

# The Chartered College of Teaching

## Consolidated Regulations

*v.2 October 2018*

### **Part I Membership**

#### **1. Applications**

- 1.1. The procedures for applications for membership shall be set out in the Membership Handbook.

#### **2. Subscriptions and Fees**

- 2.1. There shall be an annual subscription payable by all categories of membership according to category, such subscriptions to be determined by Council from time to time and published in the Membership Handbook.
- 2.2. Membership subscriptions run for a period of one year payable annually in advance on the anniversary of the date of admission.
- 2.3. The Council may from time to time establish an administration fee for an application for any category or categories of membership. Any such fee is due before the application is approved and will be collected before the Membership Committee meets to deliberate applications. The administration fee is non-refundable and will not be returned should an application not be successful. The rates of administration fees shall be published in the Membership Handbook.
- 2.4. Subscriptions and fees for upgrades and new admissions are based on the date of admission upon which is the date which the application is approved and not the date upon which an election or upgrade fee is collected.
- 2.5. Subscriptions and fees shall be reviewed annually and members shall be advised in writing as soon as is practicable of any changes in advance of their subscription anniversary.
- 2.6. Holders of honorary membership shall not be liable to pay the annual subscription.
- 2.7. Where a member's subscription payment is not received within three months of the due date his/her membership shall lapse and all services shall be suspended including any right to designatory letters or to be registered as a Chartered Teacher.

#### **3. Resignation**

- 3.1. Persons in any category of membership may resign from the College by sending their resignation in writing to the Chief Executive.

#### **4. Criteria for admission to membership**

- 4.1. Applicants shall provide such evidence of their achievements and standing as the Council may require.
- 4.2. Individual membership for all categories of membership and institutional membership shall date from the day on which the application for membership is approved by the Chartered College.
- 4.3. Applications for all grades of membership shall be made by means of the official application form which shall be submitted by electronic means.
- 4.4. Where the Membership Committee considers that an applicant for a particular grade of membership does not fully meet the criteria for that grade it may offer membership at a lower grade as an alternative to refusing admission. In the event of an appeal, a panel consisting of three members of the Executive Committee shall consider the appeal and their decision shall be binding.

4.5. An individual member wishing to transfer from one category to another shall make application to the Chartered College and such request shall be determined in the same manner as an initial application for the grade that is sought.

## **5. Eligibility for membership**

5.1. The Council may, in its discretion, admit to any category of membership or dispense with the eligibility criteria or processes in individual cases.

### **5.2. Affiliate of The Chartered College of Teaching**

5.2.1. Affiliates of the Chartered College of Teaching shall:

5.2.1.1. be ineligible for Membership or Associateship of the Chartered College; and

5.2.1.2. support the aims of the Chartered College.

### **5.3. Student of The Chartered College of Teaching**

5.3.1. Students of the Chartered College of Teaching shall:

5.3.1.1. be enrolled on a course or programme of teacher training; and

5.3.1.2. support the aims of the Chartered College.

### **5.4. Associate of The Chartered College of Teaching**

5.4.1. Associates of the Chartered College of Teaching shall:

5.4.1.1. be a member of the teaching profession or a profession involved in supporting the teaching profession;

5.4.1.2. be ineligible for Membership of the Chartered College; and

5.4.1.3. support the aims of the Chartered College.

### **5.5. Member of The Chartered College of Teaching**

5.5.1. Members of the Chartered College of Teaching shall:

5.5.1.1. hold a degree or equivalent qualification;

5.5.1.2. be teachers currently professionally engaged in teaching in an early years setting, school, college or post-sixteen setting; and

5.5.1.3. support the aims of the Chartered College.

### **5.6. Fellow of The Chartered College of Teaching**

5.6.1. Fellows of the Chartered College of Teaching shall:

5.6.1.1. be a senior member of the teaching profession of at least ten years standing;

5.6.1.2. have made a significant contribution to the teaching profession or the development of the Chartered College and its aims; and

5.6.1.3. support the aims of the Chartered College.

### **5.7. Honorary Member of The Chartered College of Teaching**

5.7.1. Honorary Members of the Chartered College of Teaching are persons of distinction nominated by the Council for an outstanding contribution to the Chartered College or its aims.

### **5.8. Honorary Fellow of The Chartered College of Teaching**

5.8.1. Honorary Fellows of the Chartered College of Teaching are persons of distinction nominated by the Council for an outstanding contribution, of national significance, to the Chartered College or its aims.

## **6. Conduct of Members**

6.1. Members of The Chartered College of Teaching shall abide by the Code of Conduct, as approved by the Council.

6.2. Disciplinary action

6.2.1. A member is guilty of improper conduct if, in the opinion of a Disciplinary Committee, that member:

- 6.2.1.1. is convicted of an offence which renders him unfit to be a member;
  - 6.2.1.2. has acted in breach of the Code of Conduct; or
  - 6.2.1.3. is precluded from the performance of professional duties in a manner which is consistent with the standards of the profession.
- 6.3. Any complaints or relevant information suggesting improper conduct should be made to either the Chief Executive or his/her delegated representative, who will make the President aware of the complaint or relevant information.
  - 6.4. If the President considers a *prima facie* case has been established, the Disciplinary Committee shall meet to consider all the evidence and determine the resolution.
  - 6.5. A member may appeal against the decision of the panel and this Appeal panel shall be chaired by the President, another Honorary Officer and a Member of Council neither of whom have been involved in the original hearing or have any prior knowledge of the matter, who shall consider all the evidence and determine the resolution.
  - 6.6. The decision of the Appeal Panel shall be final.

## **Part II Registration**

1. *[Pertains to the award of Chartered Teacher: not yet operative]*

## **Part III Governance**

### **1. Standing Committees**

- 1.1. The Council shall establish the following Committees:
  - 1.1.1. Finance and Risk Committee;
  - 1.1.2. Constitutional Committee;
  - 1.1.3. Membership Committee;
  - 1.1.4. Education Research and Journal Committee;
  - 1.1.5. Remuneration Committee.
- 1.2. The membership and terms of reference of the each of the Committees shall be as determined by the Council.

### **2. Disciplinary Committee**

- 2.1. The Council shall establish a Disciplinary Committee to consider complaints against members.
- 2.2. The membership of the Disciplinary Committee shall be at least six members of Council.
- 2.3. Three members of the committee will hear any complaint against a member – it shall be for the committee in consultation with the President to determine the appropriate members of the committee to hear each case.
- 2.4. The membership and terms of reference of the Disciplinary Committee shall be as determined by the Council.

### **3. Executive Committee**

- 3.1. The terms of reference of the Executive Committee established by Bye law 25 shall be as determined by the Council.

### **4. Patrons**

- 4.1.1. The College shall have one or more Patrons, as determined by the Council.
- 4.1.2. A Patron of The College shall serve for as long as the Council shall determine.
- 4.1.3. The Patron need not be a member of The College and shall become on appointment an Honorary Member of The College.

## **5. Officers of the Council**

### **5.1. President**

- 5.1.1. The President shall lead the College to achieve its objectives, making the best use of individual Council members' strengths and responsibilities.
- 5.1.2. The President shall be an ambassador for the College and the profession.
- 5.1.3. The President shall engage closely with membership.

### **5.2. Vice-Presidents**

- 5.2.1. The Vice-Presidents shall assist the President and shall deputise for the President, in order of seniority, in his or her absence.

### **5.3. The Treasurer**

- 5.3.1. The Treasurer, who shall be responsible to the Council for:
  - 5.3.1.1. oversight of all receipts and payments made, the recording thereof, and shall have such access as may be required to all records and statements of accounts;
  - 5.3.1.2. presenting annually a budget to the Council, the publication to the members of the final accounts, for informing the Council and the members of the financial position of The College from time to time and at the close of the financial year, and for advising the Council on all matters concerned with finance in consultation with the Chief Executive; and
  - 5.3.1.3. the endorsement of all payments in excess of an amount to be determined by the Council from time to time. In the Treasurer's prolonged absence, the Council may appoint another Honorary Officer to sign in place of the Treasurer.
- 5.3.2. The Treasurer shall chair the meetings of the internal auditors.

## **6. Officers of the College**

### **6.1. Chief Executive Officer**

- 6.1.1. The Chief Executive Officer shall be responsible to the Council for the overall conduct and management of the College.
- 6.1.2. The Chief Executive Officer shall provide leadership to The College and its employees and volunteers through strategic planning, business management, staff management and policy implementation to ensure the viability and future success of The College.
- 6.1.3. The Chief Executive Officer shall be the Returning Officer for all elections other than when the Chief Executive Officer has an interest to declare in which event the Council shall appoint another person to act as Returning Officer.

### **6.2. Chair of the Executive Committee**

- 6.2.1. The Chair of the Executive Committee shall assist the President in ensuring good internal governance of The College.
- 6.2.2. The Chair of the Executive Committee shall chair meetings of the Executive Committee.
- 6.2.3. The Chair of the Executive Committee shall support the Chief Executive Officer by ensuring that the internal governance of the College is transparent and strategic.

## **7. Other Officers**

### **7.1. Secretary**

- 7.1.1. The Secretary shall be responsible to the Chief Executive Officer for:
- 7.1.2. the administration of the affairs of The College and for the servicing of all committees and boards appointed by the Council;
- 7.1.3. the provision to Council of appropriate information and documents, and guiding its members in their deliberations; and
- 7.1.4. advising the Council on compliance with law and contracts.

## **7.2. Dean**

- 7.2.1. The Dean shall be responsible to the Chief Executive Officer for the continuing professional development programmes of The College.

## **8. Professors Emeriti and the Professors of Education**

- 8.1. The Council may establish a Professorial Appointments Board, the membership of which shall be drawn from those of equivalent standing in the higher education sector and who need not be members of Council or The College, to make recommendations to Council on appointments to professorships. The President will chair this Board (or, in the event that the President should be recommended to become a Professor of Education, the chair shall be taken by the Senior Vice-President) and shall present the recommendations to the Council.
- 8.2. A Professor of Education shall be appointed for five years in the first instance and eligible for re-appointment which shall be considered by Council at the beginning of the fifth year of office.

## **9. The Council**

- 9.1. The Council shall consist of four elected Officers of the Council, eighteen other elected Council members and five Council members appointed by the Council.
- 9.2. The Officers of the Council, who shall be Fellows, are:
  - 9.2.1. The President;
  - 9.2.2. The Vice President (External);
  - 9.2.3. The Vice-President (Internal); and
  - 9.2.4. The Honorary Treasurer (who shall be a Chartered Accountant).
- 9.3. At least eight of the other elected Council members shall be Fellows.
- 9.4. Subject to Regulations 11 and 10.10 the term of office of every elected member of the Council shall be three years, ending at the third Annual General Meeting after that person's election.

## **10. Elections**

- 10.1. At the AGM each year there shall be an election for every elected position which
  - 10.1.1. falls vacant due to the expiry of a term of office (an ordinary election); and
  - 10.1.2. has become vacant before the Annual General Meeting for any other reason (a bye-election).
- 10.2. The Council shall make arrangements so that, not less than ten weeks before the AGM, any Member or Fellow can stand for election to any position for which he or she is eligible.
- 10.3. The arrangements referred to in Regulation 10.2 above shall be set out on the College's website and shall be open for at least two weeks.
- 10.4. In the case of a contested election for any post, a ballot shall be held.
- 10.5. The ballot or ballots shall open on a date to be decided by the Council, at least four weeks before the Annual General Meeting and shall close on a date to be decided by Council, not more than fourteen days before the Annual General Meeting.
- 10.6. Any ballots required in the case of contested elections shall be carried out in the following order: elected Officers of the Council (in the order set out in Regulation 9.2 above); other elected members of Council who are required to be Fellows; other elected members of Council, with an ordinary election preceding a bye-election in each case.

- 10.7. If any person gains sufficient votes to be elected in a ballot for one post, that person shall cease to be a candidate in the election for any other post.
- 10.8. Any question arising during the election process which is not answered by the Charter, Bye laws or Regulations shall be determined conclusively by the Returning Officer.
- 10.9. The elections take place at the AGM, when the Returning Officer announces the results of the election for each post, including the result of each ballot for a contested election.
- 10.10. Elected Council members shall remain Council members until the expiry of their term of office unless a Council member:
- 10.10.1. dies;
  - 10.10.2. resigns;
  - 10.10.3. ceases to be a Fellow or Member of the College; or
  - 10.10.4. is disqualified by law from holding the office of a charity trustee.
- 10.11. Where a vacancy arises under Regulation 10.10 above, there shall be a bye-election for that post at the following AGM. The person elected in a bye-election serves the unexpired portion of the term of office of the person who was originally elected.
- 10.12. If the vacancy occurs before the date set out in Regulation 10.2, the process for elections set out in Regulations 10.2-10.9 are followed. If the vacancy occurs on or after that date, the arrangements for the bye-election shall be determined by the Council.

## **11. Transitional Arrangements**

- 11.1. The Council shall be constituted as set out in Regulation 9 from the Annual General Meeting held in 2018.
- 11.2. There shall be an election for every elected Council member at the Annual General Meeting held in 2018.
- 11.3. The terms of office of the three Council Members with the lowest number of first preference votes in the election in which only Fellows were entitled to stand, and the three Council Members with the lowest number of first preference votes in the election which was open to all Members and Fellows shall be one year.
- 11.4. The terms of office of the four Council Members with the next lowest number of first preference votes in the election in which only Fellows were entitled to stand, and the two Council Members with the next lowest number of first preference votes in the election which was open to all Members and Fellows shall be two years.

## **Part IV Regional, Local and Specialist Groupings**

1. *[Not yet operative]*

## **Part V Financial Regulation**

1. *[Currently see Finance and Risk Committee Terms of Reference and Financial Scheme of Delegation]*

## **Part VI Miscellaneous**

### **1. Post-nominal designations**

#### **1.1. Membership post-nominal designations**

- 1.1.1. Members of the Chartered College shall be entitled to use the post-nominal designation MCCT.

- 1.1.2. Fellows of the Chartered College shall be entitled to use the post-nominal designation FCCT.
- 1.1.3. Honorary Members of the Chartered College shall be entitled to use the post-nominal designation HonMCCT.
- 1.1.4. Honorary Fellows of the Chartered College shall be entitled to use the post-nominal designation HonFCCT.
- 1.1.5. Chartered Teachers shall be entitled to use the post-nominal designation CTeach but only in combination with:
  - 1.1.5.1. the relevant post-nominal designation set out above (in the case of members of the Chartered College entered onto the Register by the Chartered College); or
  - 1.1.5.2. the relevant post-nominal designation of the Licensed Body that entered them on the Register (in the case of those entered on the Register by a Licensed Body).
  - 1.1.5.3. Those entered on the Register by a Licensed Body may not use the post-nominal designation CTeach in combination with any of the post-nominal designations of the Chartered College.
- 1.1.6. Those persons who were in membership of The College of Teachers in the following categories and are members of the Chartered College shall be entitled to use the respective post-nominal designations set out in this list:
  - 1.1.6.1. HonMCollT – Honorary Member of The College of Teachers (by award)
  - 1.1.6.2. FCollT – Fellow of The College of Teachers (by membership)
  - 1.1.6.3. MCollT – Member of The College of Teachers (by membership)
  - 1.1.6.4. AMCollT – Associate Member of The College of Teachers (by membership)
  - 1.1.6.5. Those persons who were in membership of the College of Preceptors in the following categories and are members of The Chartered College shall be entitled to use the respective post-nominal designations set out in this list (or, at their own election, the equivalent post-nominal designation set out in 1.2.5.2. and 1.2.5.3. above:
    - 1.1.6.6. FCollP – Fellow of the College of Preceptors (by membership)
    - 1.1.6.7. MCollP – Member of the College of Preceptors (by membership)
- 1.1.7. The use of all post-nominal designations is conditional on the person using them being in good standing with the Chartered College and having paid all membership subscriptions and any other dues owed to the Chartered College.

## **1.2. Qualification and Award post-nominal designations**

- 1.2.1. Holders of the following former qualifications or awards of The College of Teachers shall continue to be entitled to use the respective post-nominal designations set out in this list:
  - 1.2.1.1. DFCOT – Doctoral Fellow of The College of Teachers (by qualification)
  - 1.2.1.2. FCOT – Fellow of The College of Teachers (by qualification)
  - 1.2.1.3. HonFCOT – Honorary Fellow of The College of Teachers (by award)
  - 1.2.1.4. AdDipCOT – Advanced Postgraduate Diploma of Educational Studies (by qualification)
  - 1.2.1.5. LCOT – Licentiate of The College of Teachers (by qualification)
  - 1.2.1.6. HonLCOT – Honorary Licentiate of The College of Teachers (by award)
  - 1.2.1.7. DipCOT – Graduate Diploma of Educational Studies (by qualification)

- 1.2.1.8. ACOT – Associate of The College of Teachers (by qualification)
- 1.2.1.9. AdCertCOT - Advanced Certificate of Educational Studies (by qualification)

1.2.2. Holders of the following former qualifications or awards of the College of Preceptors shall continue to be entitled to use the respective post-nominal designations set out in this list:

- 1.2.2.1. FCP – Fellow of the College of Preceptors (by dissertation)
- 1.2.2.2. HonFCP – Honorary Fellow of the College of Preceptors (by award)
- 1.2.2.3. LCP – Licentiate of the College of Preceptors (by examination)
- 1.2.2.4. ACP – Associate of the College of Preceptors (by examination/qualification)
- 1.2.2.5. DipASE – Diploma in the Advanced Study on Education (by examination)

## 2. Academic Dress

### 2.1. Academic dress: members

#### 2.1.1. Student Members

- 2.1.1.1. There is no academic dress.

#### 2.1.2. Associate Members AMCollT

- 2.1.2.1. The gown is of black stuff of Cambridge BA shape with two 36” 1½” width violet strings attached each to the inside shoulders of the gown.

#### 2.1.3. Members MCollT & MCCT

- 2.1.3.1. The gown is of black stuff of Cambridge BA shape with two 36” 1½” width violet strings attached each to the inside shoulders of the gown.

#### 2.1.4. Fellows FCollT & FCCT

- 2.1.4.1. The gown shall be of Cambridge MA shape of black stuff or silk, with an inverted T-shaped slit in the sleeve head edged with violet piping. There shall also be a violet silk button on each sleeve head and a similar button and cord at the middle collar and with two 36” 2” width violet strings attached to each inside of the facings of the gown.

#### 2.1.5. Honorary Member HonMCollT & HonMCCT

- 2.1.5.1. The gown shall be of Cambridge MA shape of dark purple silk with the inverted T-shape slit in the sleeve head edged with College gold cord and a pair of red silk buttons vertically above the slit and a similar button on the collar with a gold cord. There shall be 5” wide College red silk facings to the gown with gold piping on each edge of both facings and the 36” 2” wide black strings are attached inside the facings. An Honorary Member is entitled to wear the hood of an Honorary Fellow and a dark purple velvet bonnet with red and gold tassels.

### 2.2. Academic dress: Honorary Officers

#### 2.2.1. The President

- 2.2.1.1. The traditional College purple brocade Presidential gown of Oxford Doctor’s shape; the medal of Office with ribbon; a black mortar board edged in gold and with purple cord and gold tassels.

#### 2.2.2. The Senior Vice-President

- 2.2.2.1. A dark purple gown of the Oxford Doctor’s shape with full open bell-shaped sleeves and gathered at the yoke. The sleeves are in College red silk bound at the edges with 2” of violet silk and a red silk button on the collar with



a gold cord. The 5" wide facings are in College red silk; a mortar board edged in gold and with a purple cord and gold tassels.

#### 2.2.3. The Vice-Presidents

2.2.3.1. A dark purple gown of the Oxford Doctor's shape with full open bell-shaped sleeves. The sleeves and the 5" wide facings are in College red silk. The sleeves are bound at the edges with 2" of violet silk; a mortar board edged in gold and with a purple cord and gold tassels.

#### 2.2.4. Secretary

2.2.4.1. A dark purple gown of the Oxford Doctor's shape with full open black bell-shaped sleeves edged with College gold and gathered at the sleeve head by a gold cord and red silk button and gathered at the yoke with a College red silk button and gold cord. The 5" wide facings are in College red silk bound at the edges with 1 1/2" of violet silk; a mortar board edged in gold and with a purple cord and gold tassels.

#### 2.2.5. Dean

2.2.5.1. A dark purple gown of the Oxford Doctor's shape with full open black bell-shaped sleeves and bound at the edges with College gold. The 5" wide facings are in College red silk bound at the edges with 1 1/2" of violet silk; a jabot is optional; a mortar board edged in gold and with a purple cord and gold tassels.

#### 2.2.6. Treasurer

2.2.6.1. A dark purple gown of the Oxford Doctor's shape with full open black bell-shaped sleeves and bound at the edges with College gold and a rectangular violet silk cape on the shoulders bound in 2" College gold. The 5" wide facings are in College red silk bound at the edges with 2" of violet silk; a mortar board edged in gold and with purple cord and gold tassels.

### **2.3. Academic dress: qualifications and awards**

2.3.1. Academic dress shall consist of the appropriate gown and hood for the qualification held. A black cloth mortarboard is an option for Associates, Licentiates and Fellows. Honorary Fellows and Doctoral Fellows may wear a black velvet bonnet with College red cord and tassels.

2.3.2. Holders of the following College of Teachers qualifications shall be entitled to wear the appropriate academic dress: Doctoral Fellowship, Fellowship, Advanced Postgraduate Diploma of Education Studies, Licentiateship, Graduate Diploma of Educational Studies, Associateship, and Advanced Certificate of Educational Studies.

2.3.3. Holders of the following College of Preceptors qualifications shall be entitled to wear the appropriate academic dress: Fellow, Licentiate, Associate and Diploma of Advanced Studies on Education.

2.3.4. Those awarded the distinction of Honorary Fellow of the College of Teachers or Honorary Fellow of the College of Preceptors shall be entitled to wear the appropriate academic dress.

2.3.5. Those awarded College qualifications before 1989 shall be entitled to wear the academic dress in accordance with the Regulations which were in force up to that date.

2.3.6. There shall be one College gown for Advanced Postgraduate Diploma of Educational Studies, Licentiate, Associate, Graduate Diploma of Educational Studies and Advanced Certificate of Educational Studies.

- 2.3.6.1. The gown shall be of black stuff of Cambridge BA shape with two 1½” violet silk strings of 36” length attached each to the inside shoulders of the gown.
- 2.3.7. For Fellows, the gown shall be of Cambridge MA shape of black stuff or silk, with an inverted T-shaped slit in the sleeve head edged with violet piping. There shall also be a violet silk button on each sleeve head and a similar button and cord at the middle collar and with two 2” violet strings 36” length attached to each inside of the facings of the gown.
- 2.3.8. For Doctoral Fellows, the gown shall be of the Cambridge MA shape of black stuff or silk with an inverted T-shaped slit in the sleeve head edged with College red cord piping. There shall also be a College red silk button at the head of slit and a similar button and cord at the middle collar and with two 2” violet silk strings of 36” length attached to each inside of the facings of the gown. There shall be facings to the gown of 4” wide violet polyester edged by ½” College red silk on both edges of both facings.
- 2.3.9. For Honorary Fellows and Honorary Licentiates, the gown shall be as for the Doctoral Fellows with the addition of 4” wide College red silk facings to the gown with ½” of violet polyester on the outer edge of each facing.
- 2.3.10. The following hoods may be worn by the holders of the following qualifications:
- 2.3.10.1. Advanced Certificate of Educational Studies (AdCertCOT): a black hood of the CNAAs shape bound on the cowl edge with 1½” violet polyester silk.
- 2.3.10.2. Associate of the College of Teachers and Associate of the College of Preceptors (ACOT and ACP): a dark purple polyester hood of the CNAAs shape fully lined with violet polyester silk.
- 2.3.10.3. Diploma of Educational Studies and the Diploma in the Advanced Study on Education (DipCOT and DipASE): a dark purple polyester hood of the CNAAs shape fully lined with violet polyester silk bound on the cowl edge with ¾” College red silk.
- 2.3.10.4. Licentiate (LCOT and LCP): a dark purple polyester hood of the CNAAs shape fully lined with violet polyester silk and the cape edge bound with ¾” of College red silk, and the neckband fully bound with College red silk.
- 2.3.10.5. Advanced Postgraduate Diploma of Educational Studies (AdDipCOT): a dark purple hood of the CNAAs shape fully lined with violet polyester silk and the cape edge bound with 1½” of College red silk, and the neckband fully bound with College red silk.
- 2.3.10.6. Fellow of the College of Teachers and Fellow of the College of Preceptors (FCOT and FCP): a dark purple hood of Cambridge shape with rounded cape fully lined with violet polyester silk. Cape and cowl to be bound with 1½” College red silk. The neckband fully bound with College red silk.
- 2.3.10.7. Doctoral Fellow of The College of Teachers (DFCOT): a dark purple hood of Cambridge shape with rounded cape fully lined with College red silk. Cape bound with 2” College red silk and cowl edge fully bound with 1 1/4” of violet polyester silk. The neckband fully bound with College red silk and piped on the edge with College gold.
- 2.3.10.8. Honorary Fellow of The College of Teachers (HonFCOT) and Honorary Licentiate of The College of Teachers (HonLCOT): a dark purple hood of Cambridge shape with rounded cape fully lined with College red silk. Edge of cape bound with 2” College red silk and the edge piped in College gold. Cowl edge to be piped with violet polyester silk bound with 1 ½” College gold. The neck band fully bound with College red silk and piped on the edge with College gold.

3. **Prizes and medals**

3.1. The Lady Plowden Memorial Medal is awarded in memory of Bridget, Lady Plowden who was a former President of The College.

3.2. The medal is awarded to individuals who have made an exceptional contribution to education and is the highest honour that The College can bestow. As such, it is only awarded occasionally. The details of the medal are found in Appendix A.

4. **Ceremonial Rubric**

4.1. To be found in Appendix B.

## APPENDICES to the regulations

### APPENDIX A

#### The Lady Plowden Memorial MEDAL

The medal is an inscribed and dated piece in solid silver of diameter ?? The obverse features a full portrait of Lady Plowden with the words “The Lady Plowden Memorial Medal” around the edge. The portrait of Lady Plowden was an original rendering produced by Fattorini Ltd from original photographs provided by the Plowden family.

The reverse carries the legend “The College of Teachers” and features the full Achievement of Arms of The College of Teachers together with the hallmark of the maker.

The full achievement comprises Arms: a cross engrailed between four dolphins naiant in bend sinister gules, its crest is a stag sejant represented wearing an ancient crown about the neck in the manner of a collar with the right forehoof on an open book. Its supporters are two horses regardant, each winged, maned and tailed wearing an ancient gold crown about the neck.

The outer edge is engraved with the name of the honoured recipient and the year of the award.

### APPENDIX B

#### Ceremonial Rubric for annual awards ceremonies

Procedure for President’s procession at an Annual Awards Ceremony

*On entry*

The President’s Marshal

The Chief Executive

The Registrar

The Professors of Education

Professors Emeritii

The Honorary Fellows and Licentiates

The Honorary Member(s)

Recipient of the Lady Plowden Memorial Medal (if awarded)

Former recipients of the Honorary awards

The Orator

The Treasurer

The Dean

The Secretary

The Vice-Presidents

The Senior Vice-President

The Patron

The President

The Second Marshal

*On exit*

The President’s Marshal

The President

The Patron  
Recipient of the Lady Plowden Memorial Medal (if awarded)  
The Senior Vice-President and the Honorary Member(s)  
The Vice-Presidents  
The Honorary Fellows and Licentiates  
Former recipients of Honorary awards  
The Secretary  
The Dean  
The Treasurer  
The Orator  
Professors Emeriti  
The Professors of Education  
The Registrar  
The Chief Executive  
The Second Marshal

Annual Awards Ceremony order of proceedings

The Annual Awards Ceremony will conclude with the playing of The National Anthem.

Academic dress to be worn

Recipients of Awards

As prescribed in paragraph 1.4

Honorary Officers

As prescribed in paragraph 1.3

Members of Council

Those wishing to robe in academic dress of The College or of their own *alma mater* are invited to do so.

Orator duties and orations