University College’s Code for Preventing and Responding to Harassment: a student guide

- Initially, you may wish to report and/or attempt to resolve the situation outside of the Code.
- Or you may wish to work under the Code from the start.
- Any steps you wish to take here are now under Stage One of the Code.

Stage One: You may request assistance from a Harassment Advisor to reach a resolution under Stage One of the Code.

- The Harassment Advisor will assess whether harassment has occurred or whether there are any reasons why your situation is not suitable for resolution at Stage One and will advise you. If the person whose behaviour is the subject of your request is not a member of the College, the Advisor will, with your permission, refer the case to the Dean or Master who will take the matter up with their counterpart at the relevant College or Department. (If the Advisor judges that harassment has not occurred, they will decline to be further involved.)

Stage Two: If you wish, you may make a request to instigate a Stage Two process against your alleged harasser if they are a member of the College and if EITHER a Harassment Advisor certifies that the options for a Stage One resolution were attempted without success or were not attempted for reasons specified in the Code or for any other reasons OR the College Officer responsible for overseeing Stage Two believes that the matter is too serious or too urgent for resolution outside of the Code or at Stage One of the Code.

- Any steps you wish to take here are now under Stage Two of the Code.

If you wish, you may approach a College Harassment Advisor, a College tutor, a Graduate Advisor, or a College Officer such as the Chaplain, the Senior Tutor, a Junior Dean, a University harassment advisor, or other sources of advice and support listed by the University. (You should not normally approach the Vice-Master, Fellow for Anti-Racism, or Fellow for Women because these College Officers should be approached when seeking a resolution within the Code.) If you ask them to do so, however you approach for support may take steps to achieve a resolution of the situation (for example by speaking to the person you believe is/has been harassing you). A resolution outside of the Code might consist of an apology or an undertaking not to repeat behaviour complained of. A resolution at this stage will involve the cooperation and agreement of everyone involved.

A successful resolution is reached.

Stage Two by making a complaint under the College’s Student Complaints Procedure.

- If the person whose behaviour is the subject of your request is a student, then you can instigate Stage Two under EITHER or BOTH the College’s Non-Academic Disciplinary Procedure AND/OR under the Special Complaints Procedure in Annex I of the Code.

A successful resolution under Stage One is reached. A resolution might consist of an apology or an undertaking not to repeat behaviour complained of. A resolution under Stage One requires everyone’s cooperation and agreement.

A resolution under Stage One is not reached or the Harassment Advisor advises you that your situation is not suitable for resolution under Stage One.

- You instigate Stage Two under the College’s Non-Academic Disciplinary Procedure. You have the right to be kept informed of the Dean’s deliberations and decisions and to be consulted in respect of any disciplinary steps the Dean is minded to take and any decision to delay or discontinue the process. (This right is unique to matters reported under Stage Two.) See the College’s Non-Academic Disciplinary Procedure

You instigate Stage Two under the Special Complaints Procedure of the Code. (See Annex I.)

If you choose to instigate Stage Two under BOTH the Non-Academic Disciplinary Procedure AND the Special Complaints Procedure of the Code, and if the allegations of harassment that you make are substantially the same in both, you must notify the Stage Two Co-ordinator (see Annex I) and the Dean. The Co-ordinator and Dean may consult with each other.

- You may seek a Stage One resolution under the Code.
Annex I: The Special Complaints Procedure of the Code for Preventing and Responding to Harassment: a student guide

Instigating the Special Complaints Procedure.

You instigate Stage Two under the Special Complaints Procedure of the Code.

You make your complaint in writing and address it to the Vice-Master, Fellow for Anti-Racism, or Fellow for Women. The person who receives your request will serve as the Co-ordinator. You may alternatively write to request an alternative suitable person to act as Co-ordinator. Reasonable steps will be taken to accede your request.

The Co-ordinator identifies an Investigator. You and the other student will be informed of the identity of the proposed Investigator before they are appointed, and you will both be given a reasonable opportunity to object to the appointment. If there are objections, the Co-ordinator will appoint an alternative Investigator if they deem it to be appropriate to do so.

The Investigator conducts the investigation. There is no time limit, but it will be conducted as expeditiously as possible. The Investigator may request additional information and documents from you or any other person. By accepting the appointment of an Investigator under this code, you are consenting to all such inquiries. You and the other student will be given a reasonable opportunity to speak in person to the Investigator during the investigation, and the Investigator will put the substance of your complaint to the other student with a degree of detail sufficient to allow the student to make an adequate response.

Within 5 working days the Co-ordinator will (i) review the matters set out in your complaint and determine whether they are covered by the Code; (ii) acknowledge receipt of your complaint and confirm whether an investigation will follow under the Code; (iii) notify the student who is the subject of your complaint (hereafter ‘the other student’) that a complaint has been made and that an investigation will follow.

Within 10 working days from the completion of the investigation, the Investigator will produce a report and provide it to both you and the other student along with supporting documentation.

The Co-ordinator reviews the investigation and decides whether further action should be taken against the other student.

The Co-ordinator refers the matter to a Non-Academic Disciplinary Panel.

The Co-ordinator refers the matter to the Domestic Bursar.

The Co-ordinator refers the matter to the Dean.

The Co-ordinator decides that no further action is to be taken.

If the Co-ordinator decides further action is to be taken, then it will be taken under the College’s Non-Academic Disciplinary Procedure (or under the inherent powers of the Dean preserved by that Procedure) AND/OR by the Domestic Bursar under the College’s Accommodation Agreement. If the Co-ordinator refers the matter directly to a Non-Academic Disciplinary Panel, they will do so on the basis that the powers of the Dean and/or Domestic Bursar are insufficient to address your complaint and the findings of the Investigator’s report.

You and the other student both have 5 working days from receipt of report to submit comments or objections in writing to the Investigator.

Once the 5 days elapse, the Investigator provides the report, supporting documentation, and any written responses received to the Co-ordinator.

If either you or the other student are aggrieved by the process or the outcome of this Special Complaints Procedure, either of you may make a complaint against the College under the College’s Student Complaints Procedure.

The outcome of the investigation.

Within 5 working days of receiving the Investigator’s report, the Co-ordinator will write to both you and the other student to notify you of the outcome and steps now proposed if any.

You instigate Stage Two under the Special Complaints Procedure of the Code.

You make your complaint in writing and address it to the Vice-Master, Fellow for Anti-Racism, or Fellow for Women. The person who receives your request will serve as the Co-ordinator. You may alternatively write to request an alternative suitable person to act as Co-ordinator. Reasonable steps will be taken to accede your request.

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The Investigator conducts the investigation. There is no time limit, but it will be conducted as expeditiously as possible. The Investigator may request additional information and documents from you or any other person. By accepting the appointment of an Investigator under this code, you are consenting to all such inquiries. You and the other student will be given a reasonable opportunity to speak in person to the Investigator during the investigation, and the Investigator will put the substance of your complaint to the other student with a degree of detail sufficient to allow the student to make an adequate response.

Within 5 working days the Co-ordinator will (i) review the matters set out in your complaint and determine whether they are covered by the Code; (ii) acknowledge receipt of your complaint and confirm whether an investigation will follow under the Code; (iii) notify the student who is the subject of your complaint (hereafter ‘the other student’) that a complaint has been made and that an investigation will follow.

Within 10 working days from the completion of the investigation, the Investigator will produce a report and provide it to both you and the other student along with supporting documentation.

The Co-ordinator reviews the investigation and decides whether further action should be taken against the other student.

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The investigation stage of the Procedure.

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Within 5 working days the Co-ordinator will (i) review the matters set out in your complaint and determine whether they are covered by the Code; (ii) acknowledge receipt of your complaint and confirm whether an investigation will follow under the Code; (iii) notify the student who is the subject of your complaint (hereafter ‘the other student’) that a complaint has been made and that an investigation will follow.

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The Co-ordinator reviews the investigation and decides whether further action should be taken against the other student.

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