member
  - If you are unsure of the nature of your faculty membership, please check with the relevant faculty; note that associate faculty membership alone does not qualify you for membership of Congregation.*
- Member of a governing body of a college or society (not including PPHs)** (please state which)  
.....
- Other** (please state e.g. head of a PPH or other specified post holder)  
.....

## Section 2: personal details

Title: ..... Surname: .....

Forenames: .....  
(Include all names in full)

Preferred title style: .....  
(If applicable e.g. Baroness Smith of Oxford)

Date of birth: ..... Gender: .....

E-mail address: (This should be your college or department e-mail address; please include a reason if otherwise e.g. NHS)  
.....

Address for correspondence:  
(This should usually be your college or department; please include a reason if an alternative address is provided)  
.....  
.....  
.....

<sup>1</sup> <https://governance.admin.ox.ac.uk/legislation/statute-vii-divisions-faculties-sub-faculties-departments-department-for-continuing-educ#widget-id-1381851>

**Section 3: college and/or department details (complete one or both as applicable)**

**College:** .....  
(Enter the name of your college, society or PPH)

**College post:** .....  
(Enter the full title of any college post held)

**Grade of college post:** ..... **Member of Governing Body?** (If yes, please tick)   
(If applicable)

**Start Date:** ..... **End Date:** (If applicable) .....

**Department:** .....  
(Enter the name of the department, division or faculty that employs you)

**Post:** .....  
(Enter the full title of your post)

**Grade:** ..... **Start Date:** ..... **End Date:** (If applicable) .....

**Section 4: MA by resolution**

The following college positions give eligibility to receive an MA by resolution (provided that you do not already hold (a) an Oxford MA or (b) a specified degree from the Universities of Cambridge or Trinity College, Dublin<sup>2</sup> in which case you are able to instead incorporate into an Oxford degree):

- head of a college, society or PPH
- member of the governing body of a college or society (not a PPH)
- principal bursar or treasurer of each college or society (not PPHs)
- fellow of a college holding a permanent University appointment
- (with the support of the college) holder of the title of Visiting Professor, or of the title of professor or reader awarded in a distinctions exercise

**If you believe you are eligible and were offered an MA by Resolution, would you accept it?**  **Yes**  **No**  
If “Yes”, please ensure that you complete the degree information in section 6 on the following page – we will not process your request for an MA by resolution if this information has not been provided.

If you wish to incorporate your Cambridge or Trinity College, Dublin degree(s) please contact the Degree Conferrals Office: [degree.conferrals@admin.ox.ac.uk](mailto:degree.conferrals@admin.ox.ac.uk)

**Section 5: college/department/faculty confirmation**

Save where you are eligible for Congregation because you hold a specified post and have ticked “Other” in section 1 above, this form must be signed to confirm eligibility. If you hold a joint college/department post, either the Head of College or the Head of Department may sign.

- Head of College** if your main post is a college post
- Head of Department (or Division)** if your main post is a University/faculty or academic-related post
- Secretary of Faculty/Divisional Board** if being made a discretionary member of a faculty

**Name of authorised person:**  
.....

**Signature of authorised person:**  
..... **Date:** .....

The “Fill & Sign” function in Adobe enables you to draw or upload a photo of your signature. If you are submitting the form electronically, we will alternatively accept a typed signature together with an email from the authoriser confirming that they are happy with the application and the contents of the form.

<sup>2</sup> See paragraph 30 of Annex E of Council’s Standing Orders, available on this page <https://governance.admin.ox.ac.uk/council/about-council>

**Section 6: OPTIONAL degree information – please complete if requesting an MA by resolution**

**Are you:**

**A matriculated member of the University of Oxford?**  Yes  No

(If “Yes”) College: ..... Matriculation date: .....

**A graduate of the University of Oxford?**  Yes  No

(If “Yes”) Degree: .....

Date conferred: .....

**A graduate of Cambridge or Trinity College, Dublin?**  Yes  No

(If “Yes”) Degree: .....

Institution: .....

First entry date: ..... Degree conferred date: .....

**A graduate of another university?**  Yes  No

(If “Yes”) Degree: .....

Institution: .....

First entry date: ..... Degree conferred date: .....