

## Regent House membership for retired/retiring University staff

Special Ordinance A (i) includes the following:

The Registry shall inscribe on the Roll of the Regent House the names of the following persons:

- (e) any person who applies for membership of the Regent House and meets the following criteria: applicants must have retired or be about to retire from an office or appointment in the University which previously qualified them for membership of the Regent House and have provided to the Registry by 15 August prior to the promulgation of the Roll each year written confirmation from their Head of institution<sup>1</sup> that they are active participants in the University's affairs;

<sup>1</sup> 'Head of institution' means the Head of a Department, Chair of a Board of a Faculty not organised into Departments, Director or the authorised deputy or designated nominee, as appropriate within that institution.

For the current membership classes, please see [Special Ordinance A \(i\)](#) and the [Ordinance on membership of the Regent House](#).

Full name of applicant (as shown on the current year's <a href="#">Roll of the Regent House</a> , or on a previously promulgated Roll, including College affiliation if applicable):	
Date of birth of applicant:	
Email address of applicant:	
Qualifying role held (if known):	
Full name of Head of Institution or deputy:	
Email address of Head of Institution or deputy:	
Statement signed and dated by Head of Institution or deputy:  <i>I confirm that the applicant named above is an active participant in the University's affairs.</i>	<i>Signed (or sent from the Cambridge email account of the Head of Institution or deputy)</i>  <i>Dated:</i>

Please return the completed form either by email to [universitydraftsman@admin.cam.ac.uk](mailto:universitydraftsman@admin.cam.ac.uk) (as a photo/scan with signatures or from the Head of Institution's Cambridge email account).

The form must be returned by **no later than 15 August** in order for the applicant's name to be included on the Roll of the Regent House published in November of the same year.

**A new form must be completed each year, otherwise the applicant's name will be removed from the Roll.**