Handbook of Regulations
2026-27

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It is not possible for all the regulations governing your relationship with the College to be reproduced here in full. The entirety of the College's Statutes, Bylaws and Regulations are available on the College website: http://www.univ.ox.ac.uk/content/governance

The contents of these documents, together with the College Statutes and Bylaws, as amended from time to time in the course of your studies, form part of the College Contract. You should read them, and any subsequent amendments made to them, in the form in which they are made available.

Students should also make themselves aware of the University of Oxford's Single Comprehensive Source of Information, which sets out the University's approach to preventing and responding to harassment and sexual misconduct involving students, and brings together policies, procedures, guidance and key information relevant to both students and staff. For the College's own policy documents, please refer to the Handbook of Regulations.

INSERT NAME and STUDENT NUMBER

Student College Contract

YOU SHOULD READ THIS DOCUMENT CAREFULLY.

It contains important information about your contract with the college, including: rules that apply to your conduct, behaviour and use of college services, circumstances when your studies at the College may be suspended or terminated and how changes might have to be made to teaching or services in certain circumstances.

Preamble

1. As a student at the University of Oxford you will be a member both of the University and of one of its Colleges, Societies or Permanent Private Halls. For convenience this document refers to Societies, Permanent Private Halls and Colleges as "Colleges".

2. You will have two separate contracts: one with the University and one with your College.

3. The purpose of this document is to set out the contractual basis for your relationship with the College, and to draw your attention to key terms.

Contract with the College

4. Your contract with the College is made up of:
   a) The following:
      i. the terms and conditions set out in this document;
      ii. the College Handbook of Regulations and the College Handbook of Information (hereafter 'College Handbooks'), as amended from time to time, available on the College website: https://www.univ.ox.ac.uk/about/student-information/
      iii. the accommodation contract;
      iv. the letter ("Offer Letter") from the College making you an Offer of a place;
   b) The College Statutes and Bylaws, and rules and policies made under them (see paragraph 12 below)

5. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy the financial conditions set out in the Financial Declaration Form.

6. It is a condition precedent to your contract with the College (i.e. a necessary requirement for the contract to be binding on the College) that you satisfy any academic conditions set out in your Offer Letter.

7. Subject to clause 5 and clause 6, the contract with the College (hereafter the 'contract') will take effect from the date on which the College receives a copy signed by you of this document. This is the date at which your acceptance of the terms set out here, and those incorporated by reference through clause 4(a) above, will be treated as communicated to College.

8. You are responsible for satisfying any requirements imposed by any department or agency of the United Kingdom Government in connection with your studies, including (but not limited to) any visa requirement. It is a condition of the contract that you obtain any visa or immigration permission that the UK Government requires in connection with the taking up of your Offer, and hold such a visa or permission for the duration of your studies in College. For the avoidance of doubt, this means that the College is entitled without more to terminate the Contract if you do not obtain, or at some point during your studies in College lose, any required visa or immigration permission.

9. It is also a condition of your contract that any information submitted with or in relation to your application (whether to UCAS, the University or the College) is true, genuine, accurate, and complete and does not omit any information you have been asked to provide. If failure to meet this condition is discovered after you have communicated your acceptance to College (see Clause 7) but before you have been admitted to the College your contract with the College may be terminated at the College's discretion If failure to meet this condition is discovered after you have been admitted to the College, disciplinary proceedings may be bought against you, and for these purposes the College shall be at liberty to treat the breach as having continued until discovery. This may result in sanctions including expulsion.

University and College Membership

10. You must be a member of the University in order to remain a member of the College. Your continuing relationship with the College is linked to your continuing relationship with the University. Similarly, your offer from the College is linked to your offer from the University. If you decline either offer, or if you fail to meet the conditions of either offer, you will lose your place at both the College and the University.

11. If your University membership is terminated (e.g. for breach of University rules and regulations), your membership of the College will also end. If you are suspended by the University, or subject to other disciplinary or procedural measures, the College may take similar, or other appropriate steps.

College Statutes, By-Laws, Rules, Regulations and Policies

12. By entering into this contract you agree to comply with the College Statutes and By-laws (https://www.univ.ox.ac.uk/governance/) (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/or amended from time to time. Links to these are set out at https://www.univ.ox.ac.uk/policy-documents/. They include:

    a) The College's Handbooks (https://www.univ.ox.ac.uk/about/student-information/).. These set out the types of student behaviour which are considered unacceptable and which may result in disciplinary action.

    b) Other regulations governing your relationship with the College concerning your studies, payment of fees and charges, residence, conduct and behaviour: examples are regulations relating to examinations and assessments, the ownership and exploitation of intellectual

property, harassment and bullying, the use of IT and library facilities, health and safety issues and legislative requirements such as data protection.

c) Any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic , epidemic or local health emergency. 'HSI' includes any University or College code, policy or guidance, issued in such circumstances.. If an HSI is in force you must comply with it as a condition of in-person access to teaching and facilities, and may be disciplined for non-compliance.

13. Your contract with the College is also subject to a condition that you disclose any relevant unspent convictions.

14. By entering into this contract you agree that the College may take disciplinary action against you for breach of its Statutes and Bylaws and the College's Rules, Regulations and Codes of Policy, Practice and Procedure, including the Code of Discipline and any HSI as described in clause 12 (c) of this document and the condition described in clause 12 of this document. Such action would take place under the appropriate College procedure and could result in sanctions including suspension or expulsion.

15. You are only permitted to access or use College land, premises, facilities or services for the academic, welfare, leisure or sporting purposes for which such premises, facilities or services have been provided, or for meetings and events for other purposes where sections five and six of the College's Code of Practice on Freedom of Speech has been complied with. Misuse of, unauthorised access to or use of, or occupation of College land, premises, facilities or services, and/or activities which prevent or substantially limit or impede authorised access or use by College students or staff, or which attempt to do so, are not permitted and may result in disciplinary action under section five of the College's Code of Practice on Freedom of Speech.

Your Responsibilities

16. You are required to comply with the following:

a) the College's Statutes and Bylaws (as amended from time to time) and with the College's Rules, Regulations and Codes of Policy, Practice and Procedure which are made under them and/ or amended from time to time as set out in clause 12 above. These include (but are not limited to,) the College's rules on behaviour, IT usage, data protection and academic studies. You should refer to the College Handbooks (https://www.univ.ox.ac.uk/about/student-information/).

b) payment of fees and other charges when they are due. You are responsible for any non-payment even if your fees are being paid by a third party. The University sets out its annual fees as a single figure as this is easier for applicants and students; however you should note that this is a combined figure for both your University and College fees, which separately form the consideration for your separate University and College contracts. This means that you are paying a set amount of your fees to the College for College services and a set amount to the University for University services. The College will collect University fees and transmit them to the University. For more details see the Fees and Funding pages of the University website for Undergraduates or for Graduates, or if your query is not covered there, contact student.fees@admin.ox.ac.uk. (College fees do not cover accommodation or food, which are charged separately to those students who receive them).

c) any reasonable measures or instructions given by the College or the University to reduce risk of transmission of illness or infection and behave in accordance with any HSI. Without limiting that general obligation, reasonable measures may include an instruction by the University or the College not to return into residence or to a term time address, an instruction by the University or the College to leave residence or a term time address, imposing specific requirements regarding personal protective equipment such as the wearing of masks, or specific safety measures such as use of sanitiser or distancing procedures. In applying such measures or instructions the College will take account of and adhere to its welfare policies in so far as it is reasonably practicable during a pandemic, epidemic or local health emergency.

d) immediately declaring to the College if you have any serious and easily transmissible infectious illness or disease (the College, or the University, will inform you if at any point they require students to declare Covid-19 infections), and comply with any required health, testing, isolation or distancing measures or advice given.

e) obtaining an appropriate visa or immigration permission if necessary, and an ATAS (Academic Technology Approval Scheme) certificate if required for your course (see clause 8 above as to the consequences of failure to obtain the requisite permission) and to abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and promptly provide a copy of your visa/confirmation of immigration status and passport identification page whenever requested by your college or department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies at Oxford. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Support and information are available from Student Immigration and from the visa and immigration pages of the University website http://www.ox.ac.uk/students/visa.

f) it is your responsibility to progress your own academic studies. This will include submitting work when required to do so, sitting collections and penal collections when required to do so, meeting College and University submission deadlines and attending tutorials, classes, lectures, and other academic requirements.

17. It is your responsibility to:

a) act as a responsible member of the College's community, including treating other members of the community and the public with courtesy, respect and in a way to respect their dignity, and to behave in a manner consistent with the College's Equality Policy https://www.univ.ox.ac.uk/policy-documents/ .

b) progress your own academic studies. This will include submitting work when required to do so, sitting collections and penal collections when required to do so, meeting College and University submission deadlines and attending tutorials, classes, lectures, and other academic requirements.

c) to behave in accordance with the College's Code of Practice on Freedom of Speech https://www.univ.ox.ac.uk/policy-documents/

Teaching Arrangements

18. The College will make provision for students as follows:

a) For undergraduate courses such teaching and other provision as it reasonably decides is necessary for their courses of study, taking account of any relevant departmental norms. Teaching may include tutorials, classes, seminars, and may be carried out by Tutors or other Fellows or Lecturers of the College, or by any other persons considered by the College to be suitably qualified. Teaching provision for specialist options is subject to availability and may not be provided in all cases. Some teaching will be delivered by the department and this will vary between Colleges. Given the variation in courses of study, it is not possible to specify a minimum amount of teaching for undergraduates in all subjects.

b) For graduate courses (including research degrees) the College does not teach or deliver programmes but will make such other provision as it reasonably decides to be necessary to support the pursuit of the relevant course.

19. Where a pandemic (including but not limited to Covid-19), epidemic or local health emergency necessitating measures to reduce risk of infection or illness arises or has already arisen, the College may make such changes as it reasonably deems necessary to comply with government or local authority regulations or guidance by those bodies or by the UK Health Security Agency, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. Changes made or required by the University may be communicated through Colleges.

20. Examples of measures the College may take in the circumstances identified in clause 18 include:

a) providing teaching, assessment or other services wholly or partly online or via other remote or virtual means;
b) moving the location of teaching and/or restricting student numbers permitted to attend any location at one time (including restricting numbers at libraries or lectures);
c) teaching at evenings, weekends or outside Full Term;
d) requiring students to comply with other health and safety measures which the College deems necessary; which are specific to particular sites or activities, which may be in addition to any HSI;
e) staggering attendance by students so that for part of the term you are not allowed physically to attend the College;
f) varying, limiting or cancelling any course content, or optional modules;
g) varying, limiting or cancelling access to any University or College services or facilities;
h) varying, limiting or cancelling any learning experiences that would, without such circumstances, normally happen face to face or in-person (e.g. work in laboratories, museums, studios, music facilities or via fieldwork or work-placement);
i) varying, limiting, cancelling or putting in place measures to reduce the risk of any time due to be spent in education or paid work abroad (including the right to vary destinations for work or study abroad) as a mandatory or optional component of courses, including making

changes as a result of health guidance or risk assessment applicable to overseas travel destinations and/or providing students with alternative educational provision. If a year abroad, or other placement, has to be cancelled entirely then this may include the right to move a student to a cognate degree course that does not include such a year abroad or placement.

21. Subject to paragraph 17 above, no refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic , epidemic or local health emergency necessitating measures to reduce risk of infection or illness or by compliance with guidance from Public Health England. The College will also not be liable for any consequential losses or expenses you may incur (e.g. travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

Events beyond our control

22. The College will not be in breach of its obligations under the contract, nor liable to you for any loss caused to you under the contract with you, where the breach or loss results from events which are beyond the College's reasonable control. Examples of events which may fall into this category include, a pandemic, an epidemic, or a local health emergency necessitating measures to reduce risk of infection or illness, industrial action, acts of God, acts of terrorism, government order or law, action by any governmental authority, the unanticipated departure or absence of key members of College staff, or failure or delay by third party suppliers and subcontractors. In such circumstances the College will take reasonable steps to mitigate the impact on you and to restore teaching and services. More information is available in the Student Protection Plan on the University website. This paragraph is not intended to restrict any legal rights where doing so would be unlawful (eg under consumer law).

Library and IT Facilities

23. Subject to clauses 19 and 20 above, the College will provide library and IT facilities in connection with your studies and on the conditions and at the times set out in the College Handbook or equivalent document, which may vary from time to time. Facilities may be withdrawn in the event of adverse circumstances beyond the control of the College. (https://www.univ.ox.ac.uk/about/student-information/)

Accommodation and Meals

24. Subject to clauses 18 and 19 above, the College will maintain a stock of residential accommodation that may be provided to you in connection with your studies and if so this will be provided on the terms and conditions and in accordance with the procedures set out in the College Handbooks, and/or accommodation contract, which may vary from year to year. (https://www.univ.ox.ac.uk/about/student-information/

25. Subject to clauses 19 and 20 above, the College will provide meals on the terms and conditions set out in the College Handbooks (https://www.univ.ox.ac.uk/about/student-information/ which may vary from time to time.

Personal Data

26. The College will collect and use information about you in accordance with the principles set out in the College Privacy Notice https://www.univ.ox.ac.uk/policy-documents/. This includes ensuring that your data will only be used in a way which is fair, lawful and secure. In addition, the University has its own privacy notice at https://compliance.admin.ox.ac.uk/student-privacy-policy

Complaints Procedure

27. The College Complaints procedure including subsequent rights of appeal are explained in the College Handbooks https://www.univ.ox.ac.uk/about/student-information/

Amendment

28. The terms of this document may be unilaterally amended by the College as a consequence of changes from time to time to National, University or College legislation, statutes, regulations or guidance. You will receive notification of material changes and any consultation process within which you may make representations prior to the change taking effect.

Jurisdiction

29. The contract and any dispute arising from it (including non-contractual disputes) shall be governed by the law of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.

Signed for on and on behalf of University College, Oxford

Dr Andrew Bell

Senior Tutor

18 August 2025

Declaration

I confirm that I have read and understood the University College Handbooks for Junior Members, including the Accommodation Agreement governing the provision of residential accommodation by University College, and that I will observe and be bound by the regulations that are contained in it concerning my conduct and use of College facilities.

Name:

Signature:

Date:

Policy on Academic Standing and Academic Performance*

1. Introduction

1.1. The College's Academic Disciplinary Procedure and its Policy on Intermission both make reference to the 'Good Academic Standing' of junior members (students) of the College. The College also makes use of the same idea in some other contexts. For example, where the College requires that its permission be obtained before students may take on certain extra-curricular roles, the College will not grant such permission to a student who is not in Good Academic Standing. The College reserves the right to take similar account of Good Academic Standing in exercising other discretions that it may be asked to exercise, from time to time, in favour of particular students.

1.2. The College also wishes to give its students a sense of what it expects of them where their academic effort and progress is concerned. The simple answer is that it expects them all to be, at the very least, in Good Academic Standing. Although the College is disappointed when students occasionally do not meet this expectation, and although senior members of the College may draw attention to this fact when providing references and reports on students, a mere failure to be in Good Academic Standing is not treated, in itself, as an disciplinary matter. Its relevance to disciplinary matters is more oblique, and is set out in the Academic Disciplinary Procedure.

1.3. This Policy on Academic Standing and Academic Performance explains what qualifies, for all the above purposes, as being in Good Academic Standing (section 2 below). It also explains the College's position on the passing and resitting of First Public Examinations in the University (section 3 below). Passing the First Public Examination in your subject is a necessary condition of your remaining a member of the College, and if you do not pass in two attempts, within the rules set out in section 3 below, your membership of the College will then cease without the need for any Academic Disciplinary proceedings, and irrespective of whether you were otherwise in Good Academic Standing.

1.4. It is a guiding principle of this policy that as far as possible students who do their best but run into academic difficulties will be supported by the College. The provisions of section 2 below should be interpreted with that guiding principle in mind. The proviso 'as far as possible' is included to reflect the College's view that some academic difficulties may be too severe to allow for further support, and the rules as to the First Public Examination in section 3 below are among the College's mechanisms for giving effect to that view.

1.5. The College expects all students to prioritize academic work over other interests, across each term taken as a whole, and across each vacation to the extent necessary to

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* v4.0, adopted and with effect from 17 June 2015. This Procedure has the force and import of a Regulation of the College: see OCM TT3 (2015), item 30, by which the Procedure was adopted as a Regulation.

sustain academic momentum from term to term. While this is not among the criteria for being in Good Academic Standing under section 2 below, it is relevant to the granting of permissions by tutors under 2.3 and 2.4 below, and so can have indirect impact upon Good Academic Standing. Even when it does not, students can expect the attitudes of

1.6. the College and of their tutors, when extra latitude is sought for any purpose (including the making of excuses in any appeal under any College policy or procedure), to be affected by the extent to which they have prioritized and are prioritizing their academic work over other interests in the way that this provision envisages.

2. What is Good Academic Standing?

2.1. Students are regarded as being in 'Good Academic Standing' if and only if they

a) keep the residence requirements laid down for their course of study by the University; and

b) pass within the time permitted by this Policy and within the time permitted by University regulations the First Public Examination or other examinations specified by the University as a necessary part of their course of study; and

c) attend on time all tutorials, classes and other required academic engagements, and participate actively and to a good standard in all of them, having spent an adequate amount of time in preparation; and

d) produce assignments (essays, problem sheets, etc) with the regularity required by their tutor(s), to a good standard, and on time; and

e) write collections (internal College examinations) with the regularity required by their tutor(s), and to a good standard, having spent an adequate amount of time in preparation and other self-study during vacations; and

f) maintain regular contact with college tutors and external subject tutors throughout term and when required at other reasonable times during vacations, checking e- mails daily during term time and responding promptly to tutors' communications.

In the case of graduate students without tutors, the references to tutors in the above criteria are to be replaced with references to supervisors or others charged with reporting on student progress, whether they report direct to the College or otherwise. In other respects the above criteria are to be read as referring to the nearest equivalent duties of graduate students, or in the case of (e) as not applicable to graduate students at all.

2.2. An academic engagement missed or postponed, or an assignment omitted or delayed, shall not count against the Good Academic Standing of the student for the purpose of 2.1(c) and 2.1(d) above if it was missed, postponed, delayed or omitted with permission in advance from the tutor or tutors with whom the engagement or for whom assignment was due. Such permission will only be given where the student's reason for seeking

permission is consistent with 1.5 above. Permission in arrears will only substitute for permission in advance in rare cases where a student was incapacitated or otherwise incommunicado before the event, having regard to both 1.5 and 2.1(f) above.

2.3. A collection missed or postponed shall not count against the Good Academic Standing of the student for the purpose of 2.1(e) above if it was missed or postponed with permission in advance from both the Senior Tutor and the tutor or tutors setting the collection. Such permission will only be given where the student's reason for seeking permission is consistent with 1.5 above. Permission in arrears will only substitute for permission in advance in rare cases where a student was incapacitated or otherwise incommunicado before the event, having regard to both 1.5 and 2.1(f) above.

2.4. For the purposes of 2.1(c), 2.1(d) and 2.1(e) above, work of 'a good standard' means work of an upper-second-class standard, except where

a) the student's highest realistically expected standard of attainment even under conditions of diligent application to his or her studies; and/or

b) the standards prevailing on the student's particular course of study at the student's particular stage in that course of study; militate in favour of the setting of a lower standard.

2.5. Where, under any College policy or procedure, a student is to be required to sit a Special Collection, the pass mark for that collection will be set at the lower borderline of the upper second class, except that the officer, panel, or committee prescribing the pass mark for the Special Collection shall have discretion to set a lower pass mark (such pass mark not in any event to be lower than the lower borderline of the lower second class), having regard to the factors in 2.4(a) and 2.4(b) above and to those alone.

2.6. The provisions in 2.4 and 2.5 above have no application to graduate students. In the case of graduate students 'a good standard' means a standard that gives full confidence of successful completion of the course of study.

2.7. Any lapse in Good Academic Standing holds for the term and only for the term in which the lapse occurs. Good Academic Standing is automatically restored on the first day of the following full term, unless the student is at subject to live proceedings under the College's Academic Disciplinary Procedure on that day.

3. Passing the First Public Examination

3.1. If a student fails any part of the First Public Examinations, the Senior Tutor and the student's subject tutors shall consider the position, including the question whether to advise the undergraduate to consider the possibility of transferring to another university. Transferring to another university generally requires a fresh UCAS application and it is a question for the student's new university what credit, if any, to give for work already done in Oxford. There is no national system for credit transfer.

3.2. A second attempt to pass the First Public Examination (or the failed parts of it, if severable) will be allowed, even if the undergraduate has decided to transfer to another

university. Subject to the exception in 3.3 below, failure in all or part of the First Public Examination at a second attempt will bring the student's membership of the College, and his or her entitlement to make further attempts at the First Public Examination as a member of the College, to an end.

3.3. A third attempt at the First Public Examination may be permitted by the College where permitted by the University. An application for the required University permission is made to the Education Committee, and will be granted only in exceptional circumstances.

3.4. Where the effect of failure in all or part of a First Public Examination, under University regulations or otherwise, is that the failing student is to attempt a different First Public Examination (e.g. Prelims instead of Mods), any attempt at that different First Public Examination qualifies, for the purposes of 3.2 and 3.3 above, as a further attempt at the same First Public Examination as was originally attempted.

3.5 In accordance with the University's policy on the First Public Examination, the College observes the following principle in respect of academic discipline:

a) Where, under the College's Academic Disciplinary Procedure, the conditions attached to a disposal by an Academic Panel or an Academic Disciplinary Appeal Committee include the attaining of a specified mark in the First Public Examination (or in any component of the First Public Examination) that is higher than the ordinary pass mark, a failure to meet that higher mark does not trigger expulsion from the College unless it was also a failure to meet the ordinary pass mark. Conditions including the attaining of a specified mark in the First Public Examination (or in specified papers in that Examination) that is higher than the pass mark therefore should not be attached to disposals under Academic Disciplinary Procedure clause 6.10(c).

b) No condition as to the passing of, or attaining of any mark in, the First Public Examination (or any component of the First Public Examination) is to be attached to a disposal or second formal warning under the College's Academic Disciplinary Procedure if the disposal is made, or second formal warning is issued, less than 28 days before the first paper of the relevant First Public Examination.

Plagiarism and Academic Integrity[1]

1. What is Plagiarism?

1.1. Plagiarism is taking material created by someone else and passing it off as one's own original work. Plagiarism can take many different forms, but you must remember that if any passages in a work which you submit as your own contain words or phrases, data or information (other than common knowledge) from somebody else without properly citing your source, you are guilty of plagiarism if the intended reader would, in all the circumstances, assume that those passages articulate your own thoughts or discoveries. You are guilty of plagiarism if you copy an entire essay or problem sheet, if you intersperse your own text with unattributed quotations from published or unpublished primary or secondary sources, or if you paraphrase material without crediting it in the manner customary in your discipline. Copying from a friend or colleague is unacceptable; it is also unacceptable academic practice to copy, without citation, from public sources such as books, journals, or the internet. Unauthorised collaboration with another party (known as 'collusion') is also a form of plagiarism.

1.2. It is crucial for you to realize that plagiarism applies not only to work submitted for public examinations, but to any work you do, including Collections and your tutorial assignments. Your weekly or fortnightly essays, problem sheets or other tasks must be your own original work unless collaboration is authorised by your tutor.

2. Acquiring Good Working Practices

2.1. A key feature of the tutorial system is that you will submit work to your tutor, on a weekly or fortnightly basis. The type of work will differ according to the discipline in which you work. Essays are used almost universally in the arts and social sciences, but are also common in many of the natural sciences. You may, however, also be expected to complete problem sheets, or produce translations, or commentaries. It is very important that the work you produce should be your own, and that you should familiarize yourself from an early stage with the practices and conventions pertinent to your subject.

2.2. When you quote or paraphrase material you must always attribute your source. The rules of citation vary from subject to subject. College regulations are not the place to summarize subject-specific rules: it is the responsibility of all graduate and undergraduate students to consult the guidelines and protocols found on faculty or departmental websites, or in the relevant course handbooks or equivalent. If in doubt, subject tutors should be consulted. There are, however, some general rules for safeguarding the academic integrity of your work.

i. Always acknowledge the source from which you drew a verbatim quotation (no matter how brief), an idea or insight upon which you rely or with which you engage intellectually, a piece of information or data which you use unless it is a

[1] Version 4.4, November 2015.

matter of common knowledge in your discipline and standard publications in your discipline commonly state it without attribution of sources;

ii. Familiarize yourself with the conventions applying to your discipline; if need be, ask your tutor or supervisor to explain how to quote or attribute;

iii. Be meticulous in how you attribute; verbatim quotations from primary or secondary sources are obvious forms requiring citation, but the same rules of intellectual honesty apply to paraphrased material, summaries, theories, concepts, calculations, or anything that is not common knowledge in your discipline and publications in your discipline commonly state such matter without attribution of sources.

iv. Do not think that you can get away with copying the language, data or ideas of somebody else by listing your source in the general bibliography: this will not relieve you from the charge of plagiarism. Proper acknowledgement of quotations, data or information from any source, whether published or unpublished, must be made for each specific use.

v. Unauthorised collaboration is another form of academic misconduct: never assume you are allowed to hand in a joint piece of work unless you have received specific permission to do so.

3. Plagiarism Arising from Poor Working Practices

3.1. Poor working practices can lead to unintentional plagiarism. All spring, to a greater or less extent, from laziness, poor organisational skills, untidiness, or lack of academic rigour. The most prevalent pitfalls are the following:

i. *Poor note taking*
This occurs when you fail to record adequate details of your sources; this can lead to two possible damaging consequences: one is that sometimes copied text can begin to look so familiar to you that you no longer remember that the wording or ideas are not your own; alternatively, you may be unable to recall their provenance; either way, you may fail to acknowledge their source, and will thus have plagiarised. (The third possibility is, of course, that time is wasted revisiting sources already consulted).

ii. *Cutting and pasting without due care*
Creating and revising work on your computer is easy and fast, but also dangerous. One version may have included proper citation and attribution; the next one may have lost vital quotation marks and footnotes. Check all versions before you hand in your work, lest you have inadvertently failed to cite your sources, thereby plagiarising.

iii. *Poor citation practices*
You may not have intended to deceive anyone, but unless you carefully check your own work to ensure that all quoted words or phrases (or, indeed, longer passages) are placed within quotation marks or indented, and all paraphrases have been clearly signalled and full bibliographical details have been made available to enable your readers to check your sources, you will be guilty of

plagiarism if the intended reader would, in all the circumstances, assume that those passages articulate your own thoughts or discoveries

iv. *Different cultural traditions*[2]
It is not a defence to argue that you were trained in a different cultural context, with different rules and conventions. As a student of Oxford University and University College, you are bound by the rules of your current institution, and it is your responsibility to familiarize yourself with them and to comply with them.

4. Why Is Plagiarism Wrong?

4.1. Plagiarism is a form of intellectual dishonesty. By passing off others' work as his or her own, the plagiarist gains an advantage that is not deserved, or at least misleads the intended reader. Plagiarism in the tutorial context is unacceptable because tutors devote their time, in good faith, to furthering students' education by teaching which is tailored to the individual student, and plagiarised work seriously misleads the tutor about that student's level of understanding and competence.

5. The Penalties for Plagiarism

5.1. Plagiarism comes within the scope of the College's rules on academic misconduct. Students need to be aware that the penalties for plagiarism in assignments they submit to their tutors can be as severe as the penalties for plagiarism in work submitted for Public Examinations. Disciplinary measures in respect of plagiarism are aimed at a form of academic misconduct, not merely a failure or default in academic work or performance. Where a serious case of plagiarism is proved, the junior member found guilty of this offence may be subject to severe disciplinary measures, including banning, rustication, sending down or expulsion. Buying essays from a professional organisation or writing for such an agency are instances of gross academic misconduct.

5.2. The penalties for misconduct also differ from those for underperformance in that they can be imposed with immediate effect. The detailed disciplinary procedures to be followed in the case of detection of plagiarism are set out in the Academic Disciplinary Procedure (ADP).

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[2] See in particular the Princeton guidelines on cultural differences in this regard at http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html

Academic Disciplinary Procedure*

1. Introduction

1.1 *Purpose.* This Academic Disciplinary Procedure ('ADP') exists to enable the College to take appropriate measures in cases in which one of its junior members (students) is in breach of his or her academic obligations. Such breaches take various forms, and may attract various sanctions and remedies. The College's first priority, and primary purpose of this ADP, is to ensure that its students remain in good academic standing, fulfilling their academic potential and completing their studies in a timely way. In the event of a breach of academic discipline the College will attempt, so far as possible, to use the procedures in this ADP in such a way as to restore the affected student to good academic standing at the earliest opportunity. However, this is not always possible and this ADP also makes provision for dealing with rare situations in which academic discipline has broken down to the extent that no recovery of good academic standing is realistically possible.

1.2 *Student support.* Students who are subject to disciplinary proceedings under this ADP have a number of sources of support available to them, including the College's welfare team, the OUSU sabbatical officers, and the relevant JCR or WCR officers.[1]

1.3 *Deadlines.* The College aims to deal with problems covered by this ADP as quickly as possible so that delay does not hinder a fair resolution or interfere with academic progress, where this is still possible. Accordingly this ADP includes various deadlines with which the College and any student subject to disciplinary proceedings must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time.

1.4 *Giving notice.* Where this ADP requires a notice or record to be given in writing, the normal way for this to be done is by email to the recipient's personal ox.ac.uk email address, or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes. The email is regarded as having been delivered to the recipient at

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* v4.2, promulgated 24 August 2015. This Procedure has the force and import of a Regulation of the College: see OCM MT2(2013)U, item 3, by which the Procedure was adopted as a Regulation.

[1] For more details, see http://www.univ.ox.ac.uk/college_life/welfare/

the time of sending. However a notice or record written on paper is also valid for the purpose of this ADP and where that method is used, the notice or record is regarded as having been delivered when it is placed in the recipient's pigeonhole in the College lodge, or on the second working day after it is posted to the recipient by first class post (as the case may be). The recipient's pigeonhole in the College lodge should only be used where the sender is reasonably satisfied that the recipient is in residence in Oxford at the time of delivery.

2. When does the Academic Disciplinary Procedure apply?

2.1 *General scope.* This ADP applies to any current student of University College ('the Student'), whether undergraduate or graduate, and whether in residence or out of residence at the time, who is in an Academic Disciplinary Situation (ADS).

2.2. *Academic Disciplinary Situations.* A Student is in an ADS if and only if

(a) in the opinion of at least one of the Student's designated tutors, the Student has committed an academic offence within the terms of 2.3 below; or

(b) in the opinion of at least one of the Student's designated tutors, the Student has been in dereliction of academic duties within the terms of 2.4 below.

A 'designated tutor', for the purposes of this ADP, is any person who meets at least one of the following conditions:

(i) he or she is a praelector (tutorial fellow) of the College who is currently teaching or organising the teaching of the Student; or

(ii) he or she is a person for the time being charged by the College with the task of organising the teaching of the Student; or

(iii) in the case of a graduate Student, he or she is the Student's college adviser;

(iv) in the case of a graduate Student, he or she is a fellow of the College who is also the Student's university supervisor.

2.3 *Offences.* The following constitute academic offences:

(a) plagiarism, fabrication or falsification of research data, sources, or results, underhand use of *aides memoires* in assessments, and analogous forms of dishonesty and impropriety in the conduct of academic work;

(b) attempting to commit an offence under (a) above;

(c) knowingly or recklessly assisting other students in the commission of an offence under (a) or (b) above.

'Academic work' includes work undertaken by any student as part of or in preparation for a tutorial, a practical, an examination, or any other academic exercise forming part of that student's course of study, whether or not it forms a required part of that course.

2.4 Dereliction. The following constitutes dereliction of academic duties:

(a) failure to attend; or

(b) failure adequately to prepare for (include failure to submit written work of a substantial enough kind when required to do so); or

(c) failure to make adequate effort in the conduct of

a tutorial, a practical, an examination, or any other academic exercise forming a required part of a student's course of study, where the failure is without adequate justification or excuse.

2.5 *Overlap with other College policies and procedures.* Where an ADS also constitutes a proper basis for steps to be taken under another policy or procedure of the College, and steps under this ADP and under that other policy or procedure have been proposed or initiated, the responsible Officers of the College will together determine, in consultation with the Student, whether all steps on the same basis should be consolidated so that they are taken under a single policy or procedure, provided that such a consolidation shall never have the effect of depriving the Student of an avenue of appeal that he or she would otherwise have enjoyed. In the event of disagreement as to the appropriateness of a consolidation, the final determination is to be made by the Master (or in the event that the Master is unable to act, the Vice-Master). The responsible Officer of the College for the purpose of this ADP is the Senior Tutor.

2.6 *Overlap with Proctors' jurisdiction.* Where an ADS also constitutes a proper basis for disciplinary steps to be taken by the University Proctors, and such steps have been proposed or initiated, any steps proposed or initiated under this ADP will be stayed until the conclusion of Proctorial proceedings. This ADP will not be used to add to the severity of a Proctorial disposal but may be used to determine what steps it is appropriate for the College to take to give effect to a Proctorial disposal. It should be understood, however, that certain Proctorial disposals have automatic implications for the Student's relationship with the College which do not require steps to be taken

under this ADP, e.g. a Student expelled or suspended from the University is automatically expelled or suspended from the College.

2.7 *Overlap with department/faculty codes for Graduates.* In the case of a graduate Student, where an ADS also constitutes a proper basis for disciplinary steps to be taken by the Student's university department or faculty, and such steps have been proposed or initiated, any steps proposed or initiated under this ADP will be stayed until the conclusion of the department's or faculty's proceedings. The College will make all reasonable efforts to liaise with the department or faculty concerned so as to ensure that any measures taken under this ADP do not subject the Student to disproportionate punishment for the same offence or dereliction. It should be understood, however, that certain disposals by the University have automatic implications for the Student's relationship with the College which do not require steps to be taken under this ADP, e.g. a Student expelled or suspended from the University is automatically expelled or suspended from the College.

3. Summary of procedure

3.1 *Four stages.* This ADP has four stages summarised here. Except as provided later in this ADP, no ADS is to progress to the next stage until the previous stage has been completed.

Stage One: First formal warning

Issued to the Student by a designated tutor. See section 4 below.

Stage Two: Second formal warning

Issued to the Student by the Senior Tutor. See section 5 below.

Stage Three: Disciplinary measures

Imposed by the Academic Committee on the recommendation of its Academic Disciplinary Panel (ADP). See section 6 below.

Stage Four: Appeal

Heard by an Academic Disciplinary Appeal Committee (ADAC) which is convened for that purpose. See section 7 below.

3.2 *Questions about progress.* Any student who is in an ADS is to be kept informed, in the ways provided for below, of the stage to which his or her case has progressed. In case of doubt the Senior Tutor is empowered, upon application by the Student, to make a determination of the stage to which his or her case has so far progressed and to give the Student notice in writing of this determination within 72 hours of the application.

4. Stage One: First formal warning

4.1 *First formal warning.* Any student who is in an ADS may be issued with a formal warning to that effect by any of his or her designated tutors.

4.2 *Leapfrog to stage two.* If, in the opinion of the designated tutor in question, the academic offence or dereliction is of such gravity or singularity that the primary purpose of this ADP cannot be served by the issue of a first formal warning under 4.1 above, the Student may instead be referred to the Senior Tutor for immediate progress to Stage Two (second formal warning) without the issue of a first formal warning.

4.3 *Timeline.* A first formal warning is to be issued within the shortest reasonable time of the events that give rise to it, and in any event within 14 days of the date on which those events (or the latest of them if they constitute a series of events) were drawn to the attention of the tutor issuing the warning. A referral to the Senior Tutor under 4.2 above is also to be made within a reasonable time of the events that give rise to it, and in any case within 14 days of the date on which those events (or the latest of them if they constitute a series of events) were drawn to the attention of the tutor making the referral.

4.4 *Chance to respond.* The issuer of a first formal warning need not hear representations from the Student before issuing it. However, a reasonable opportunity to respond to the warning must be allowed, which includes, but is not limited to, an opportunity to present a justification or excuse for dereliction if the warning is for dereliction, and an opportunity to contest the steps which the Student is expected to take under 4.5 below. The issuer of a first formal warning who is satisfied, upon hearing the response of the Student, that the first formal warning should not have been issued may cancel it. The issuer of a first formal warning who is satisfied, upon hearing the response of the Student, that the first formal warning should have been issued on different terms may vary it.

4.5 *Written record.* A first formal warning may be issued orally or in writing in any form of words. However a written record of the fact that it has been issued must be kept by the tutor and sent within 72 hours to the Student. A copy of this ADP (in either paper or electronic form) must be supplied to the Student by the tutor either at the time of issuing the warning or at the time of sending the written record of the warning to the Student or within 24 hours of sending that written record. The written record of the warning must state

(a) that it records the issue of a first formal warning for the purpose of this ADP; and

(b) that the student has the right to respond to the issue of the warning and to ask for it to be cancelled or varied by the tutor issuing it; and

(c) the grounds on which the warning was issued; and

(d) what steps the Student is expected to take to avoid the progress of the ADS to the next stage of this ADP without further warning, and what is the expected timetable for the taking of those steps, this timetable not extending beyond the currency of the warning (see 4.7 below on currency).

If no indication is given of any steps or if no indication is given of any timescale then the implication, which need not be stated in the record of the warning, is that the Student is being warned only not to commit a further similar offence or to be in further similar dereliction of academic duty (as the case may be) during the currency of the warning.

4.6 *Reporting.* The issue of a first formal warning need not (but may) be reported to the Senior Tutor. It is not recorded in the Student's file in the College's Academic Office unless it comes to figure in the case for further disciplinary steps to be taken under this ADP. For the avoidance of doubt, a tutor may store his or her written record of the fact that a first formal warning has been issued in the Student's academic file in the Academic Office, on the understanding that the record will be removed from the file, and treated as expunged from the file, as soon as the first formal warning is no longer current. The written record of the first formal warning must be produced for the purpose of referring the case to the Senior Tutor for formal warning under the next stage of this ADP.

4.7 *Currency of warning.* For the purpose of taking further steps under this ADP, a first formal warning is current until (and including) the first anniversary of its issue, or until (and including) such earlier date as the issue of the warning may indicate at the time of issuing it, or until (and including) the date on which it is cancelled by its issuer, whichever is the earliest. The early cancellation of a first formal warning is to be notified promptly to the Student in writing, as is the variation of any first formal warning. A variation may not be used to extend the currency of a first formal warning beyond one year.

4.8 *Effect of non-compliance with procedure*. Subject to the general principle concerning deadlines in 1.3 above, the effect of any failure to follow these rules for the issue and recording of a first formal warning will be that the first formal warning will be ineffective for the purpose of proceeding with further stages of this ADP.

4.9 *Appeal against first formal warning.* Except as provided for under 4.4 above, there is no College procedure to appeal against the issue of a first formal warning.

5. Stage Two: Second formal warning

5.1 *Second formal warning.* Any student who, during the currency of a first formal warning, commits a further similar offence or dereliction, or fails to take any of the steps set out in the first formal warning within the timescale set out in that warning, may be referred to the Senior Tutor by the issuer of the warning, or by any other designated tutor, for consideration to be given to the issue of a second formal warning. The Senior Tutor may issue such a second formal warning if, in the Senior Tutor's opinion, the circumstances of the case warrant it.

5.2 *Leapfrog cases.* Any student who is referred to the Senior Tutor by a designated tutor under 4.2 above (grave or singular offence or dereliction) must be issued with a second formal warning by the Senior Tutor unless in the Senior Tutor's opinion, one of the following two conditions obtains:

(a) the offence or dereliction was not so grave or so singular that it should have been referred to the Senior Tutor by the designated tutor, in which case the Student should be referred back to the same designated tutor for consideration of the issue of a first formal warning under 4.1 above; or

(b) the offence or dereliction is of such exceptional gravity and singularity that the primary purpose of this ADP cannot be served by the issue of any warning, in which case the Student must be referred to the Academic Committee for immediate progress to Stage Three (disciplinary measures) without the issue of any warning.

5.3 *Timeline.* A second formal warning is to be issued within the shortest reasonable time of the events that occasion it, and in any event within 21 days of the date of the referral to the Senior Tutor under 4.2 or 5.1 above. If the referral takes place later than 7 days before the end of full term then the latest date for issue of a second formal warning is within 7 days of start of the next full term.

5.4 *Inquiries by Senior Tutor.* In determining whether to issue a second formal warning, and if so on what terms, the Senior Tutor may make such inquiries as he or she sees fit, including consultation with the Student's tutors (designated or otherwise).

5.5 *Representations to Senior Tutor*. Before issuing a second formal warning, the Senior Tutor must offer the Student an opportunity to make representations as to the issue of the warning. Representations include, but are not limited to, representations regarding any justification or excuse for dereliction if the proposed warning is for dereliction, and representations concerning the appropriate conditions to be attached to the warning under 5.8 below. Normally such representations should be heard at a meeting in person between the Student and the Senior Tutor. However, where the Student is out of residence at the time, or it is not reasonably practicable for representations to be made in person, the opportunity to make representations in

writing may be substituted for the opportunity to make oral representations, at the discretion of the Senior Tutor.

5.6 *Meeting.* Any meeting between the Student and the Senior Tutor for the purpose of hearing representations under 5.5 above should be held in private, except as follows:

(a) if in the Senior Tutor's opinion it is necessary to have another member of the College or of its staff present for the purpose of taking notes, then one such person may be present at the invitation of the Senior Tutor; and

(b) if the Student wishes to be accompanied by another student of the College, for the purpose of giving support but not for the purpose of providing representation, then one such person may be present at the invitation of the Student.

It is not necessary for advance notice to be given of the fact that another person will be present or invited to be present under (a) or (b) above, but, if a note-taker will be present, the Student should be advised of that fact at the latest upon arrival at the Academic Office, before proceeding into the meeting with the Senior Tutor.

5.7 *Form of second formal warning.* A second formal warning must be issued in writing signed by the Senior Tutor (or emailed from the Senior Tutor's account) in a form of words that conveys

(a) that it is a second formal warning for the purpose of this ADP; and

(b) the grounds on which it is being issued; and

(c) what conditions are included in the second formal warning; and

(d) what consequence will attach to a breach of each condition included in the second formal warning.

A second formal warning must be accompanied (or followed within 24 hours) by a copy of this ADP in either paper or electronic form.

5.8 *Conditions included in warning.* Any one or any combination of the following conditions may be included in a second formal warning at the discretion of the Senior Tutor:

(a) that the Student is to commit no academic offence of any type or of any specified type during the currency of the warning;

(b) that the Student is not to be in dereliction of any academic duties, or of any specified academic duties during the currency of the warning;

(c) that the Student is to pass (or to achieve any specified mark in[2]) any specified examination, which may include an examination to be set specifically for the purpose of this condition (a 'special collection');

(d) that the Student is to take some other reasonable step or steps specified in the warning, the step or steps to be taken before a date specified in the warning or during the currency of the warning, whichever is the earlier.

5.9 *Consequences of breach of conditions.* At the discretion of the Senior Tutor, to be exercised at the time of issue of the warning, each condition included in a second formal warning under 5.8 above is to be such that one and only one of the following consequences is attached to its breach:

(a) referral back to the Senior Tutor for consideration of whether the case should be referred to the Academic Committee for progress to the next stage of this ADP; or

(b) referral to the Academic Committee for progress to the next stage of this ADP without further consideration by the Senior Tutor.

5.10 *Written record.* A second formal warning by the Senior Tutor is to be recorded in the Student's file in the Academic Office and a copy of the warning must be produced for the purpose of referring the case to the Academic Committee for disciplinary measures to be taken under the next stage of this ADP. After issue, a second formal warning cannot be varied or cancelled (except as provided for under 5.12 below).

5.11 *Currency of warning.* For the purpose of taking further steps under this ADP, a second formal warning is current until (and including) the date on which the Student sits his or her last examination for award of any degree or other qualification, upon the course of study towards which he or she had already embarked at the time when the second formal warning was issued, or until (and including) such earlier date as the Senior Tutor may indicate at the time of issuing it, whichever is the earlier. For these purposes a student is regarded as studying towards the same degree or other qualification even if he or she changes subject (so long as this does not involve a formal readmission to the College in ordinary competition).

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[2] The College policy on *Academic Standing and Performance* lists considerations to which the College must have due regard in specifying marks to be achieved in examinations, including special collections, and due regard must be had to the same considerations in the context of this ADP.

5.12 *Effect of non-compliance with procedure.* Subject to the general principle concerning deadlines in 1.3 above, the effect of any failure to follow these rules for the issue of a second formal warning will be that

(a) the second formal warning will be ineffective for the purpose of proceeding with further stages of this ADP; and

(b) the second formal warning will be expunged from the Student's file upon application by the Student to Academic Committee.

For the avoidance of doubt, Academic Committee may not expunge a warning on the ground that it disagrees with the Senior Tutor's judgment about whether a second formal warning was called for under 5.1 or 5.2 above.

5.13 *Appeal.* Except as provided for in 5.12(b) above, there is no College procedure to appeal against the issue of a second formal warning.

6. Stage Three: Disciplinary measures

6.1 *Disciplinary Panels.* Any student who is referred to Academic Committee under 5.2(b) above (exceptionally grave and singular offence or dereliction) or 5.9 above (breach of a condition included in a second formal warning) must be considered for the imposition of disciplinary measures. Academic Committee must delegate this consideration to a Disciplinary Panel which operates as a subcommittee of Academic Committee and makes a recommendation to Academic Committee for an appropriate disposal of the case (whether by disciplinary measures or otherwise). By convention Academic Committee will follow the recommendation of its Disciplinary Panel in making a recommendation to the College's Governing Body. By convention, the College's Governing Body will in turn follow the recommendation of Academic Committee. A Student therefore has no right to make further representations to Academic Committee or to Governing Body in respect of any recommendation of a Disciplinary Panel. Any adjustment of the disposal by Academic Committee or Governing Body would, by convention, give the Student good grounds for appeal against the adjusted disposal under Stage Four of this ADP. Because of the strength of these conventions, the recommendation of a Disciplinary Panel is referred to in the following provisions as a 'determination'.

6.2 *Membership and convening of Panel.* A Disciplinary Panel consists of three members, all of whom shall be Fellows of the College. The convening of Disciplinary Panels and the assignment of cases to them shall be a responsibility of Academic Committee, always to be carried out as expeditiously as possible, bearing in mind the primary purpose of this ADP. A Disciplinary Panel

may be convened to consider a single case or a group of cases. Where there is a group of cases involving the same student it may elect to consolidate these into one case for the purpose of considering that student for disciplinary measures.

6.3 *Timeline.* Without prejudice to the general rule in 6.2 requiring expedition, the Disciplinary Panel will be convened within 14 days, or 21 days if any of the 14 days would be outside full term, of a referral by the Senior Tutor.

6.4 *Disqualifications.* The following are not eligible to serve on a Disciplinary Panel:

(a) The Master, the Vice-Master, the Senior Tutor, the Dean, or the Welfare Fellow;

(b) Any person who has served as a designated tutor as defined in 2.2 above to any student whose case is to be considered by the Disciplinary Panel in question;

(c) Any person who has taught (in tutorials or in any other capacity where reporting on individual progress was required or expected) any student whose case is to be considered by the Disciplinary Panel in question;

(d) Any person who has been directly involved, whether under this ADP or otherwise, with any of the events that have brought the case before the Disciplinary Panel in question, where membership of Academic Committee or Governing Body does not qualify as direct involvement merely because it involves routine scrutiny of reports on student progress and exam results.

(e) Any person who has served on a Disciplinary Panel or an Disciplinary Appeal Committee under this ADP, or on any similar panel under another Procedure of the College, in another case involving the same student or students.

Within 24 hours of a Disciplinary Panel's being convened, each Student in whose case the Panel is intended to make a determination will be given notice by the Senior Tutor (on behalf of the Academic Committee) of the identities of its members. The Student will then have 24 hours to draw attention to the ineligibility of any member to serve on the Panel under (a) to (e) above (but not to object on any other ground). If satisfied that a member is indeed ineligible to serve, Academic Committee will replace that member within 48 hours. That replacement will count, for the purpose of any deadlines that follow, as the convening of a new Disciplinary Panel.

6.5 *Investigator and objections to Investigator.* For each case before it each Disciplinary Panel shall, within 72 hours of its being convened, appoint one of its number as Investigator in that case. Within 48 hours of the Investigator's appointment, the Student will be given notice by the Senior

Tutor of the identity of the Investigator, and will have 24 hours from the time of being given that notice to object to the appointment, stating the grounds for doing so (which are not restricted to ineligibility under 6.4 above). The Disciplinary Panel dealing with the case will appoint an alternative Investigator from its own number within 72 hours of the objection being made if, in the view of the Disciplinary Panel, the Student's grounds for objecting are reasonable ones.

6.6 *Conduct of investigation.* With all possible speed consistent with a careful investigation, the Investigator is to obtain a note from the Senior Tutor of how the case progressed through Stages One and Two of this ADP, and a copy of any second formal warning, together with any comments from any of the Student's current designated tutors and from the Senior Tutor that might, in the opinion of the Investigator, bear on the application of disciplinary measures. The Student's current designated tutors are to be informed, through the Senior Tutor, that the Student is being investigated by a Disciplinary Panel, and of the identity of the Investigator. The Student's current designated tutors may communicate to the Investigator their views on the suitability of disciplinary measures or other disposals in the case, or their views on any other relevant matter, whether or not the investigator solicits those views. In framing his or her report under 6.9 below, the Investigator is to draw attention to and take due account of any such views received.

6.7 *Representations to Investigator.* The Investigator must offer to the Student an opportunity to make representations as to the disciplinary measures or other disposals to be applied. Representations include, but are not limited to, representations regarding any justification or excuse for dereliction if the proposed measures are for dereliction. The Student must also be given the opportunity to comment more generally on the case against him or her under this ADP, a case which should be outlined to him or her by the Investigator, relying on the notes and comments obtained under 6.6 above. Normally such representations should be heard at a meeting in person and in private between the Student and the Investigator, at which the Investigator should take notes of the Student's representations. However, where the Student is out of residence at the time, or it is not reasonably practicable for representations to be made in person within a reasonable time, the opportunity to make representations in writing may be substituted at the discretion of the Investigator, in which case the Investigator may outline the case against the Student to the Student in writing.

6.8 *Meeting.* Any meeting between the Student and the Investigator for the purpose of hearing representations under 6.7 above should be held in private, except as follows:

(a) if in the Investigator's opinion it is necessary to have another member of the College or of its staff present for the purpose of taking notes, then one such person may be present at the invitation of the Investigator; and

(b) if the Student wishes to be accompanied by another Student of the College, who may assist with the making of representations as well as giving support to the Student, then one such person may be present at the invitation of the Student.

Notice of at least 24 hours is to be given of the fact that another person will be present or has been invited to be present under (a) or (b) above.

6.9 *Report and determination.* On completion of his or her investigation, the Investigator will make a written report to the Disciplinary Panel containing recommendations as to the disposal of the case. The report will be considered by the Disciplinary Panel at a meeting, at which the appropriate disposal of the case will also be determined by simple majority voting. It is normally expected that, where the Student's cooperates fully in the process, this process will be completed within 21 days of referral of the case to Academic Committee by the Senior Tutor.

6.10 *Possible disposals.* A Disciplinary Panel has the power to make the following disposals:

(a) expulsion from the College; or

(b) suspension from the College for a period of up to one academic year, with or without conditions that need be satisfied before return to College; or

(c) expulsion from the College unless certain conditions are satisfied; or

(d) suspension from the College for a period of up to one academic year unless certain conditions are satisfied, with or without further conditions that need to be satisfied before return to College; or

(e) a conditional discharge, whereby no disciplinary measures under (a), (b), (c) or (d) will be applied to the Student so long as certain conditions are satisfied; or

(f) an absolute discharge.

In determining the appropriate disposal from this list the Disciplinary Panel must always have regard to the primary purpose of this ADP. Disposals (a) to (d) qualify as disciplinary measures. Disposals (e) and (f) qualify as non-disciplinary measures. For the avoidance of doubt, the coming into effect of an expulsion or suspension by virtue of the Student's failure to meet any condition imposed under (b), (c), or (d) is an automatic process and does not itself qualify as a further disposal for the purposes of this ADP. The effect is that, where a condition as to return to College set under (b) or (d) is not satisfied, the suspension automatically becomes an expulsion without

further intervention by a Disciplinary Panel, by Academic Committee, or by the College's Governing Body.

6.11 *Conditions attached to disposals.* The conditions that may be attached by a Disciplinary Panel to a disposal under 6.10(b), (c), (d) or (e) above include, at the Panel's discretion,

(a) that the Student is to commit no academic offence of any type or of any specified type for a specified period or indefinitely;

(b) that the Student is not to be in dereliction of any academic duties, or of any specified academic duties for a specified period or indefinitely;

(c) that the Student is to pass (or to achieve any specified mark in[3]) any specified examination, which may include an examination to be set specifically for the purpose of this condition (a 'special collection');

(d) that the Student is to take some other reasonable step or steps specified in the disposal, the step or steps to be taken before a specified date.

6.12 *Communication of determination.* The Panel is to report its determination without delay to Academic Committee, via the Senior Tutor, supported by a copy of the Investigator's report on the case. If the Panel's determination departs from the Investigator's recommendation then a further report is to be included explaining the departure. Notice of the Panel's determination will be given in writing within 72 hours of its having been made to the Student by the Senior Tutor acting on behalf of the Academic Committee, supported by a copy of the Investigator's report and a copy of any other report submitted by the Panel in support of its determination.

6.13 *Failure to meet conditions.* If conditions attach to the disposal under 6.10 (b), (c), (d), or (e) above and, in the opinion of the Senior Tutor, the Student fails to meet those conditions, then notice of that failure, and of the consequences as determined by the terms of the disposal, will be given in writing to the Student by the Senior Tutor acting on behalf of the Academic Committee, within 72 hours of the failure's having come to the attention of the Senior Tutor. In case of dispute about whether the conditions specified in a disciplinary measure have been met by the Student, the appeal procedure under 7.2 below applies.

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[3] The College policy on *Academic Standing and Performance* lists considerations to which the College must have due regard in specifying marks to be achieved in examinations, including special collections, and due regard must be had to the same considerations in the context of this ADP. The College policy on Academic Standing and Performance also contains rules governing the use that may be made, for the purposes of this clause, of results in the First Public Examination.

7. Stage Four: Appeal

7.1 *Appeal against determination.* The Student has a right of appeal against any determination of a Disciplinary Panel that involves the imposition of a disciplinary measure. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being given notice under 6.12 above of the Disciplinary Panel's determination.

7.2 *Appeal against coming into effect of consequences.* The Student also has a right of appeal against the coming into effect of the consequences of his or her failure to meet any condition specified in any disciplinary measure, but only on one or both of the following grounds:

(a) that the Senior Tutor was mistaken in his or her opinion under 6.13 above that the Student failed to meet the condition; or

(b) that the Student's failure to meet the condition was excusable.

For the avoidance of doubt, it is not a ground of appeal under this provision that the condition should not have been imposed. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being given notice under 6.13 above of his or her failure to meet the condition.

7.3 *Constitution of Academic Disciplinary Appeal Committee.* An appeal under 7.1 or 7.2 above is to be heard by an Academic Disciplinary Appeal Committee (ADAC) constituted by the Master specifically to hear the appeal. Any disciplinary measures appealed against are stayed pending determination of the appeal, save that it is still possible for a student to meet any conditions specified in the disciplinary measure, and hence to terminate the measure, while the appeal is pending.

7.4 *Membership.* An ADAC will comprise:

(a) one Fellow of the College of suitable seniority and experience, who is a Member of Governing Body holding an academic post, and who will chair the ADAC; and

(b) two further senior members of the College holding academic posts (who need not be members of the Governing Body).

7.5 *Disqualification.* The following shall not be eligible to serve on an ADAC:

(a) The Master, the Senior Tutor, the Dean, or the Welfare Fellow;

(b) Any person who has served as a designated tutor as defined in 2.2 above to any student whose case is to be considered by the ADAC;

(c) Any person who has taught (in tutorials or in any other capacity where reporting on individual progress was required or expected) any student whose case is to be considered by the ADAC;

(d) Any person who has been directly involved, whether under this ADP or otherwise, with any of the events that have brought the case before the ADAC, where membership of Academic Committee or Governing Body does not qualify as direct involvement merely because it involves routine scrutiny of reports on student progress and exam results.

(e) Any person who has served on a Disciplinary Panel or an ADAC under this ADP, or on any similar panel under another Procedure of the College, in another case involving the same student or students.

If sufficient ADAC members not disqualified under these headings cannot be found from within the College then the Master shall have the option of substituting one or more members from another College or other Colleges of the University of Oxford who do meet these conditions, and who (apart from the fact that they are members of another College, not of University College) fall under the descriptions in 7.4 above.

7.6 *Secretary of ADAC.* The ADAC shall be assisted by the Academic Registrar (or another senior administrative employee of the College enlisted by the Master) who will act as Secretary to the ADAC ('the Secretary').

7.7 *Objections to membership.* Within 48 hours of the constitution of the ADAC, the Student will be given notice by the Secretary of the identities of its members, and will have 24 hours from the time of being given that notice to object to the appointment of one or more of them, stating the grounds for doing so. The Master will appoint an alternative member or members of the ADAC within 72 hours of the objection being made if, in the Master's view, the Student's grounds for objecting are reasonable ones.

7.8 *Representation of Academic Committee before ADAC.* Within 4 days of the constitution of the ADAC (or of its reconstitution if required under 7.7 above) Academic Committee is to nominate a person ('the AC Representative') to make a case, before the ADAC, in favour of the implementation of the disciplinary measure. The AC Representative may be the Senior Tutor, any member of the Academic Disciplinary Panel that determined the measure, or any member of Academic Committee.

7.9 *Date of hearing.* Within 7 days of the constitution of the ADAC (or of its reconstitution if required under 7.7 above), the Secretary shall fix a date for an ADAC hearing. The hearing is to take place no later than one calendar month after the constitution (or reconstitution) of the ADAC. Subject to that one month limit, the date should be fixed in consultation with the Student, the AC Representative, and the members of the Panel.

7.10 *Hearing details.* At least 7 days before the hearing the Secretary will:

(a) write to the ADAC members, the Student and the AC Representative to confirm the date, time and location of the hearing;

(b) provide the ADAC members, the Student, and the AC Representative with a bundle containing copies of:

- the second formal warning, if any, issued at Stage Two;
- the Investigator's report from Stage Three;
- the letter from the Senior Tutor giving the Student notice of the disposal;
- the letter from the Senior Tutor giving the Student notice of his or her failure to meet the conditions in the disposal (if applicable);
- the letter from the Student giving notice of appeal; and
- any other relevant documents.

7.11 *Assistance and representation.* The Student shall also be informed by the Secretary that he or she is entitled to be represented or accompanied at the ADAC hearing by one other person. Except with the special leave of the Chair of the ADAC, this person ('the Friend') must be a member or employee of the College. Cases for the granting of special leave include but are not limited to those in which no suitable member or employee of the College is available to assist, or in which the Student has reasonable grounds to wish his or her situation to remain unknown to those members or employees of the College who are available to assist. However an ADAC will not allow legal or other professional representation for the Student. At least 72 hours before the hearing the Student shall inform the Secretary of the identity his or her Friend, if any, indicating whether the Friend will be a representing or merely an accompanying Friend. It is the responsibility of the Student to inform his or her Friend, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of the Student, the Student will surrender the right to speak on his or her own behalf, except as a witness. Unless the Chair of the ADAC agrees that exceptional circumstances

prevent it, the Student must attend the hearing for the appeal to be heard, and must be ready to appear as a witness at the ADAC's request. This is so even if the Student has asked a Friend to speak on his or her behalf.

7.12 *Additional documentation.* If the Student or the AC Representative wishes the ADAC to take account of any additional documentation or written submissions, copies must be provided to the Secretary at least five days before the hearing. The Secretary will then ensure that it is circulated to the ADAC and the other party as soon as possible. Any documentation submitted after this deadline will not be considered by the ADAC unless the Chair of the ADAC decides that exceptional circumstances warrant its inclusion.

7.13 *Identity of witnesses.* Not less than 5 days before the hearing, the Student and the AC Representative shall inform the Secretary of any witnesses they wish to call at the hearing. The Chair of the ADAC shall also inform the Secretary of any the witnesses that the ADAC itself intends to call if they are not called by the parties. The Secretary will in advance of the hearing provide a list of all these witnesses to the Student, the AC Representative and the ADAC members. Witnesses will normally be required to give evidence in person at the hearing, and will be expected to answer questions from ADAC members and from either party as allowed under 7.15 below. It is the responsibility of the person calling the witness to ensure that he or she attends.

7.14 *Written testimony.* Where the Student and the AC Representative agree that a witness need not attend, or where it is impracticable for a witness to attend, or where in the opinion of the Chair of the ADAC it would not be appropriate for a witness to attend, the ADAC may accept evidence given in a written statement. Any written statements should be submitted to the Secretary at least three working days before the hearing. The Secretary to the ADAC will then circulate them to the other parties and the members of the ADAC as soon as possible.

7.15 *Order of speaking and adducing evidence.* The Student (either in person or through his or her Friend) and the AC Representative will have the opportunity to address the ADAC at the hearing. The ADAC may also hear witnesses in any order and in any manner that to it seems appropriate, having regard to the requirements of natural justice. Questions will be asked of witnesses in the first instance by the members of the ADAC. At the discretion of the Chair, the Student (either in person or through his or her friend) and the AC Representative may also ask questions of any witnesses. Any witness of whom questions are asked by the calling party will also be subject to cross-examination by the other party. The AC Representative and the Student also have the right to make closing speeches, in that order.

7.16 *Regulation of procedure.* Subject to the above, the ADAC has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing,

and the hearing itself, so as to ensure that the process is fair and reasonable and, so far as possible in view of the seriousness of the case, informal and flexible.

7.17 *Making of decision by ADAC.* When the ADAC members consider their findings and recommendations, each shall be given the opportunity to present and discuss his or her impressions and conclusions regarding the issues and the hearing. The ADAC will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any ADAC member other than the Chair. The success or failure of any motion shall be determined by simple majority vote. The ADAC will not take account of any information or documents which were not available to the Student or which were not available to the AC Representative at or before the hearing.

7.18 *Notification of decision by ADAC.* The decision of the ADAC is announced by notice in writing to the Master, the Student, and the AC Representative. The decision will not be announced until at least the next working day after the hearing. The ADAC may however take up to five days after the hearing to reach and to announce a decision. Within ten days of the hearing, the ADAC will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.

7.19 *Possible disposals by ADAC.* The ADAC may, at its discretion, uphold the implementation of the disciplinary measure or vary the conditions of its implementation or require those conditions to be satisfied afresh or override the whole measure and substitute any alternative disposal which it was open to the Disciplinary Panel to have imposed in place of the disposal, having regard to the same principles and purposes to which the Disciplinary Panel was required, under this ADP, to have regard.

7.20 *Finality and further appeals.* The decision of the ADAC is final and not open to further appeal within the College. By convention, the Governing Body of the College does not interfere with it. The finality of the ADAC's determination is without prejudice to the right of the Student to make appeals or other applications to bodies outside the College, in particular to the Conference of Colleges Appeal Tribunal (CCAT),[4] or to the Office of the Independent Adjudicator (OIA).[5] The Senior Tutor will, on request, issue to the Student a Certificate of Completion of Procedures once all in-College remedies have been exhausted.

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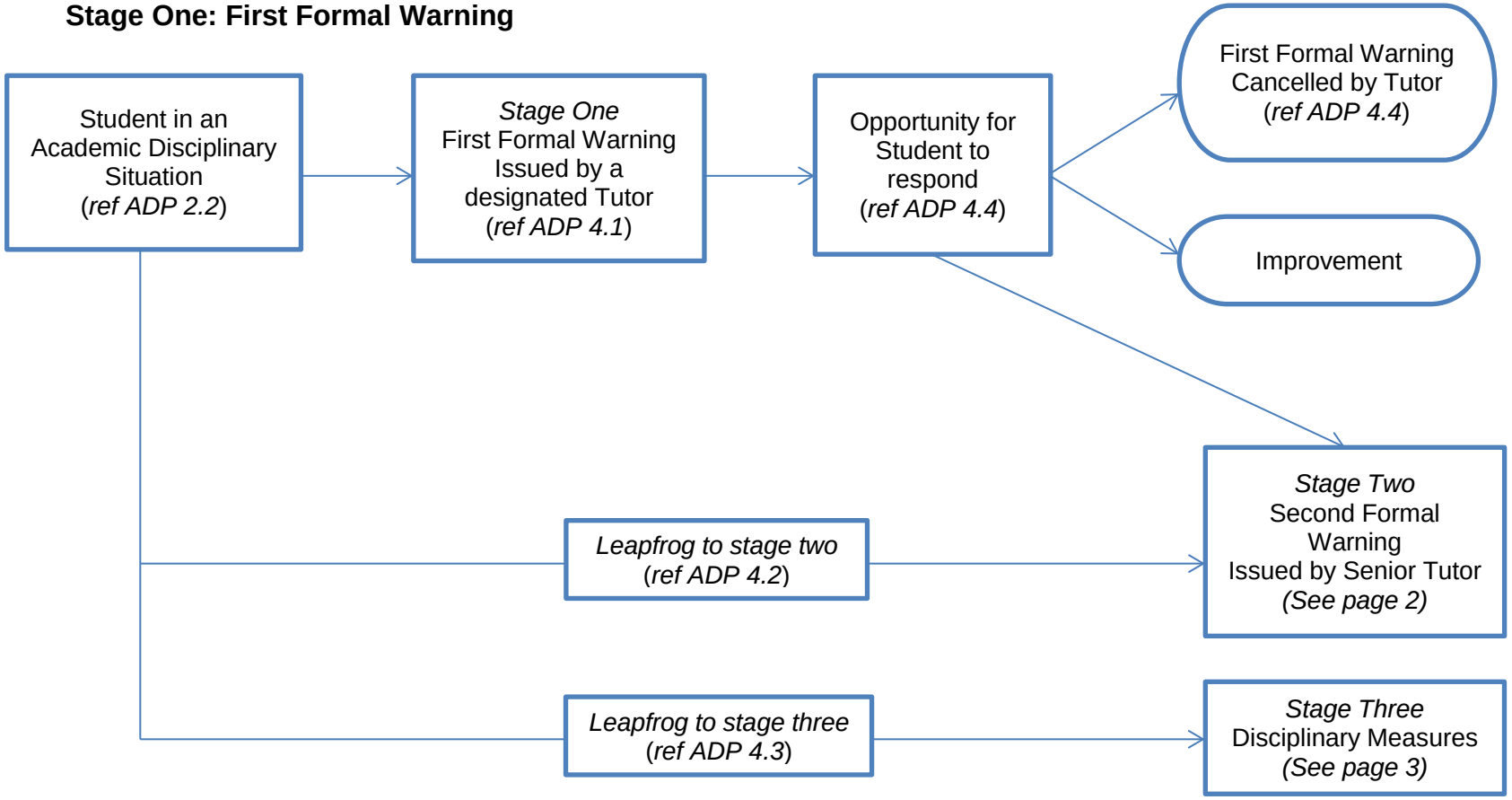
[4] For more details, see https://weblearn.ox.ac.uk/access/content/group/test1-conf coll/Public%20Documents/Appeal%20Tribunal/

[5] For more details, see http://www.oiahe.org.uk/

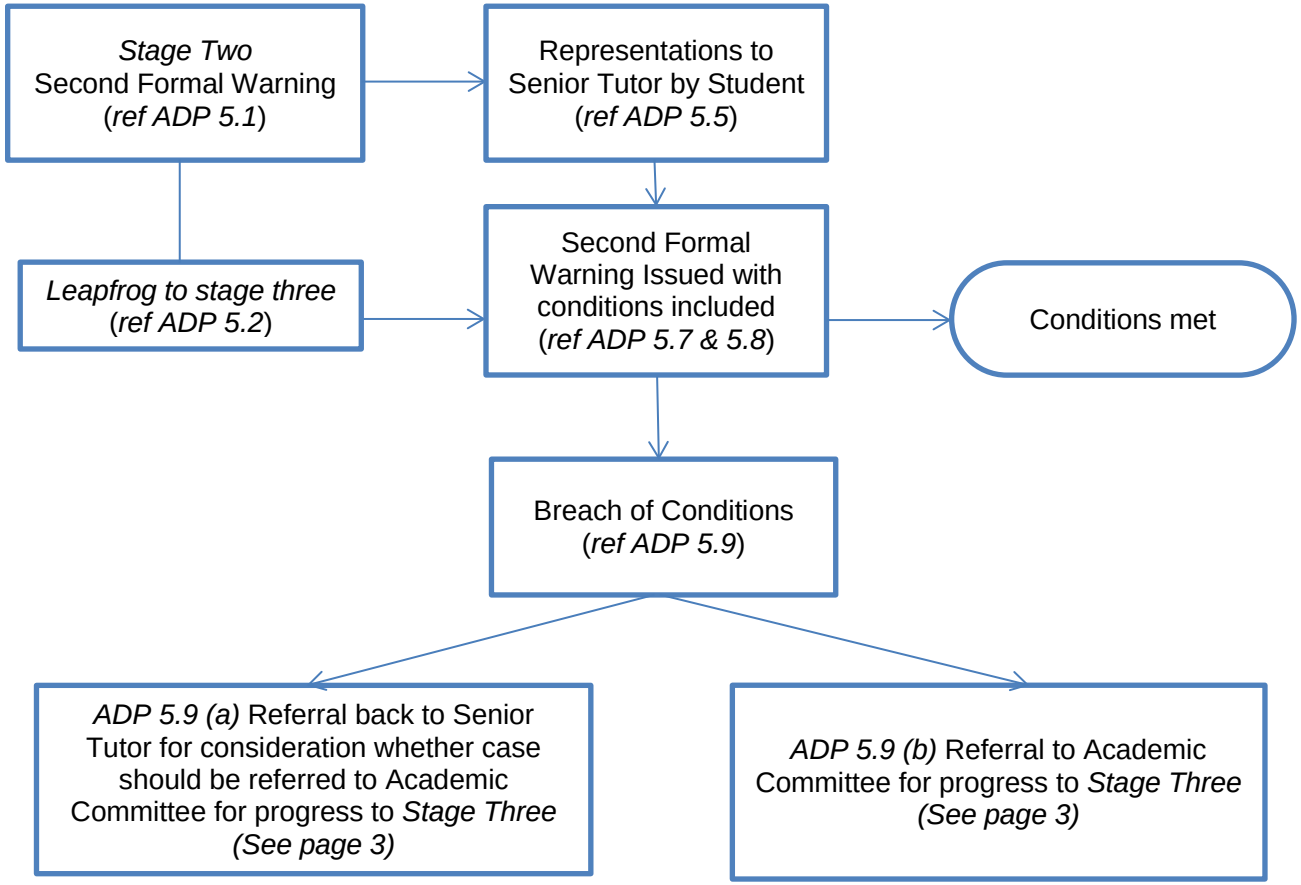
Flowchart of Academic Disciplinary Process

To be read in conjunction with the
Academic Disciplinary Procedure and
Policy on Academic Standing and Academic Performance

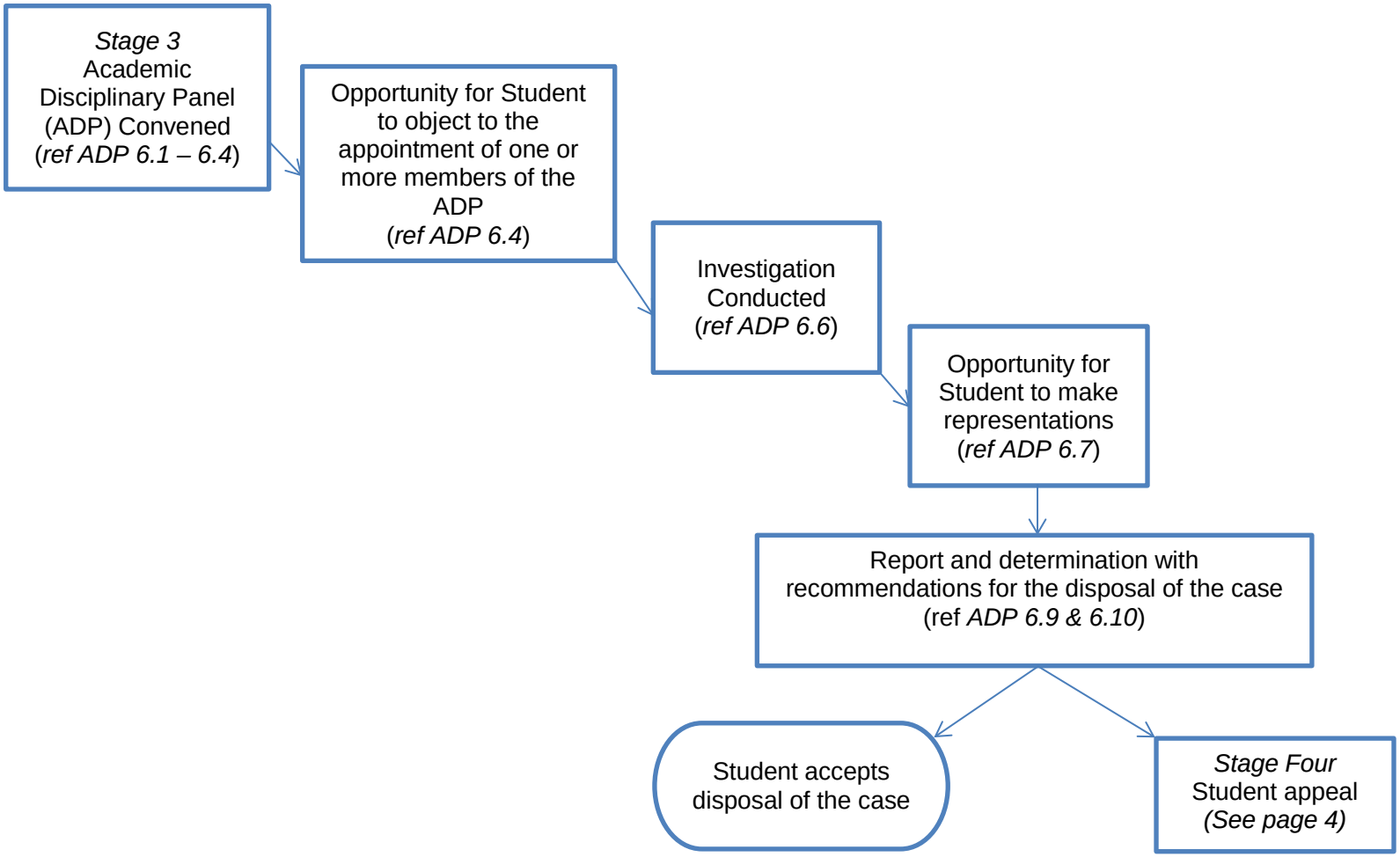
Stage One: First Formal Warning



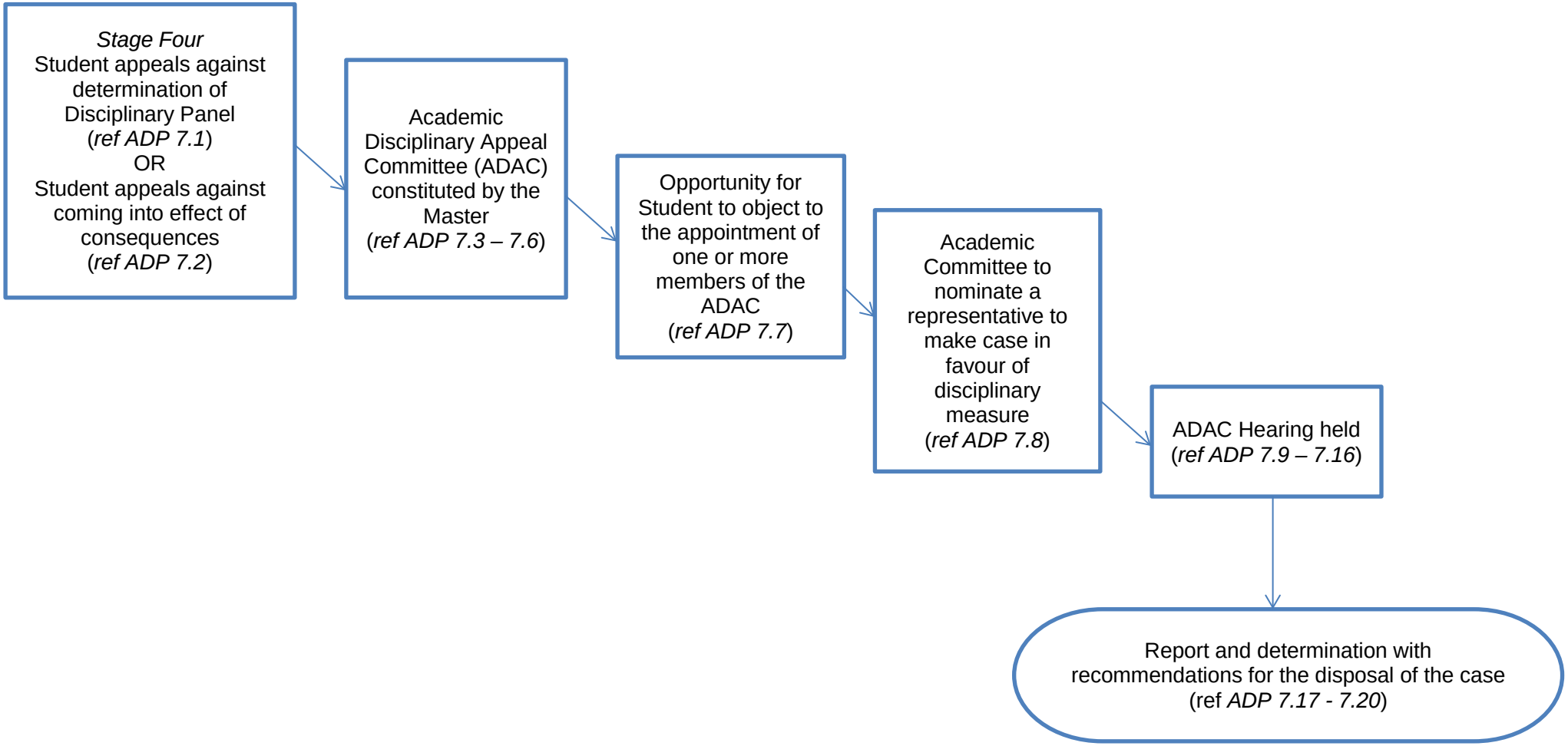
Stage Two: Second Formal Warning



Stage Three: Disciplinary Measures



Stage Four: Appeal



Policy on Suspension*

1. Introduction

1.1. *Purpose.* This Policy on Suspension ('PoS') exists to enable the College to make suitable provision for those rare cases in which its junior members (students) are in medical or other difficulties which require them to take a temporary break from their studies, such that they will not be able to complete those studies according to the originally anticipated schedule. The College's first priority is to enable its students, so far as possible, to be thriving participants in their courses of study. In service of this goal, the primary purpose of this PoS is to ensure that students remain in good academic standing, fulfilling their academic potential and completing their studies in a timely way. Already implicit in this statement is the College's view that breaks in study (including postponements of examinations) are undesirable, and can be allowed only in exceptional cases, and even then only within strict limits. Students admitted for a course of study of fixed or limited duration are expected to complete the course of study within that duration, without interruption, unless major life-events conspire to make that impossible. Sometimes the nature of those life-events may be such that, regrettably, the course of study cannot be completed at all. The interruption may be too prolonged or too repeated to allow for the measure of continuity that is necessary to make satisfactory academic progress. This PoS also makes provision for this mercifully very rare eventuality.

1.2 *Support for students.* Students whose situations are or may be covered by this PoS have a number of sources of support available to them, including the College's welfare team, the OUSU sabbatical officers, and the relevant JCR or WCR officers.[1] The College has an arrangement with the College Doctors whereby they will provide opinions and certifications for the purpose of this PoS. This arrangement is explained in more detail in section 3 below. It still allows for students to consult the College Doctors confidentially for the normal range of advice and support, as opposed to for opinions and certifications under this PoS. The PoS is intended not to affect the normal interactions of students with the College Doctors acting as their general medical practitioners.

1.3 *Definitions.* In what follows 'the Applicant' means the person who is applying for (or who has applied for) suspension of status, whether the Student or not. 'The Student' means the junior member of

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* v6.0, promulgated 25 June 2021. This Policy has the force and import of a Regulation of the College: see OCM MT2(2013)U, item 3, by which the Policy was adopted as a Regulation.

[1] For more details, see http://www.univ.ox.ac.uk/college_life/welfare/

college for whom suspension of status is sought or to whom suspension of status has been or will be granted or upon whom suspension of status has been or will be imposed. ‘A student’ (without initial capital letter) means any junior member of the College.

1.4 *Deadlines.* The College aims to deal with cases covered by this PoS as quickly as possible so that delay does not aggravate any difficulties with academic progress. Accordingly this PoS includes various deadlines with which the College and The Student must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time. All time periods mentioned (whether expressed in hours, days, or weeks) are to be read inclusively.

1.5 *Form of communication.* Where this PoS requires communication to the Applicant or the Student in writing, the normal method is by email to the recipient’s personal ox.ac.uk email address, or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes. Where this PoS requires communication to the Senior Tutor in writing, the normal method is by email to the Senior Tutor’s own ox.ac.uk email address or to the ox.ac.uk email address of the Academic Officer. The email is regarded as having been delivered to the recipient at the time of sending. However a communication on paper is also valid for the purpose of this PoS and where that method is used, the communication is regarded as having been delivered when it is placed in the recipient’s pigeonhole in the College lodge, or on the second working day after it is posted to the recipient by first class post (as the case may be). The recipient’s pigeonhole in the College lodge should only be used where the sender is reasonably satisfied that the recipient is in residence in Oxford, and has reasonable access to the College, at the time of delivery.

2. General principles

2.1 *Suspension of status defined.* Subject to 2.2 below, any interruption of full-time studies (except where imposed by the College under disciplinary procedures) that has among its consequences the postponement of any University examination is a suspension for the purposes of this PoS. For the avoidance of doubt, this includes any case in which a student withdraws from a University examination during or immediately before that examination with a view to re-entering for that examination at a later date.

2.2 *Scope of Policy*. This PoS covers suspensions of status on medical or compassionate grounds only and the word ‘suspension’ in this PoS should be understood accordingly.

2.3 *Grounds of suspension.* The College will permit a student’s suspension of status only where the Academic Committee is satisfied

(a) that suspension of status is necessary on medical or compassionate grounds (such as injury, illness, very recent bereavement, urgent need for the Student to act as a carer towards a close family member, or maternity/paternity); and

(b) that the circumstances are such that the Student can reasonably be expected to be able to resume his or her studies at the end of the period of suspension.

For the avoidance of doubt the College will not grant suspension of status solely on the ground that the Student is or feels ill-prepared for examinations, giving rise to anxiety.

2.4 *Number of suspensions.* Under this PoS the College will permit at most one single period of suspension to any one student during any one course of study, where the limit of one includes suspensions imposed upon the Student under 2.7 below as well as those granted upon application of the Student. A course of study for this purpose means the whole period of study leading to one degree or other qualification of the University. A student is regarded as studying towards the same degree or other qualification of the University even if he or she changes subject (so long as this does not involve a formal readmission to the College in ordinary competition).

2.5 *Exceptional second suspension.* The College may permit a second period of suspension of status under this PoS in the following exceptional cases:

(a) where a student, whose membership of the College would otherwise be at an end, is required to remain a member of the College solely in order to make a second or further attempt at a University examination, where the University permits a second or further attempt (whether it does so by general regulation or by special dispensation); or

(b) where a student requires a second period of suspension for a reason that is substantially independent of those for which the first was granted.

Under this PoS no third period of suspension of status is granted. For the purpose of exception (a) above, notwithstanding anything said in 2.6 below, the period of suspension may be of one year or of such shorter period as will enable the intermitting student to return to College at the appropriate time to make his or her second or (as the case may be) further attempt at the examination.

2.6 *Period of suspension.* A suspension for the purposes of this PoS will last no more and no less than one year. The following are the only exceptions:

(a) if in the judgment of the Academic Committee the circumstances warrant it, a student who applies for suspension of status under this PoS on or before Friday of week minus one of Hilary Term of his or her first year on any course of study may be permitted to restart the same course of study with effect from the start of Michaelmas term of the following academic year;

(b) if in the judgment of the Academic Committee the circumstances warrant it, a student who withdraws from a University examination during or immediately before that examination and successfully applies for suspension of status under this PoS may be permitted to resume his or her studies at the start of the term, in the following academic year, in which he or she proposes to re-attempt the same examination;

(c) if in the judgment of the Academic Committee the circumstances warrant it, a student who has already missed a substantial amount of work during a period in which he or she was not intermitted under this PoS may be granted a suspension of less than one year so as to allow resumption of work at the point at which, effectively, it was abandoned;

(d) if in the judgment of the Academic Committee the circumstances warrant it, a student who is intermitted under 2.7(b) below may have his or her year of suspension calculated from the beginning of the term in which his or her suspension of status is imposed, or from the start of the next term, notwithstanding that the suspension of status will then be, in effect, longer than or shorter than one year;

(e) if in the judgment of the Academic Committee the circumstances warrant it, a student studying for a research degree (being a degree for which the only public examination is the examination of a thesis) may be intermitted for a period of one term, or any multiple of one term up to three terms (which need not be consecutive), where such suspensions match suspensions of student status granted by the University on medical or compassionate grounds;

(f) if in the judgment of the Academic Committee the circumstances warrant it, and if the College doctors certify the necessity of it, a suspension of up to two years may be granted (with such further adjustment to the period as may be warranted under (a) to (e) above) to enable a student to be treated for or to recuperate from a severe medical condition.

2.7 *Initiating suspension.* Suspension of status is normally at the Student's application. However in the following two classes of cases, and only in the following two classes of cases, it may be imposed upon a student by the College:

(a) Where a student is subject to disciplinary proceedings (whether academic or non- academic) and makes or proposes to make an excuse in defending those proceedings of a kind that also discloses a possible medical ground of suspension, the disciplinary proceedings may be temporarily stayed (at the initiative of the panel or committee then having charge of the disciplinary proceedings) and the Student may be required to attend the College Doctors for an assessment of fitness to study according to the special procedure laid out in 3.3 below. If the Student is then certified unfit to study by the College Doctors a suspension may be imposed upon the Student by the Academic Committee with or without the Student's consent. If the Student refuses to attend the College Doctors for an assessment of fitness to study as required under this provision, then his or her excuse may be disregarded for the purpose of determining the disciplinary outcome by the officer or committee then having charge of the disciplinary proceedings. 'Disciplinary proceedings', for the purpose of this provision, do not include any steps that can lead, under the College's disciplinary procedures, only to a formal warning.

(b) Where, in the judgment of the Dean or Senior Tutor, a student's physical or mental condition is such as to give rise to grave concerns for his or her safety or the safety or well-being of those around him or her, the Dean or Senior Tutor (as the case may be) may require certification of fitness to study by the College Doctors to be provided to the Senior Tutor pursuant to the special procedure set out in 3.3 below. If the Student is certified unfit to study by the College Doctors a suspension may be imposed upon the Student by the Academic Committee with or without the Student's consent. If the Student fails to attend the College Doctors for an assessment of fitness to study as required under this provision then that will be treated for the purpose of this provision as a case in which the Student was certified unfit to study by the College Doctors. In any case falling under this provision the Senior Tutor is empowered to impose a suspension provisionally on the Student, pending certification of fitness to study by the College Doctors, and without awaiting a decision by the Academic Committee. In any case in which a suspension is imposed provisionally and the imposition is subsequently confirmed by the Academic Committee under this provision, the date of provisional imposition shall qualify as the date of imposition of the suspension of status for the purposes of 2.6(d) above.

2.8 *Conditions as to return: academic.* In the interests of the Student, the College needs to assure itself that the Student is academically prepared for return to College following a period of suspension. To that end the College will always set one or more academic conditions as to return. Academic conditions may include the sitting of a Special Collection or the submission of appropriate written work. In either case, students will be expected to obtain a specified grade in the work and will be advised of this in advance. Academic conditions are understood to be supportive of the Student's effective return into residence. The level of performance required is to be determined in accordance with the College's Policy on Academic Standing and Performance, having due regard to the circumstances that necessitate the student's suspension in accordance with this Policy on

Suspension. The College will provide such academic advice and support as is reasonably necessary to enable the student to prepare to meet any academic conditions as to return, so far as is compatible with the student's intermitted status. The Senior Tutor shall determine what is reasonably necessary, having consulted the Student and the relevant College tutors. For the avoidance of doubt it is not compatible with the Student's intermitted status that any teaching be provided by or on behalf of the College during a suspension. In the case of a research student as defined in 2.6(e) above the College may set, by way of academic condition as to return, the following condition, viz. that the University is satisfied that the student is academically prepared to return to his or her studies.

2.9 *Conditions as to return: fitness to study.* In cases in which suspension of status is on medical grounds, or on other grounds where there is a question of fitness to study, the College will require certification of fitness to study as a condition of return. Where certification of fitness to study is required, that certification can only be made by the College Doctors, who may seek or rely on such further professional opinions as they in their professional judgment see fit. Where, in the professional judgment of the College Doctors, certification of fitness to study requires attendance at the College Doctors' surgery, such attendance forms part of the relevant condition as to return, whether expressed or not. The College Doctors will not issue a certificate of fitness to study unless they are satisfied that the Student is also fit to perform such tasks or exercises as the College may have specified in academic conditions as to return imposed under 2.8 above. In the case of a research student, the College may set its own fitness to study condition where it is satisfied that it is not merely duplicating a condition set by the University.

2.10 *Failure to meet conditions as to return.* If the Student fails to meet any condition as to return, then (subject to the outcome of any appeal he or she may launch under 4.4 below) the Student ceases forthwith to be a member of the College, and this is an automatic consequence of the failure rather than a new determination by the Academic Committee or the Senior Tutor. Pending any appeal under 4.4 below the Student remains a member of the College but is to be allowed back into residence only at the discretion of the Academic Committee. In the event of a failed appeal the Student's membership is regarding as having ceased at the time at which he or she failed to meet the condition as to return, not at the time of determination of the appeal. Subject to the exception in 3.4 below, the College does not allow for repeated attempts at meeting any conditions as to return.

2.11 *Further conditions to be met after return.* Where the College Doctors certify fitness to study at the end of a period of suspension, but add that the fitness to study of the Student is to be kept under review, or that the student is fit to study only under medical supervision, or that the student is fit to study only while taking prescribed medication, or where the College Doctors enter any other proviso in their certificate of fitness to study pursuant to 3.6(d) below, the College may at the stage of the Student's return set further conditions to be satisfied by the Student after return from a period of suspension, so long as these are the very conditions specified by the College Doctors in the proviso to the certificate of fitness to study. If the Student fails to meet any such condition, then (subject to

the outcome of any appeal he or she may launch under 4.4 below) the Student ceases forthwith to be a member of the College, and this is an automatic consequence of the failure rather than a new determination by the Academic Committee or the Senior Tutor. Pending any appeal under 4.4 below the Student remains a member of the College.

3. Procedures in more detail

3.1 *Form of application.* An application for suspension of status is to be made to the Senior Tutor in writing by the Student, or (in cases where the Student is gravely incapacitated) by a close family member or guardian acting on his or her behalf. Except where the opinion of the College Doctors has been (or will shortly be) sought by the Student or by the Applicant and has been (or will shortly be) communicated direct by the College Doctors to the Senior Tutor, evidence supporting the proposed suspension of status and showing the ground of it is to be included with the application. In the event that the Senior Tutor doubts the adequacy of the evidence supplied, the Senior Tutor may require additional evidence to be supplied and/or require the Applicant to obtain the opinion of the College Doctors, to be communicated direct to the Senior Tutor.

3.2 *Determination of application.* An application for suspension of status under 3.1 is to be considered by the Senior Tutor who is to arrive at a recommendation. The Senior Tutor's recommendation is to be put to the Academic Committee, orally or in writing, and supported by a brief statement of reasons, at its next available meeting, which may be a special meeting called for the purpose of determining the application for suspension of status only. Members of the Academic Committee will be supplied with copies of the application letter and the supporting evidence only

(a) if and to the extent that the Applicant so requests; or

(b) if and to the extent that the Senior Tutor believes it necessary and proportionate for the proper consideration of his or her recommendation; or

(c) where the Academic Committee is minded to reject the application (either in accordance with or contrary to the recommendation of the Senior Tutor) at the request of any member of the Academic Committee.

If the Applicant prefers the application letter or any item or items of supporting evidence not to be passed to the Academic Committee this should be made clear in the application letter, in which case the item or items in question will be withheld (irrespective of any potential importance to the success of the application). The Academic Committee is not to receive any representations direct from the applicant. The decision of the Academic Committee is to be communicated within 48 hours to the applicant in writing by the Senior Tutor and, in the event that the suspension of status is allowed by the Academic Committee, the Senior Tutor is to make timely arrangements for the suspension of status to take effect.

3.3 *Special procedure.* Where the College seeks to impose a suspension of status on the Student under 2.7 above, the committee or panel or officer responsible for initiating the imposition under 2.7 above shall write to the Student requiring the Student to make contact with the College Doctors for the purpose of obtaining a certificate of fitness to study, to be communicated direct to the Senior Tutor by the College Doctors. The letter to the Student shall state the grounds, under this PoS, for setting such a requirement and shall specify a reasonable time (not exceeding two weeks) for the Student to obtain the certificate. In cases to which this special procedure applies no evidence of fitness or unfitness to study, nor of any other matter bearing on the suitability or desirability of suspension of status, shall be relevant to the determination of the case for or against the suspension of status other than the certification of the College Doctors. Within 48 hours of receipt of certification, the Senior Tutor is to notify the committee or panel or officer responsible under 2.7 above of the verdict of the College Doctors. If the verdict is that the Student is not unfit to study, any stayed disciplinary proceedings will be resumed. If the verdict is that the Student is unfit to study, then a report on the case will be made by the Senior Tutor to the Academic Committee, orally or in writing, recommending that the Student be intermitted under this procedure, the suspension of status to take effect upon ratification by the Academic Committee at its next available meeting, which may be a special meeting called for the purpose of ratifying the Senior Tutor's recommendation. The Academic Committee is required to ratify the recommendation of the Senior Tutor except in cases in which, in the judgment of the Academic Committee, the special procedure set out here was not correctly followed. The Student shall be entitled to make a written representation to the Academic Committee via the Senior Tutor, but only to draw attention to any respect in which, in the Student's opinion, the special procedure was not followed. If the Academic Committee determines that the special procedure was not followed it may, where in its judgment this would not prejudice the Student's position, require the special procedure to be restarted, but if it does not so require then any stayed disciplinary proceedings will be resumed. The decision of the Academic Committee is to be communicated by the Senior Tutor within 3 working days to the Student in writing and, in the event that the suspension of status is to be imposed, the Senior Tutor is to make timely arrangements for it to take effect. In cases in which disciplinary proceedings resume under this special procedure, any time limits or deadlines applicable to those proceedings shall be calculated without counting the days during which the proceedings were stayed, unless there was unreasonable delay on the part of the College or its Doctors, in which case the days during which the proceedings were stayed shall be counted in calculating any time limit or deadline for action by the College or its officers or its committees (but not in calculating any time limit or deadline for action to be taken by the Student). The determination of whether a delay was unreasonable shall be made by the panel or committee then having charge of the disciplinary proceedings.

3.4 *Return into residence.* Where certification of fitness to study is required as a condition of a suspended student's return into residence it shall be the responsibility of the Student to consult the College Doctors for the purpose of certification. That consultation is to take place no earlier than 14 weeks

and no later than 10 weeks in advance of the first day of the full term in which the Student's return is anticipated. This is to enable arrangements for return, including the setting of any collections that may need to be sat as a condition of return, to be put into effect. A suspended student who believes that he or she cannot reasonably be expected to consult the College Doctors in accordance with the timetable above, or who wishes to have a second attempt following a failed attempt to obtain certification of fitness to study, may apply to the Senior Tutor in writing, no later than 9 weeks in advance of the first day of the full term in which the Student's return is anticipated, requesting to be permitted to consult the College Doctors for the purpose of certification no later than 8 weeks, or such shorter period as the Senior Tutor may specify for the avoidance of exceptional hardship, in advance of the start of the full term in which the Student's return is anticipated. Any such application shall include a reasoned explanation for the request, and shall be allowed only in the discretion of the Senior Tutor, to be exercised on reasonable grounds. Both the decision of the Senior Tutor and its grounds are to be communicated to the Student in writing within 7 days of any such request. In the case of any dispute as to whether the Senior Tutor's grounds for refusing the request are reasonable, the appeal procedure under 4.4 below applies, and (for the avoidance of doubt) the Student is to be permitted to attempt to satisfy any academic condition as to return pending the determination of any such appeal.

3.5 *Failure to meet conditions.* Where, in the judgment of the Senior Tutor, the Student fails to meet any condition as to his or her return set under this PoS, or fails to meet any condition to be satisfied after return, notice of that failure, and of the consequence, will be given in writing to the Student by the Senior Tutor acting on behalf of the Academic Committee, within 3 working days of the failure's having come to the attention of the Senior Tutor. In case of dispute about whether any condition as to return has been met by the Student, the appeal procedure under 4.4 below applies.

3.6 *Content of communication from the College Doctors.* Where the College Doctors provide the Senior Tutor with an opinion for the purposes of this PoS, that opinion will include such detail of the Student's medical or medically-related conditions as are necessary, in the opinion of the College Doctors, for their opinion to count as helpful evidence for the College in determining the success of an application of suspension. Where the College Doctors provide the Senior Tutor with a certificate of fitness to study for the purpose of this PoS, the certificate shall state

(a) whether, in the view of the College Doctors, the Student is or is not fit to continue with or (as the case may be) resume his or her studies at the date of certification;

(b) whether that view is informed by the direct observations of the College Doctors, or by material assembled from other sources, or by both methods together;

(c) where the student is not certified fit to study, the main medical explanation or explanations for that being the case, in the briefest terms;

(d) where the student is certified fit to study, any proviso to the effect that in the opinion of the College Doctors continuing review of the situation is required or continuing treatment or medication is required, or any similar proviso that will enable the College to set suitable conditions for the Student to meet, under 2.11 above, after his or her return to college.

3.7 *Doctor-patient confidentiality.* In cases in which the College Doctors are to communicate any matter (whether an opinion or a certification) direct to the Senior Tutor, the Student will be required to grant to the College Doctors a limited waiver of doctor-patient confidentiality for that sole purpose. The Senior Tutor undertakes to preserve the confidentiality of any matter communicated by the College Doctors under such a waiver except to the extent that further communication is required under 3.1 above or for the purpose of 4.12 below, and when such further communication is required a similar obligation to preserve confidentiality will be attached to the communication. The consequences, under this PoS, of failure to grant a waiver of confidentiality to the College Doctors are the same as the consequences, under this PoS, of failure to consult the College Doctors when so required. In exceptional and rare cases of grave emergency or severe incapacitation, the College Doctors reserve the right to follow their normal professional practice in communicating with the Senior Tutor without first obtaining from the Student a waiver of doctor-patient confidentiality. In such cases the Senior Tutor undertakes to preserve the confidentiality of any matter communicated exactly as if it were under a waiver of confidentiality.

4. Appeals

4.1 *Appeals against refusal of suspension of status.* Suspension of status instigated by the Student is a special concession granted out of compassion, not a right of the Student. There is therefore no right of appeal against the refusal of an application to intermit or against the College's decision as to the duration of suspension of status granted. There is no obstacle to the making of a fresh application supported by new evidence or on the basis of a change in situation or on any other basis such that the Academic Committee might reasonably be expected to reach a different determination. The Senior Tutor may, however, decline to accept, and hence to pass to the Academic Committee, a re-application which he or she judges to be in substance a mere repetition of a recently refused application. There is no right of appeal against such a judgment of the Senior Tutor.

4.2 *Appeals against imposition of suspension of status.* There is no appeal against the imposition of a suspension of status by the College under the special procedure in 3.3 above, except on the ground that a procedure in this PoS was not correctly followed. In particular, but without prejudice to the generality of the foregoing, there is no appeal on the ground that the certification or opinion of the College Doctors was incorrect or incorrectly formed. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being informed under 3.3 above of the decision to impose a suspension of status upon him or her. The Master may extend the 7 day time limit in this provision by any number of days in his or her discretion

(up to a maximum of 84 days) in cases in which, in his or her judgment, the health of the Student was such at the time of suspension that he or she could not reasonably have been expected to exercise his or her right of appeal within 7 days.

4.3 *Appeals against conditions as to return.* Any student granted a suspension of status, or who has a suspension imposed upon him or her, may appeal against the imposition of any academic condition as to return on the ground that the condition is not appropriate to his or her case.[2] The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being informed under 3.2 above of the decision to allow his or her request for suspension of status, or under 3.3 above of the decision to impose a suspension upon him or her. The Master may extend the 7 day time limit in this provision by any number of days in his or her discretion (up to a maximum of 56 days) in cases in which, in his or her opinion, the health of the Student was such at the time of suspension that he or she could not reasonably have been expected to exercise his or her right of appeal within 7 days.

4.4 *Appeals upon failure to satisfy conditions.* Any student granted suspension of status, or who has a suspension of status imposed upon him or her, may appeal against the coming into effect of the consequence of his or her failure to meet any condition as to his or her return, or any condition to be met after return, but only on one or more than one of the following grounds:

(a) that the Senior Tutor unreasonably refused to allow the Student a second or belated attempt, under 3.4 above, to satisfy a fitness to study condition; or

(b) that the Senior Tutor was mistaken in his or her judgment under 3.5 above that the Student failed to meet one or more of the conditions; or

(c) that the Student's failure to meet any academic condition as to return, or any condition to be met after return, was excusable. Under this provision the Student is entitled to rely, by way of excuse, on the continuing or residual effect of the same circumstances that led to his or her suspension of status or to the imposition of the condition in question. However, a Student who does so rely may, exceptionally, be found on appeal to be unfit to study, and hence unfit to continue with his or her course as a member of the College, in spite of any certificate by the College Doctors to the contrary.

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[2] The level of performance required is to be determined in accordance with the College's *Policy on Academic Standing and Performance*, having due regard to the circumstances that necessitate the student's intermitting in accordance with this *Policy on Suspension*.

For the avoidance of doubt, it is not a ground of appeal under this provision that the condition in question should not have been imposed. It is also not a ground of appeal that any certification of the College Doctors as to the Student's fitness to study was incorrect or incorrectly formed. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being given notice under 3.5 above of his or her failure to meet the condition.

4.5 *Constitution of Suspension Appeal Committee.* An appeal under 4.2, 4.3, or 4.4 above is to be heard by a Suspension Appeal Committee (SAC) constituted by the Master specifically to hear the appeal. Any determinations or consequences appealed against are stayed pending determination of the appeal.

4.6 *Membership.* An SAC will comprise:

(a) one Fellow of the College of suitable seniority and experience, who is a Member of Governing Body holding an academic post, and who will chair the SAC; and

(b) two further senior members of the College holding academic posts (who need not be members of the Governing Body).

4.7 *Disqualification.* The following shall not be eligible to serve on an SAC:

(a) The Master, the Senior Tutor, the Dean, or the Welfare Fellow;

(b) Any person who has served as a designated tutor to the Student as defined in 2.2 of the College's Academic Disciplinary Procedure;

(c) Any person who has taught the Student (in tutorials or in any other capacity where reporting on individual progress was required or expected);

(d) Any person who was a member of Academic Committee in the period during which the Student's suspension was under consideration, whether or not participating in such consideration;

(e) Any person who has served on an SAC, or a Disciplinary Panel or Appeal Committee under the College's Academic Disciplinary Procedure, or on any similar panel under another policy or procedure of the College, in another case involving the same student.

If sufficient SAC members not disqualified under these headings cannot be found from within the College then the Master shall have the option of substituting one or more members from another

College or other Colleges of the University of Oxford who do meet these conditions, and who (apart from the fact that they are members of another College, not of University College) fall under the descriptions in 4.6 above.

4.8 *Secretary of SAC.* The SAC shall be assisted by the Academic Registrar (or another senior administrative employee of the College enlisted by the Master) who will act as Secretary to the SAC ('the Secretary').

4.9 *Objections to membership.* Within 48 hours of the constitution of the SAC, the Student will be given notice by the Secretary of the identities of its members, and will have 24 hours from the time of being given that notice to object to the appointment of one or more of them, stating the grounds for doing so. The Master will appoint an alternative member or members of the SAC within 72 hours of the objection being made if, in the Master's view, the Student's grounds for objecting are reasonable ones.

4.10 *Representation of Academic Committee before SAC.* Within 4 days of the constitution of the SAC (or of its reconstitution if required under 4.9 above) Academic Committee is to nominate a person ('the TC Representative') to make a case, before the SAC, in favour of the position taken by the College. The TC Representative may be the Senior Tutor or any member of Academic Committee.

4.11 *Date of hearing.* Within 7 days of the constitution of the SAC (or of its reconstitution if required under 4.9 above), the Secretary shall fix a date for an SAC hearing. The hearing is to take place no later than one calendar month after the constitution (or reconstitution) of the SAC. Subject to that one month limit, the date should be fixed in consultation with the Student, the TC Representative, and the members of the Panel.

4.12 *Hearing details.* At least 7 days before the hearing the Secretary will:

(a) write to the SAC members, the Student and the TC Representative to confirm the date, time and location of the hearing;

(b) provide the SAC members, the Student, and the TC Representative with a bundle containing copies of any relevant documents, including (but not limited to) the application for suspension of status if any, the supporting evidence if any, any relevant correspondence between the Senior Tutor and the Student, any record or note of any certification by or opinion of the College Doctors, the minute of any relevant meeting of the Academic Committee, and any collection or other exercise which was sat by the Student in an attempt to meet the academic condition as to return, complete or together with any mark or comment thereon by any marker.

4.13. *Assistance and representation.* The Student shall also be informed by the Secretary that he or she is entitled to be represented or accompanied at the SAC hearing by one other person. Except with the special leave of the Chair of the SAC, this person ('the Friend') must be a member or employee of the College. Cases for the granting of special leave include but are not limited to those in which no suitable member or employee of the College is available to assist, or in which the Student has reasonable grounds to wish his or her situation to remain unknown to those members or employees of the College who are available to assist. However an SAC will not allow legal or other professional representation for the Student. At least 72 hours before the hearing the Student shall inform the Secretary of the identity his or her Friend, if any, indicating whether the Friend will be a representing or merely an accompanying Friend. It is the responsibility of the Student to inform his or her Friend, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of the Student, the Student will surrender the right to speak on his or her own behalf, except as a witness. Unless the Chair of the SAC agrees that exceptional circumstances prevent it, the Student must attend the hearing for the appeal to be heard, and must be ready to appear as a witness at the SAC's request. This is so even if the Student has asked a Friend to speak on his or her behalf.

4.14 *Additional evidence.* Because the grounds of appeal under this PoS do not generally raise disputed questions of fact, it is not normally expected that witnesses or additional documentary evidence will need to be brought before the SAC. However, there may be rare cases in which such evidence will be relevant. In such cases, the rules under sections 7.12 to 7.15 of the College's Academic Disciplinary Procedure shall have effect (with references to the SAC substituting for references to the ADAC).

4.15 *Regulation of procedure.* Subject to the above, the SAC has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing, and the hearing itself, including the order in which representations are to be heard, so as to ensure that the process is fair and reasonable and, so far as possible in view of the gravity of the situation, informal and flexible.

4.16 *Making of decision by SAC.* When the SAC members consider their findings and recommendations, each shall be given the opportunity to present and discuss his or her impressions and conclusions regarding the issues and the hearing. The SAC will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any SAC member other than the Chair. The success or failure of any motion shall be determined by simple majority vote. The SAC will not take account of any information or documents which were not available to the Student or which were not available to the TC Representative at or before the hearing.

4.17 *Notification of decision by SAC.* The decision of the SAC is announced by notice in writing to the Master, the Student, and the TC Representative. The decision will not be announced until at least

the next working day after the hearing. The SAC may however take up to five days after the hearing to reach and to announce a decision. Within ten days of the hearing, the SAC will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.

4.18 *Possible disposals by SAC on appeal against determination of Academic Committee.* Having heard an appeal under 4.2, 4.3, or 4.4 above, the SAC may, at its discretion

(a) confirm the determination of the Academic Committee; or

(b) remit the case for further consideration under this PoS by the Academic Committee; or

(c) substitute for the determination of the Academic Committee any determination that the Academic Committee would have been entitled to make under this PoS.

4.19 *Possible disposals by SAC on appeal upon a student's failure to satisfy condition as to return.* Having heard an appeal under 4.4 above, the SAC may, at its discretion

(a) confirm that the student concerned has ceased to be a member of the College; or

(b) allow the student concerned to remain a member of College and to return into residence subject to such conditions as the SAC may prescribe; or

(c) allow the student concerned to remain a member of College and to return into residence subject to such conditions as the Academic Committee may prescribe (the case having been remitted by the SAC to the Academic Committee for that purpose only); or

(d) remit the case to the Governing Body for consideration under its prerogative of mercy.

For the avoidance of doubt, conditions imposed under (b) or (c) above are not restricted to conditions that could have been imposed under 2.11 above, and may include further academic conditions. Before setting any conditions under (b) or (c) above, the SAC or the Academic Committee (as the case may be) is expected to take advice from those involved in the teaching of the student (whether in College or elsewhere) and from those involved in the organisation or administration of such teaching (as appropriate) to establish the workability of the proposed conditions.

4.20 *Finality and further appeals.* The decision of the SAC is final and not open to further appeal within the College. By convention, the Governing Body of the College does not interfere with it. The finality of the SAC's determination is without prejudice to the right of the Student to make appeals or other

applications to bodies outside the College, in particular to the Conference of Colleges Appeal Tribunal (CCAT),[3] or to the Office of the Independent Adjudicator (OIA).[4] The Senior Tutor will issue to the Student a Certificate of Completion of Procedures once all in-College remedies have been exhausted.

4.21 *University's Fitness to Study Panel.* The college reserves the right, in exceptional circumstances not envisaged in the preparation of this policy, to refer cases for advice to the University's Fitness to Study Panel. There is no right of individual appeal or petition to this panel, which exists only to give additional advice to colleges and departments in rare and difficult cases.

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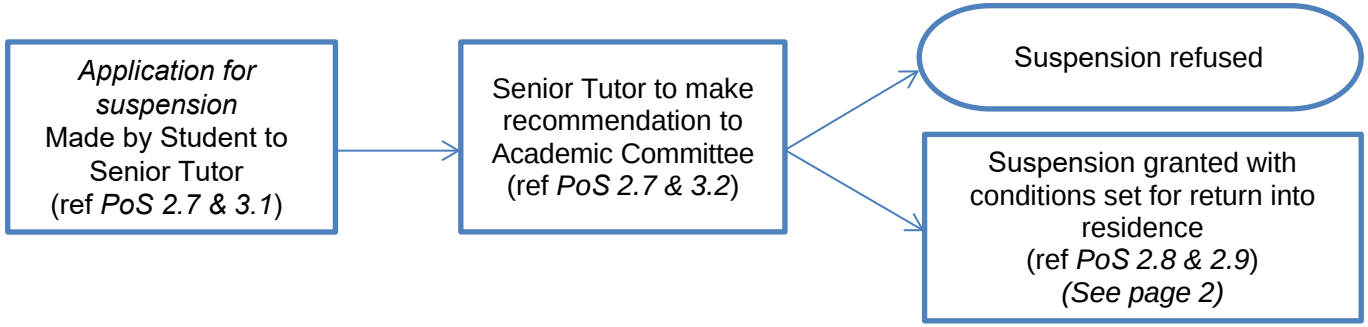
[3] For more details, see https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll

[4] For more details, see http://www.oiahe.org.uk/

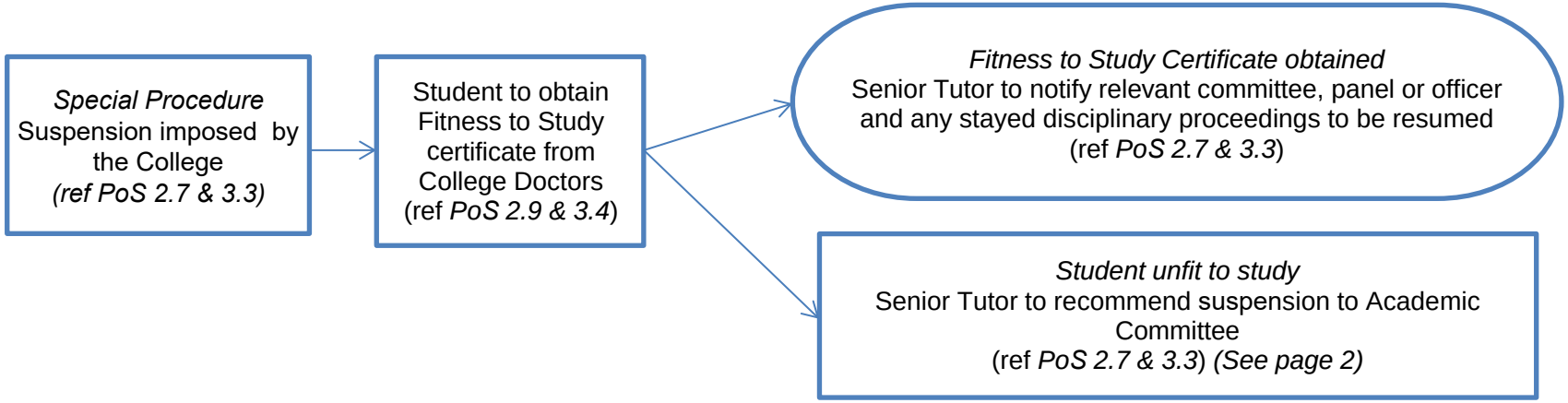
Flowchart of Student Suspension Process

To be read in conjunction with the
Policy on Suspension and
Policy on Academic Standing and Academic Performance

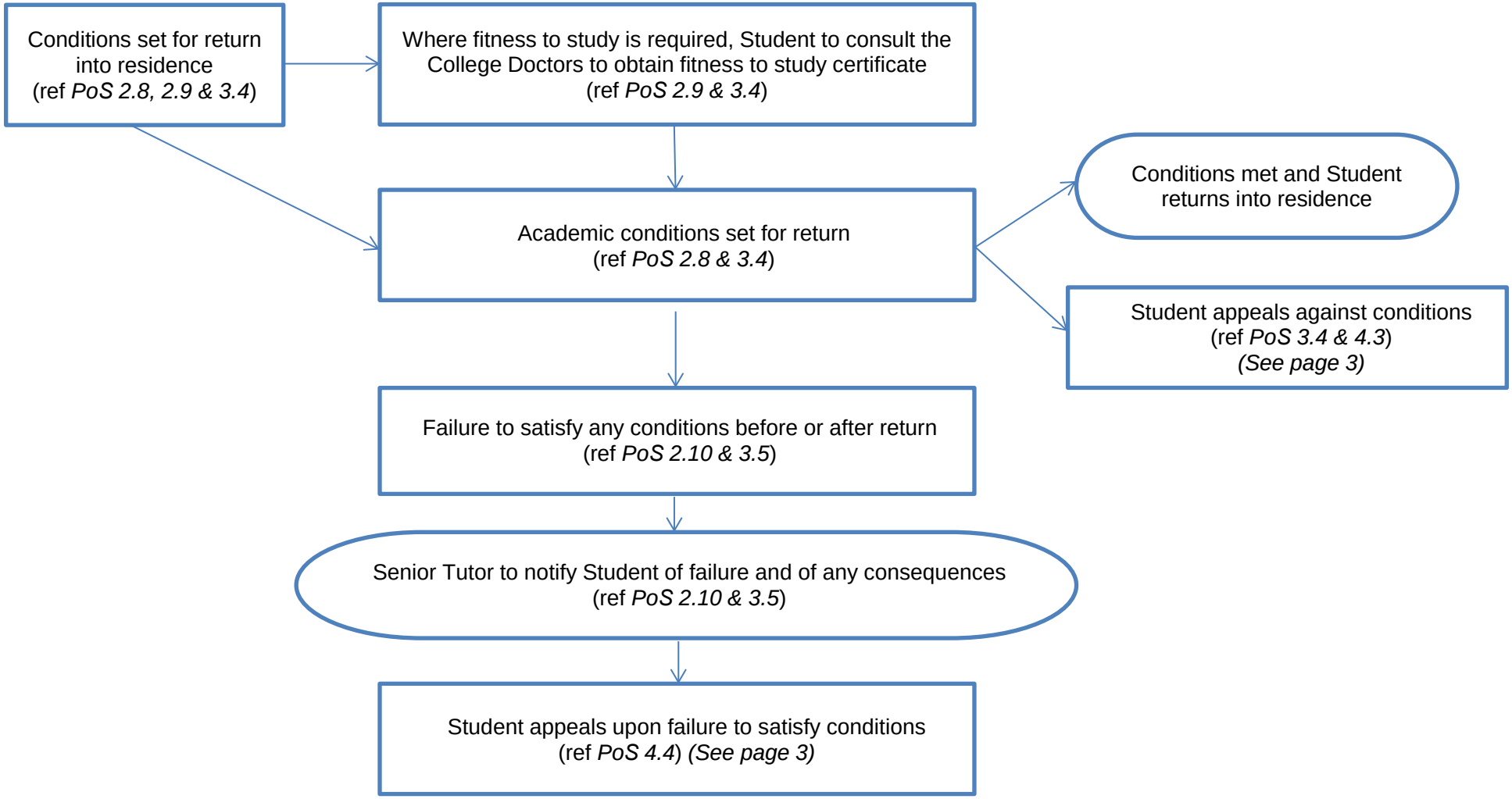
Application for Suspension



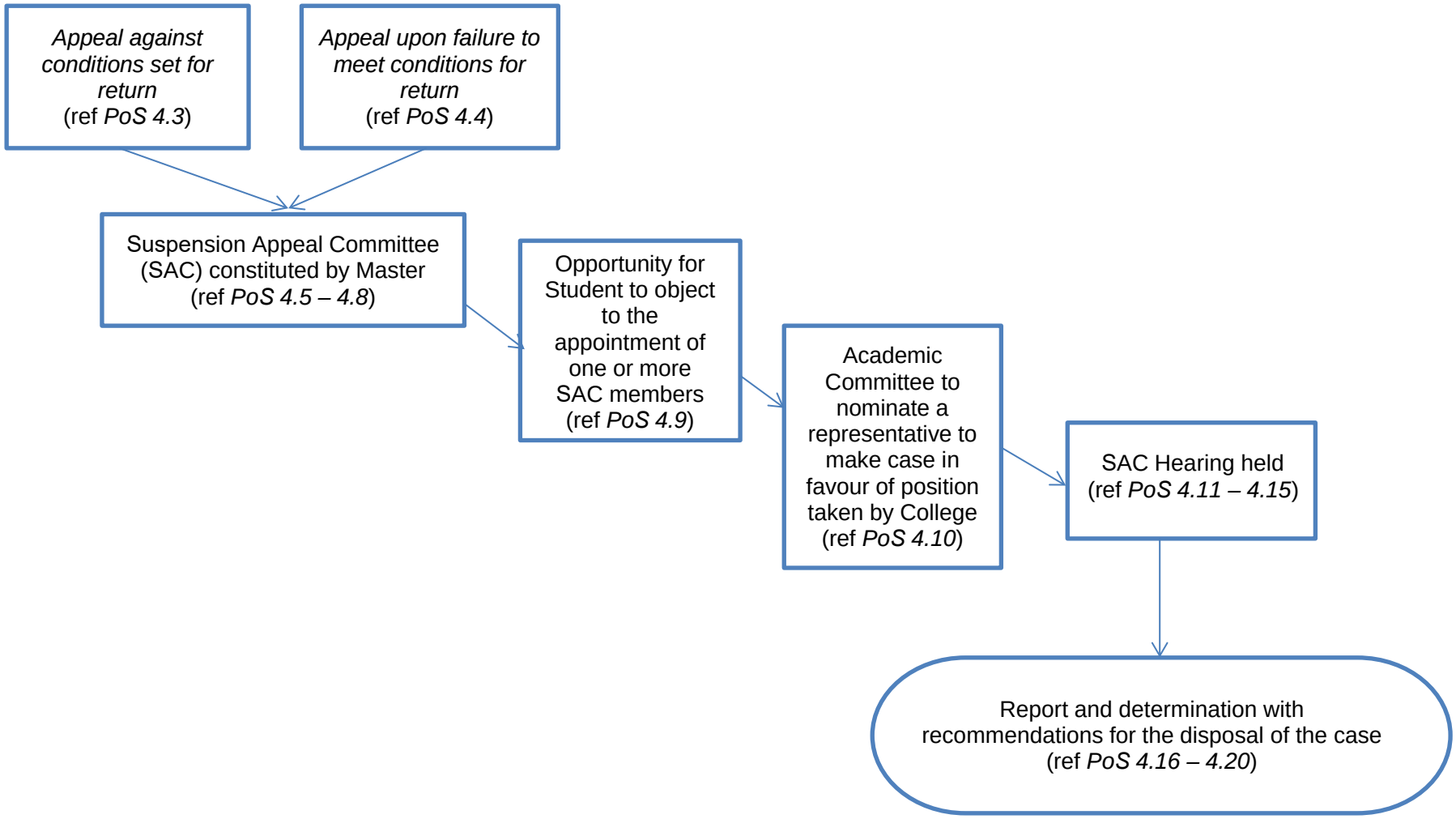
Special Procedure



Suspension Granted: Conditions for Return into Residence



Appeals


Appeal against conditions set for return (ref *PoS 4.3*)
Appeal upon failure to meet conditions for return (ref *PoS 4.4*)
Suspension Appeal Committee (SAC) constituted by Master (ref *PoS 4.5 – 4.8*)
Opportunity for Student to object to the appointment of one or more SAC members (ref *PoS 4.9*)
Academic Committee to nominate a representative to make case in favour of position taken by College (ref *PoS 4.10*)
SAC Hearing held (ref *PoS 4.11 – 4.15*)
Report and determination with recommendations for the disposal of the case (ref *PoS 4.16 – 4.20*)

Non-Academic Disciplinary Procedure[1]

1. Introduction

1.1. *Purpose*. This Disciplinary Procedure ('NDP') exists to enable the College to take appropriate measures in cases in which one of its junior members (students) is in breach of his or her non-academic obligations as a member of the College.[2] Such breaches take various forms, and may attract various sanctions. Most are dealt with by the Dean, who reports direct to the Governing Body of the College on matters of non-academic discipline. The Dean is authorized by this policy to impose various penalties falling short of suspension and expulsion. This policy also governs cases in which the breach of obligation is so severe that suspension or expulsion is called for, in which case authority shifts from the Dean to a Disciplinary Panel of the College. This NDP does not regulate, and is without prejudice to, the power of the Dean to take steps to ensure the peace of the College and the safety of its members even in cases where no penalty is (yet) appropriate, for example by excluding someone from College premises.

1.2. *Student support*. Students who are subject to disciplinary proceedings under this NDP have a number of sources of support available to them, including the College's welfare team, the Oxford SU sabbatical officers, the Oxford SU Student Advice and Support Service, University Student Welfare and Support Services (SWSS) including the University Sexual Harassment and Violence Support Service (SHVSS), and the relevant JCR or WCR officers.[3] Wherever practicable, the Dean will remind those against whom disciplinary proceedings under this NDP are contemplated of these sources of support. College policies may restrict the extent to which the College's welfare team may liaise with the Dean, but such liaison can always be authorised by individual students in their own cases.

1.3. *Deadlines*. The College, and the Dean acting on its behalf, aims to deal with problems covered by this NDP as quickly as possible so that delay does not hinder a fair resolution or interfere with academic progress. Accordingly this NDP includes various deadlines with which the College and any student subject to disciplinary proceedings must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time.

1.4. *Giving notice*. Where this NDP requires a notice or record to be given in writing, the normal way for this to be done is by email to the recipient's personal ox.ac.uk email address or, where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes. The email is regarded as having been delivered to the recipient at the time of sending. However a notice or record written on paper is also valid for the purpose of this NDP and where that method is used, the notice or record is regarded as having been delivered when it is placed in the recipient's

[1] v3.6, promulgated 29 July 2026.
[2] For a complete view of the College's disciplinary system this procedure must be read in conjunction with the College's Academic Disciplinary Procedure.
[3] For more details, see http://www.univ.ox.ac.uk/content/welfare

pigeonhole in the College lodge, or on the second working day after it is posted to the recipient by first class post (as the case may be). The recipient's pigeonhole in the College lodge should only be used where the sender is reasonably satisfied that the recipient is in residence in Oxford at the time of delivery.

2. When does the Disciplinary Procedure apply?

2.1. *General scope*. This NDP applies to any current student of University College ('Student'), whether undergraduate or graduate, and whether in residence or out of residence at the time, who is in a Non-academic Disciplinary Situation (NDS).

2.2. *Non-academic Disciplinary Situations*. A Student is in an NDS if and only if, in the opinion of the Dean, the Student has committed one or more offences in his or her capacity as a member of the College within the terms of 2.3 and 2.4 below.

2.3. *Offences*. For the purposes of this NDP, the following constitute offences:

a) any act, omission, or course of conduct prohibited by the criminal law of England and Wales;

b) any act, omission, or course of conduct contravening a Statute or Regulation of the University of Oxford, or a local rule of any University site or building, or a regulation promulgated by the Proctors or by the University's Rules Committee;[44]

c) any act, omission, or course of conduct contravening a regulation or code of conduct of the College (including any rules as to neighbourly or collegial conduct that may form part of any license to occupy College accommodation);

d) any act, omission, or course of conduct that is, in the opinion of the Dean, to the reasonable annoyance, discomfort or distress of any person, whether or not that person is a member of the College, and whether or not that person makes a complaint or petition to the Dean;

e) any act, omission, or course of conduct which is in contravention of an order or summons issued by the Dean, or which the offender has been warned in writing by the Dean not to repeat on pain of becoming an offender under this provision.

2.4. *The capacity to commit an offence*. An offence by the Student under 2.3 above may be the subject of disciplinary steps under this NDP, whether under part 3 or part 4 below, only if the Student committed it in his or her capacity as a member of the College. An offence counts as having been committed in that capacity if and only if:

a) it was committed on College premises; or

b) it was committed on the premises of another college or on University premises and a reasonable request is received from the Dean or other competent official of that other college, or from the University Proctors or the Head of a University Department or the Chair of a University Faculty Board as the case may be, to deal with the matter as an offence against College discipline; or

c) it threatens to bring the College into disrepute among reasonable people; or

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[4] The sources of University rules governing student conduct are set out in the Proctors' and Assessors' Memorandum §10. Clause 2.3(b) above is interpreted in the light of that Memorandum.

d) it was committed by the use of College facilities (such as computer networks) or privileges (such as intercollegiate internal mail); or

e) it was committed by the use of University facilities (such as computer networks) or privileges (such as a University Card) and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or

f) it was committed against any other member of the College.

2.5. *Overlap with other College policies and procedures*. Where an NDS also constitutes a proper basis for steps to be taken under another policy or procedure of the College, and steps under this NDP and under that other policy or procedure have been proposed or initiated, the responsible Officers of the College will together determine, in consultation with the Student, whether all steps on the same basis should be consolidated so that they are taken under a single policy or procedure, provided that such a consolidation shall never have the effect of depriving the Student of an avenue of appeal that he or she would otherwise have enjoyed. In the event of disagreement as to the appropriateness of a consolidation, the final determination is to be made by the Master (or in the Master's absence the Vice-Master). The responsible Officer of the College for the purpose of this NDP is the Dean.

2.6. *Overlap with Proctors ' jurisdiction*. Where an NDS also constitutes a proper basis for disciplinary steps to be taken by the University Proctors, and such steps have been proposed or initiated, any steps proposed or initiated under this NDP will be stayed until the conclusion of Proctorial proceedings. For the avoidance of doubt, disciplinary steps may subsequently be taken under this NDP notwithstanding that Proctorial proceedings were discontinued or that Proctorial charges were dismissed, and no finding of fact by the Proctors or absence of any such finding shall bind the College.

2.7. *Overlap with the criminal justice system*. Where an NDS also constitutes a proper basis for investigation by the police or by any other public authority, or for any other steps to be taken towards prosecution in the criminal courts, and such steps have been proposed or initiated (or their imminent proposal or initiation can reasonably be foreseen), any steps proposed or initiated under this NDP will be stayed until the conclusion or abandonment of the investigation or prosecution. For the avoidance of doubt, disciplinary steps may subsequently be taken under this NDP notwithstanding that criminal proceedings were discontinued or that criminal charges were dismissed, and no finding of fact by the criminal courts or absence of any such finding shall bind the College. The fact that proceedings under this NDP are stayed pending the outcome of criminal investigation or prosecution shall not prevent the Dean from taking interim measures, which are not regulated by this NDP, to ensure the peace of the College and the safety of its members, which may include the exclusion of the Student from College premises, or from certain College facilities or activities.

2.8. *College response to proctorial or criminal conviction*. Where the Student is found guilty of a criminal offence or a breach of University regulations, the College retains the right subsequently to pursue the same matter under this NDP, and to attach its own penalty or other disciplinary measure to the same offence or breach, making due allowance for any penalty or other measure already imposed by the courts or by the Proctors. The College also retains the right, following any criminal or Proctorial conviction of the Student as well as in any other circumstances, to take steps to ensure the peace of the College and the safety of its members, steps which are not regulated by this NDP.

3. The Dean's summary jurisdiction and appeals to the Master

3.1. *Power to summon*. The Dean may summon to appear before him or her any student who is in an NDS ('the Student') and any student of the College who, in his or her opinion, may be able to provide evidence relevant to the investigation or determination of whether any offence contrary to this NDP has been committed. Notice of summons must be given in writing, unless the Dean or a Junior Dean is present at or immediately after the time at which the NDS arises and the student is then and there orally summoned, with reasonable cause for expedition, to appear before the Dean immediately or at any specified time within 24 hours. Where notice of summons is required to be given in writing under this provision the minimum period of notice of the date and time of appearance shall be 24 hours, and the notice shall state what offence, in substance, is alleged.

3.2. *Proceedings in absentia*. Investigation and determination of whether any offence has been committed may proceed without any appearance before the Dean of the Student, provided that, before proceeding to any determination (except in respect of an offence of failure to answer a summons of the Dean under 2.3(e) above) the Student has been summoned to appear before the Dean at least twice, the second summons to be issued only when the Student did not appear before the Dean in response to the first.

3.3. *Dean's determination of jurisdiction by determination of suitable penalty*. Where the Dean is of the opinion that the penalties provided for in 3.5 below provide a sufficient disposal for an offence under his or her investigation, he or she may proceed to determine whether that offence has been committed and to impose a penalty under 3.5 for that offence. For the avoidance of doubt, the Dean may impose multiple penalties for multiple offences arising out of the one and the same NDS, so that the total penalty in respect of that NDS rises beyond any limits set in 3.4 below, so long as the penalties in question are not, in substance, multiple penalties for the same offence.

3.4. *Due process*. Before the Dean determines under 3.3 above whether an offence has been committed and before the Dean imposes a penalty under 3.5 below, he or she shall

a) make reasonable efforts to obtain all relevant evidence from the Student and from others, whether orally or in writing, to the exclusion of hearsay;

b) satisfy himself or herself from that evidence that, on the balance of probabilities, the offence was committed by that student, and in circumstances warranting a penalty;

c) allow the student a reasonable opportunity to present a justification or excuse for

the offence, and a plea in mitigation bearing on the penalty, whether orally or in writing.

Where the student did not appear in response to a second summons to appear before the Dean under 3.2 above, he or she is to be regarded as having had a reasonable opportunity for the purposes of (c) above unless he or she has a justification or excuse for having failed to respond to both of the two summonses that were issued.

3.5. *Decanal penalties*. The penalties that may be imposed by the Dean for any offence under this NDP are:

a) an informal warning, made orally by the Dean to the Student, and recorded in the form of an email sent by the Dean to the student, in a form of words that conveys

   (i) that it is an informal warning for the purpose of this NDP; and
   (ii) the grounds on which it is being issued; and
   (iii) what conditions are included in the informal warning; and
   (iv) what consequence will attach to a breach of each condition included in the informal warning; and
   (v) that the student receiving the warning has the right to respond and ask the Dean to cancel or vary the warning; or

b) a formal written warning, recorded in an email sent by the Dean to the Student, and retained by the Dean for up to one calendar year, but not held on the student's academic record, in a form of words that conveys

   (i) that it is a formal warning for the purpose of this NDP; and
   (ii) the grounds on which it is being issued; and
   (iii) what conditions are included in the formal warning; and
   (iv) what consequence will attach to a breach of each condition included in the formal warning; and
   (v) that the student receiving the warning has the right to respond and ask the Dean to cancel or vary the warning; or

c) a formal written warning, recorded in an email sent by the Dean to the Student, and held on the student's academic record, for up to one calendar year, in a form of words that conveys

   (i) that it is a formal warning for the purpose of this NDP; and
   (ii) the grounds on which it is being issued; and
   (iii) what conditions are included in the formal warning; and
   (iv) what consequence will attach to a breach of each condition included in the formal warning; and
   (v) that the student receiving the warning has the right to respond and ask the Dean to cancel or vary the warning; or

d) a fine of up to £300[5] to be added to the Student's College batells, so calculated as not to expose the Student to disproportionate hardship; or

e) community service of up to 10 hours on College premises, so scheduled as to give priority to the Student's academic work; or

[5] £300 at January 2012. The College may periodically revise this maximum in line with RPI.

f) a ban, not exceeding 14 days in duration, from any specified College location, facility, or service, not including the student's own College-provided living accommodation or the route to it, special regard to be had to any impact that the ban may have on the Student's ability to progress with his or her academic work during the period of the ban;

g) a ban, not exceeding 70 days in duration, from the College Bar, or from the JCR or the WCR, or from the College boathouse, or from the College sports ground, or from any specified College location, facility, or service which, for the Student, serves an exclusively or almost exclusively recreational function;

h) a penalty consisting in being placed lower in the College ballot for rooms in one or more future years of study;

i) a no-contact order, not exceeding seventy days in duration, special regard to be had to any impact that the ban may have on the Student's ability to progress with his or her academic work during the period of the ban, and to the needs of any people whom the Student is not to contact; or

j) a combination of penalties under any two or more of those listed above, with or without a conditional discharge under 3.6(a).

At the final GPDC of each Trinity Term the Dean will submit a brief report of the number of incidents and actions taken over the academic year.

3.6. *Decanal disposals other than penalties*. The following non-penal disposals are also available to the Dean in respect of any offence under this NDP:

a) a conditional discharge, whereby penalties or further penalties will not be applied to the Student, so long as certain conditions are satisfied; or

b) an absolute discharge.

Conditions to be satisfied for the purposes of (a) may be set out in a conduct agreement, where assent to the agreement is itself a condition of the discharge.

3.7. *Provision for passing on of costs*. Irrespective of the penalty or other disposal imposed for an offence under this NDP, it is always open to the Dean to pass on to the Student who has committed an offence under this NDP, in addition, any reasonable costs that have been borne by the College in direct consequence of the offence, not including any cost attributable only to the time spent on the detection, investigation or determination of the Student's case by any Officer of the College, including the Dean and Junior Deans.

3.8. *Notice of decision*. The Dean shall give notice to the Student in writing, within 48 hours of reaching determinations as to whether an offence was committed and as to the penalty or other disposal (including costs) to be imposed, of the determinations reached. In the same communication the Dean shall remind the student of his or her right of appeal, appending the words of 3.9, 3.10 and 3.11 below and stating their source in this NDP.

3.9. *Appeal*. An appeal lies from the Dean to the Master (or in the Master's absence the Vice-Master) in respect of any matters which are for the Dean to determine under 3.1 to 3.7 above. In exercising his or her appellate jurisdiction the Master may determine any matter afresh that the Dean had power to determine under 3.1 to 3.7 above. However, the Master shall not revisit any conclusions of fact drawn by the Dean except to the extent necessary

a) to satisfy himself or herself that the Dean's conclusions were not such that no reasonable Dean could have drawn them, and

b) to satisfy himself or herself that the Dean's duties under 3.4 were performed.

3.10. *Notice of appeal*. Any appeal to the Master under 3.9 above shall be initiated by written notice sent by the Student to the Master within 48 hours of the giving of written notice under 3.8 above by the Dean.

3.11. *Outcome of appeal*. The possible outcomes of an appeal to the Master under 3.9 above are:

a) confirmation by the Master of the Dean's determination that an offence has been committed and of the penalty imposed by the Dean for the offence;

b) confirmation by the Master of the Dean's determination that an offence has been committed coupled with a recommendation by the Master to the Dean, for which the Master is to give reasons, that the penalty should be reduced, or varied from one type of penalty under 3.9 above to another in such a way that the variation is regarded by the Student as a reduction;

c) a recommendation by the Master to the Dean, for which the Master is to give reasons, that the Dean should reconsider his or her determination that an offence has been committed.

3.12. *Notice of outcome of appeal*. The Master shall determine the outcome of the appeal with all reasonable expedition and shall give notice of that outcome, together with reasons if applicable, to the Student and to the Dean within 48 hours of that determination. The Dean shall then proceed with all reasonable expedition to consider, and if appropriate implement, any recommendation made by the Master.

3.13. *Finality and further appeals*. No further appeal within the College lies from the determinations of the Master under 3.9 above. The finality of the Master's determinations is without prejudice to the right of the Student to make appeals or other applications to bodies outside the College, in particular to the Conference of Colleges Appeal Tribunal (CCAT), or to the Office of the Independent Adjudicator (OIA). The Master will issue to the Student a Certificate of Completion of Procedures once all in-College remedies have been exhausted.

4. Proceedings before disciplinary panels

4.1. *Disciplinary panels*. Where the Dean is of the opinion that the penalties provided for in 3.5 above do not provide a sufficient disposal for an offence under his or her investigation, he or she may refer the NDS to a Disciplinary Panel which operates as an ad hoc committee of the College's Governing Body and makes a recommendation to Governing Body for an appropriate disposal of the case (whether by disciplinary measures or otherwise). By convention, the Governing Body will follow the recommendation of a Disciplinary Panel under this NDP. A Student therefore has no right to make further representations to Governing Body in respect of any recommendation of a Disciplinary Panel. Any adjustment of the disposal by Governing Body would, by convention, give the Student good grounds for appeal against the adjusted disposal under part 5 of this NDP. Because of the strength of these conventions, the recommendation of a Disciplinary Panel is referred to in the following provisions as a 'determination'.

4.2. *Notice of panel*. Within 48 hours of referring an NDS to a Disciplinary Panel the Dean shall give notice to the Student in writing that the referral has been made, and the notice shall state what offence or offences, in substance, is or are alleged such as to warrant the referral. The jurisdiction of the Disciplinary Panel is limited to investigating the offence or offences that are identified, in substance, in the notice of referral, and to determining whether that offence was or those offences were committed by the Student, and to attaching a disposal to that offence, or to those offences, in accordance with 4.14 below.

4.3. *Membership and convening of panels*. A Disciplinary Panel consists of three members drawn from a standing pool, to be nominated by Governing Body of the College. The convening of Disciplinary Panels and the assignment of cases to them shall be a responsibility of the Master, always to be carried out as expeditiously as possible. A Disciplinary Panel may be convened to consider a single case or a group of cases. Where there is a group of cases involving the same student a Disciplinary Panel may elect to consolidate these into one case for the purpose of considering that student for disciplinary measures.

4.4. *Timeline*. Without prejudice to the general rule in 4.3 requiring expedition, the Disciplinary Panel will be convened within 14 days, or 21 days if any of the 14 days would be outside full term, of a referral by the Dean.

4.5. *Disqualification*. The following are not eligible to serve on a Disciplinary Panel:

a) The Master, the Vice-Master, the Senior Tutor, the Dean, or the Welfare Fellow;

b) Any person who has taught (in tutorials or in any other capacity where reporting on individual progress was required or expected), any student whose case is to be considered by the Disciplinary Panel in question;

c) Any person who has organised teaching falling under the description in (c) for

any student whose case is to be considered by the Disciplinary Panel in question;

d) Any person who has been directly involved, whether under this NDP or otherwise, with any of the events that have brought the case before the Disciplinary Panel in question, where membership of Governing Body does not qualify as direct involvement merely because it involves routine scrutiny of reports from the Dean on disciplinary matters;

e) Any person who has served on a Disciplinary Panel or a Disciplinary Appeal Committee under this NDP, or on any similar panel under another Procedure of the College, in another case involving the same student or students.

4.6. *Notice of constitution of panel*. Within 24 hours of a Disciplinary Panel's being convened, each Student in whose case the Panel is intended to make a determination will be given notice by the Master of the identities of its members. The Student will then have 24 hours to draw attention to the ineligibility of any member to serve on the Panel under (a) to (d) above (but not to object on any other ground). If satisfied that a member is indeed ineligible to serve, the Master will replace that member within 48 hours. That replacement will count, for the purpose of any deadlines that follow, as the convening of a new Disciplinary Panel.

4.7. *Investigator and objections to Investigator*. For each case before it each Disciplinary Panel shall, within 72 hours of its being convened, appoint one of its number as Investigator in that case. Within 48 hours of the Investigator's appointment, the Student will be given notice by the Master of the identity of the Investigator, and will have 24 hours from the time of being given that notice to object to the appointment, stating the grounds for doing so (which are not restricted to ineligibility under 4.5 above). The Disciplinary Panel dealing with the case will appoint an alternative Investigator from its own number within 72 hours of the objection being made if, in the view of the Disciplinary Panel, the Student's grounds for objecting are reasonable ones.

4.8. *Conduct of investigation*. With all possible speed consistent with a careful investigation, the Investigator is to obtain a note from the Dean of how the case progressed to the point at which a Disciplinary Panel was convened, including a note of any evidence already obtained (and how and when and from whom) and of the identities of any persons who might, in the opinion of the Dean, provide further evidence bearing on the disposal of the case.

4.9. *Representations to Investigator*. The Investigator must offer to the Student an opportunity to make representations as to the disciplinary measures or other disposals to be applied. Representations may include, but are not limited to, representations regarding any justification or excuse for the offence or offences under investigation, and any plea in mitigation that may bear on disposal of the case. The Student must also be given the opportunity to comment more generally on the case against him or her under this NDP, a case which should be outlined to him or her by the Investigator, relying on the notes and comments obtained under 4.8 above. Normally such representations should be heard at a meeting in person and in private between the Student and the Investigator, at which the Investigator should take notes of the Student's representations. However, where the Student is out of residence at the time, or it is not reasonably practicable for representations to be made in person within a reasonable time, the opportunity to make representations in writing may be substituted at the discretion of the Investigator, in which

case the Investigator may outline the case against the Student to the Student in writing.

4.10. *Meeting*. Any meeting between the Student and the Investigator for the purpose of hearing representations under 4.9 above should be held in private, except as follows:

a) if in the Investigator's opinion it is necessary to have another member of the College or of its staff present for the purpose of taking notes, then one such person may be present at the invitation of the Investigator; and

b) if the Student wishes to be accompanied by another member of the College or of its staff, who may assist with the making of representations as well as giving support to the Student, then one such person may be present at the invitation of the Student.[6]

Notice of at least 24 hours is to be given of the fact that another person will be present or has been invited to be present under (a) or (b) above.

4.11. *Report and determination*. On completion of his or her investigation, the Investigator will make a written report to the Disciplinary Panel containing a recommended verdict on the question of whether the offence was committed, and, if so, recommendations as to the disposal of the case. The report will be considered by the Disciplinary Panel at a meeting, at which the verdict and the disposal of the case will be determined by simple majority voting. It is normally expected that, where the Student co-operates fully in the process, this process will be completed within 21 days of referral of the case to the Master by the Dean.

4.12. *Due process*. Before the Disciplinary Panel determines whether an offence has been committed and before it makes a disposal under 4.14 below, it shall

a) satisfy itself that reasonable efforts have been made to obtain all relevant evidence from the Student and from others, whether orally or in writing, to the exclusion of hearsay;

b) satisfy itself from that evidence obtained that, on the balance of probabilities, the offence was committed by that student, and in circumstances warranting the proposed disposal; and

c) satisfy itself that the Student has had a reasonable opportunity to present a justification or excuse for the offence, whether orally or in writing.

4.13. *Plea in mitigation*. If the Disciplinary Panel determines that an offence has been committed, it shall notify the Student promptly of that determination and shall give the Student an opportunity to make representations to the Panel as a whole, within 7 days of notification of the determination, regarding the appropriate disposal. Such representations may be made, at the Student's discretion, either orally or in writing, and either by the Student personally or by the member of the College or its staff (if any) who accompanied the Student under 4.10(b) above.

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[6] The JCR and WCR may make available a list of people from among their memberships who have indicated a willingness to be approached to assist with representations and support for the purpose of this NDP. Members of the College welfare team may also be approached if required. These are optional facilities. The Student may bring any member of the College or of its staff who is willing to assist, or nobody at all if preferred.

4.14. Possible disposals. A Disciplinary Panel constituted under this NDP has the power to make the following disposals:

a) an absolute discharge; or

b) a conditional discharge, whereby no disciplinary measures under (d), (e), (f), (g), (h) or (i) will be applied to the Student so long as certain conditions are satisfied; or

c) a referral back to the Dean for the imposition of a penalty for the offence, the penalty to be in the Dean's discretion but limited to those that the Dean could have imposed under 3.5 above in the exercise of his or her original summary jurisdiction; or

d) a ban from being considered eligible for College accommodation in one or more future years of study; or

e) a no-contact order, for up to the duration of the remainder of the Student's course, special regard to be had to any impact that the ban may have on the Student's ability to progress with his or her academic work during the period of the ban, and to the needs of any people whom the Student is not to contact; or

f) suspension from the College for a period of up to one academic year unless certain conditions are satisfied, with or without further conditions that need to be satisfied before return to College; or

g) expulsion from the College unless certain conditions are satisfied; or

h) suspension from the College for a period of up to one academic year, with or without conditions that need be satisfied before return to College; or

i) expulsion from the College.

Disposals (c) to (i) qualify as disciplinary measures for the purpose of grounding a right to appeal under part 5 of this NDP. Disposal (b) puts the Student in the same position, with regard to an appeal, as if the Student had been dealt with by the Dean under part 3 of this NDP. Disposals (a) and (b) qualify as non-disciplinary measures and do not give rise to a right of appeal under this NDP.

4.15. *Consequences of failure to meet condition*. For the avoidance of doubt, the coming into effect of an expulsion or suspension by virtue of the Student's failure to meet any condition imposed under 4.14 (f), (g), or (h) is an automatic process and does not itself qualify as a further disposal for the purposes of this NDP. The effect is that, where a condition as to return to College set under 4.14 (f) or (h) is not satisfied, the suspension automatically becomes an expulsion without further intervention by a Disciplinary Panel or by the College's Governing Body.

4.16. *Conditions attached to disposals*. The conditions that may be attached by a Disciplinary Panel to a disposal under 4.14 (b), (f), (g) or (h) above include, at the Panel's discretion,

a) that the Student is to commit no offence under this NDP of any type or of any specified type for a specified period or indefinitely;

b) that the Student is to report to the Dean at such intervals and for such period as the Disciplinary Panel may determine with a view to keeping the Student's

conduct under review, whether offences are committed or otherwise, and for the purposes of which review the Student's assent to a conduct agreement may be required;

c) that the Student is to take some other reasonable step or steps specified in the disposal, the step or steps to be taken before a specified date, provided that the step shall not be one designed to penalise the student.

4.17. *Academic condition as to return*. Whether or not a Disciplinary Panel sets a condition as to return under 4.14 (f) or (h), the College reserves the right to set a separate academic condition as to return for any student who goes out of residence for any period, whether by way of disciplinary measure or otherwise. Such an academic condition will be set by the Tutorial Committee and communicated to the Student by the Senior Tutor. The Senior Tutor will also determine, in due course, whether it has been satisfied by the Student. The rules governing the setting and communication of academic conditions, and appeals in relation to them, are those applicable in Academic Disciplinary cases.[7]

4.18. *Communication of determination*. Subject to the completion of the procedure in 4.13 above, the Panel is to report its determination and disposal to the Master with all due speed, supported by a copy of the Investigator's report on the case. If the Panel's determination departs from the Investigator's recommendation then a further report is to be included explaining the departure. Notice of the Panel's determination and disposal will be given in writing to the Student by the Master within 72 hours of its having been reported, supported by a copy of the Investigator's report and a copy of any other report submitted by the Panel in support of its determination and disposal.

4.19. *Failure to meet conditions*. If conditions are attached to the disposal under 4.14 (b), (f), (g) or (h) above and, in the opinion of the Dean, the Student fails to meet those conditions, then notice of that failure, and of the consequences as determined by the terms of the disposal, will be given in writing to the Student by the Dean within 72 hours of the failure's having come to the attention of the Dean. In case of dispute about whether the conditions specified in a disciplinary measure have been met by the Student, the appeal procedure under 5.2 below applies.

5. Appeals following Disciplinary Panel proceedings

5.1. *Appeal against determination of Disciplinary Panel*. The Student has a right of appeal against any determination of a Disciplinary Panel that involves the imposition of a disciplinary measure, and against any disciplinary measure imposed. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being given notice under 4.18 above of the Disciplinary Panel's determination and disposal.

5.2. *Appeal against coming into effect of consequences*. The Student also has a right of appeal against the coming into effect of the consequences of his or her failure to meet any condition specified in any disciplinary measure, but only on one or both of the following grounds:

[7] See Academic Disciplinary Procedure, 6.11-6.13.

a) that the Dean was mistaken in his or her opinion under 4.19 above that the Student failed to meet the condition; or

b) that the Student's failure to meet the condition was excusable.

For the avoidance of doubt, it is not a ground of appeal under this provision that the condition should not have been imposed. The Student exercises the right of appeal under this provision by giving notice of appeal in writing to the Master within 7 days of the Student's being given notice under 4.18 above of his or her failure to meet the condition.

5.3. *Constitution of Non-academic Disciplinary Appeal Committee*. An appeal under 5.1 or 5.2 above is to be heard by a Non-academic Disciplinary Appeal Committee (NDAC) constituted by the Master specifically to hear the appeal. Any disciplinary measures appealed against are stayed pending determination of the appeal, save that it is still possible for a student to meet any conditions specified in the disciplinary measure, and hence to terminate the measure, while the appeal is pending.

5.4. *Membership*. An NDAC will comprise:

a) one Fellow of the College of suitable seniority and experience, who is a Member of Governing Body holding an academic post, and who will chair the NDAC; and

b) any two of the following in any combination:

i. senior members of the College who hold academic posts (but who need not be members of the Governing Body);

ii. senior members of the College who are members of the Governing Body (but who need not hold academic posts).

5.5. *Disqualification*. The following shall not be eligible to serve on an NDAC:

a) The Master, the Senior Tutor, the Dean, or the Welfare Fellow;

b) Any person who has taught (in tutorials or in any other capacity where reporting on individual progress was required or expected) any student whose case is to be considered by the NDAC;

c) Any person who has been directly involved, whether under this NDP or otherwise, with any of the events that have brought the case before the NDAC, where membership of Governing Body does not qualify as direct involvement merely because it involves routine scrutiny of reports from the Dean on disciplinary matters, or merely because Governing Body has already received a report of a Disciplinary Panel in the same case;

d) Any person who has served on a Disciplinary Panel or an NDAC under this NDP, or on any similar panel under another Procedure of the College, in another case involving the same student or students.

If sufficient NDAC members not disqualified under these headings cannot be found from within the College then the Master shall have the option of substituting one or more members from another College or other Colleges of the University of Oxford who do meet these conditions, and who (apart from the fact that they are members of another College, not of University College) fall under the descriptions in 5.4 above.

5.6. *Secretary of NDAC*. The NDAC shall be assisted by the Academic Registrar (or another senior administrative employee of the College enlisted by the Master) who will act as Secretary to the NDAC ('the Secretary').

5.7. *Objections to membership*. Within 48 hours of the constitution of the NDAC, the Student will be given notice by the Secretary of the identities of its members, and will have 24 hours from the time of being given that notice to object to the appointment of one or more of them, stating the grounds for doing so. The Master will appoint an alternative member or members of the NDAC within 72 hours of the objection being made if, in the Master's view, the Student's grounds for objecting are reasonable ones.

5.8. *Representation of the College before NDAC*. Within 4 days of the constitution of the ADAC (or of its reconstitution if required under 5.7 above) the Master is to nominate a person ('the College Representative') to make a case, before the NDAC, in favour of the implementation of the disciplinary measure. The College Representative is to be, at the Master's discretion, either the Dean or a member of the Disciplinary Panel that determined the measure, or if none of these are available to act then another senior member of the College selected by the Master.

5.9. *Date of hearing*. Within 7 days of the constitution of the NDAC (or of its reconstitution if required under 5.7 above), the Secretary shall fix a date for an NDAC hearing. The hearing is to take place no later than one calendar month after the constitution (or reconstitution) of the NDAC. Subject to that one month limit, the date should be fixed in consultation with the Student, the College Representative, and the members of the Panel.

5.10. *Hearing details*. At least 7 days before the hearing the Secretary will:

a) write to the NDAC members, the Student and the College Representative to confirm the date, time and location of the hearing;

b) provide the NDAC members, the Student, and the College Representative with a bundle containing copies of:

- the notice of referral by the Dean to the Disciplinary Panel;
- the Investigator's report;
- any report by the Disciplinary Panel explaining its departure from the Investigator's recommendations;
- the letter from the Master giving the Student notice of the Disciplinary Panel disposal;
- the letter from the Dean giving the Student notice of his or her failure to meet the conditions in the disposal (if applicable);
- the letter from the Student giving notice of appeal; and
- any other relevant documents.

5.11. *Assistance and representation*. The Student shall also be informed by the Secretary that he or she is entitled to be represented or accompanied at the NDAC hearing by one other person. Except with the special leave of the Chair of the NDAC, this person ('the Friend') must be a member of the College or of its staff.[8] Cases for the granting of special leave include but are not limited to those in which no suitable member of the College or of its staff is available to assist, or in which the Student has reasonable grounds to wish his or her situation to remain unknown to those members of the College or of its staff who are available to assist. However an NDAC will not allow legal or other professional representation for the Student. At least 72 hours before the hearing the Student shall inform the Secretary of the identity his or Friend, if any, indicating whether the Friend will be a representing or merely an accompanying Friend. It is the responsibility of the Student to inform his or her Friend, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of the Student, the Student will surrender the right to speak on his or her own behalf, except as a witness. Unless the Chair of the NDAC agrees that exceptional circumstances prevent it, the Student must attend the hearing for the appeal to be heard, and must be ready to appear as a witness at the NDAC's request. This is so even if the Student has asked a Friend to speak on his or her behalf.

5.12. *Additional documentation*. If the Student or the College Representative wishes the NDAC to take account of any additional documentation or written submissions, copies must be provided to the Secretary at least 5 days before the hearing. The Secretary will then ensure that it is circulated to the NDAC and the other party as soon as possible. Any documentation submitted after this deadline will not be considered by the NDAC unless the Chair of the NDAC decides that exceptional circumstances warrant its inclusion.

5.13. *Identity of witnesses*. Not less than 5 days before the hearing, the Student and the College Representative shall inform the Secretary of any witnesses they wish to call at the hearing. The Chair of the NDAC shall also inform the Secretary of any the witnesses that the NDAC itself intends to call if they are not called by the parties. The Secretary will in advance of the hearing provide a list of all these witnesses to the Student, the College Representative and the NDAC members. Witnesses will normally be required to give evidence in person at the hearing, and will be expected to answer questions from NDAC members and from either party as allowed under 5.15 below. It is the responsibility of the person calling the witness to ensure that he or she attends.

5.14. *Written testimony*. Where the Student and the College Representative agree that a witness need not attend, or where it is impracticable for a witness to attend, or where in the opinion of the Chair of the NDAC it would not be appropriate for a witness to attend, the NDAC may accept evidence given in a written statement. Any written statements should be submitted to the Secretary at least three working days before the hearing. The Secretary to the NDAC will then circulate them to the other parties and the members of the NDAC as soon as possible.

5.15. *Order of speaking and adducing evidence*. The Student (either in person or through his or her Friend) and the College Representative will have the opportunity to address the NDAC at the hearing. The NDAC may also hear witnesses in any order and in any manner that to it seems appropriate, having regard to the requirements

[8] The JCR and WCR may make available a list of people from among their memberships who have indicated a willingness to be approached to assist with representations and support for the purpose of this NDP. Members of the College welfare team may also be approached if required. These are optional facilities. The Student may bring any member of the College or of its staff who is willing to assist, or nobody at all if preferred.

of natural justice. Questions will be asked of witnesses in the first instance by the members of the NDAC. At the discretion of the Chair, the Student (either in person or through his or her Friend) and the College Representative may also ask questions of any witnesses. Any witness of whom questions are asked by the calling party will also be subject to cross-examination by the other party. The College Representative and the Student also have the right to make closing speeches, in that order.

5.16. *Regulation of procedure*. Subject to the above, the NDAC has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing, and the hearing itself, so as to ensure that the process is fair and reasonable and, so far as possible in view of the seriousness of the case, informal and flexible.

5.17. *Making of decision by NDAC*. When the NDAC members consider their findings and recommendations, each shall be given the opportunity to present and discuss his or her impressions and conclusions regarding the issues and the hearing. The NDAC will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any NDAC member other than the Chair. The success or failure of any motion shall be determined by simple majority vote. The NDAC will not take account of any information or documents which were not available to the Student or which were not available to the College Representative at or before the hearing.

5.18. *Notification of decision by NDAC*. The decision of the NDAC is announced by notice in writing to the Master, the Student, and the College Representative. The decision will not be announced until at least the next working day after the hearing. The NDAC may however take up to 5 days after the hearing to reach and to announce a decision. Within 10 days of the hearing, the NDAC will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.

5.19. *Possible disposals by NDAC*. The NDAC may, at its discretion, uphold the implementation of the disciplinary measure or vary the conditions of its implementation or require those conditions to be satisfied afresh or override the whole measure and substitute any alternative disposal which it was open to the Disciplinary Panel to have imposed in place of the disposal, having regard to the same principles and purposes to which the Disciplinary Panel was required, under this NDP, to have regard.

5.20. *Finality and further appeals*. The decision of the NDAC is final and not open to further appeal within the College. By convention, the Governing Body of the College does not interfere with it. The finality of the NDAC's determination is without prejudice to the right of the Student to make appeals or other applications to bodies outside the College, in particular to the Conference of Colleges Appeal Tribunal (CCAT), or to the Office of the Independent Adjudicator (OIA). The Master will issue to the Student a Certificate of Completion of Procedures once all in-College remedies have been exhausted.

College Policy on the use of illegal drugs

(1) The Legal Framework

All students at University College are students at the University of Oxford, and therefore subject to the regulations of the University as well as to those of the College. The University's position on the use of illegal drugs is set out in the Proctors' Memorandum on Drugs Misuse, the full text of which is printed as an appendix to this College Policy.

University College notes that the use of specified drugs is both a criminal offence under UK Law and a disciplinary offence under University Statutes. We recognise that we are forbidden by law knowingly to allow drug misuse to take place on our premises.

We also note that the illegal drug trade is the cause of a great deal of misery, violence, and death for people affected by or caught up in it, and the source of a great deal of money for those who profit from the damage and harm that they cause to others. This means that students or others who use illegal drugs contribute to damage and harm to other people, even if they do not think that they cause damage or harm to themselves.

(2) The Pastoral Framework:
Support for Student Wellbeing and for Harm Reduction

The College does not condone the personal use of illegal drugs, or the supply of illegal drugs to other people. We acknowledge that students may encounter a range of illegal drugs in different settings, but their use is always risky. It may pose a threat to the health and wellbeing of the user as well as to other people, and it may be an impediment to the pursuit of academic study and research. The College therefore encourages those who recognise that they themselves or someone else may have a problem with drugs to seek appropriate help in addressing the difficulties that the use of drugs may cause for them or for other people.

There are a number of people and services who can offer support within the bounds of medical confidentiality. These include:

- The College Nurse
  https://intranet.univ.ox.ac.uk/nurse

- The College Doctors
  https://19bsstudents.com

- Turning Point
  https://www.turning-point.co.uk/drug-and-alcohol-support

Independent confidential advice is also available from the Student Advice Service:
https://www.oxfordsu.org/wellbeing/student-advice/

Within the College, students may also speak in confidence to members of the College Welfare Team, whom they may approach on a 'no-names' basis.

The College and its Welfare Team are aware of the legal and disciplinary framework noted above, and set out in the Proctors' Memorandum below. We also recognise the benefits of prioritising harm reduction and supporting a public health approach to the use of illegal drugs, or the misuse of prescription drugs.

The College will support students who inform us that they are engaging with appropriate professional help to address their use of legal or illegal drugs (including alcohol). Members of its Welfare Team will treat concerns relating to drugs within the bounds of the College's code of confidentiality in student welfare.

(3) The Disciplinary Framework

If a member of College staff finds what appears to be either illegal drugs or equipment related to the use of illegal drugs the College may confiscate them.

The Dean will take appropriate action against any student who comes to their attention because of their misuse of legal or illegal drugs (including alcohol). As part of any investigation the Dean will take into account whether the student is engaging with appropriate professional services, and whether the student has informed the College Nurse or another member of the Welfare Team that they are doing so.

(4) Sources of information about drugs include the following:

https://www.talktofrank.com

https://www.release.org.uk

https://www.alcoholics-anonymous.org.uk

Appendix: Proctors' Memorandum on Drugs Misuse

Guidelines from Proctors' Office on Dealing with Drugs Misuse

The use of specified drugs is illegal within the UK, and is inimical to the University's primary objectives of the pursuit of academic study and research. The presence of drugs within the University community is detrimental to the welfare of its members generally, and will not be tolerated. Taking illegal substances, including so-called 'soft' drugs, has a rapid and serious effect on academic study, and is likely to lead to long-term health problems. Although addiction to drugs is sometimes curable, it is often not, and therapy is a prolonged, expensive and specialised treatment, which is certainly disruptive. There are secondary but very real health risks such as exposure to infection with hepatitis, and AIDS. The University also recognises its duty to take firm action to protect people who may be affected or put at risk by drug misuse by other people, such as through dealing and supplying, or from the anti-social behaviour consequent upon misuse. The Colleges and the University are forbidden by law knowingly to allow drug misuse to take place on their premises. Students should be aware that the pastoral and disciplinary frameworks for action set out below, apply to activities within a 'University context' which under the University Statutes is defined as 'activities on University or College premises; in the course of University activity within or outside Oxford, whether academic, sporting, social, cultural, or other'.

The Pastoral Framework

One step which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law.

Advice is available at both college and University level. Colleges will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. The Student Counselling Service provides a source of confidential counselling outside the College context. OUSU's Student Advice Service will assist students in finding appropriate support.

Medical Help. One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA (01865 749800), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at http://www.talktofrank.com.

The Disciplinary Framework

Those involved with using or supplying drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(l) makes it a disciplinary offence for members of the University intentionally or recklessly to possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal.

Personal use of drugs. Students found using illegal drugs within their own Colleges or in College-owned accommodation are likely to be subject to the provisions of their College's disciplinary code. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use or possession for personal use of Class C drugs, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on

the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action. In the case of Class A and B drugs (e.g. cannabis, heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Student Disciplinary Panel. The Disciplinary Panel has the power to rusticate or expel student members.

Supplying and dealing in drugs will be treated severely. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'supply' includes all forms of passing drugs to someone else, irrespective of whether payment is made. For example, passing a cannabis joint around a group involves a series of 'supplies'. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

[Proctors Memorandum: Amended July 2014]

Code for Preventing and Responding to Harassment

1. Purpose

1.1. Univ does not tolerate any form of harassment, sexual harassment, bullying or victimisation flowing from them. The College expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration. The College is committed to fostering an inclusive culture which promotes equality, values diversity and supports the rights and dignity of all members of the College and its community. Any harassment of or by members of the College community or visitors to the College is unacceptable.

1.2. This Code applies to all members of the College, including all students and all staff alike, as well as to all lawful visitors, and all people working or volunteering in any capacity for the College, whether at our premises, at home or elsewhere. 'Staff' includes every individual working within or for the College under a formal contract of employment or as a casual paid worker or any individual to whom the College offers any of the privileges or facilities normally available to its employees. This includes all SCR members, all types of fellow, research associates and visiting academics. The Code's definition of harassment is the same for students, staff and for other people (part 2 below). However, because the Code must integrate with the contractual and statutory rights of the College's employees, the Code has different procedures for students who are concerned that they may be being harassed (part 5 below) and for employees who are concerned that they may be being harassed (part 6 below). Most people using the Code will need to refer only to sections relevant to their circumstances and may wish to begin with the flowchart that sets out their options in summary from, and/or by speaking to one of the people listed below at 5.1 (for students) or 6.1 (for staff). The College wishes to emphasize that it is one community and that it aims to extend support and assistance of the same high quality to all who live, work, and/or study here. The Code should be read together with other College policies including (but not restricted to) those on Alumni Conduct, Equality, Freedom of Speech, IT, Recruitment, Relationships between Students and Staff, Safeguarding, Student Non-Academic Disciplinary Conduct, and requirements set out in our Student-College Contract, our Student Handbook of Information and Regulations, and our Staff Handbook.

1.3. Our priority is to support those who may be experiencing issues relating to harassment. Anyone who approaches a College Officer to discuss issues relating to harassment will be offered appropriate information and support. If someone decides to submit a complaint under the Code they will be offered ongoing support throughout the process from a designated College Officer. Complainants may be in touch with their designated supporter to ask questions about the process, to raise any concerns they may have, or to access support for their welfare. A member of the College who is complained against will also be offered support from a designated College Officer throughout the process. College officers will at all times act as quickly as they reasonably can, and complainants or people complained against will be kept informed of how long any stage of the process is likely to take, and of the progress and outcome of each stage of the process.

1.4. Nothing in this Code should deter or delay someone who is assaulted, threatened, or stalked from reporting such matters to the police, or from seeking professional advice, or from resorting to any other mechanisms that would be available apart from this Code, either inside or outside the College.

The procedures in this Code exist to allow those who are or regard themselves as being harassed to deal with their situation in a methodical way in which they remain in control of the process and can bring it to an end at any point.

1.5. A student may report student misconduct (including harassment, sexual harassment and bullying) to the Dean with a request for action under the Dean's inherent powers, referred to in NDP 1.1, but if they wish to pursue a complaint of harassment they should so through this Code for Preventing and Responding to Harassment. Allegations of staff misconduct may be reported to the employee's line manager or HR for investigation outside of this Code.

1.6. The College maintains anonymized records of all reports of harassment, and whether or how situations were resolved. It uses this information to understand better where and how harassment takes place and how better to try to prevent or respond to it.

2. Definitions of Harassment, Bullying and Sexual Harassment

2.1. **Harassment** is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of

2.1.1. Violating a person's dignity; or

2.1.2. Creating an intimidating hostile, degrading, humiliating or offensive environment for them, or for other people.

2.2. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

2.3. Unlawful harassment may involve conduct of a sexual nature (sexual harassment; see below 2.14-15ff), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. Harassment is unacceptable even if it does not fall within any of these categories.

2.4. Harassment can occur whether or not it is intended to be offensive, as it is the effect on the victim which is important and not whether or not the perpetrator intended to harass them.

2.5. Harassment usually arises because the perpetrator continues the behaviour even after it has been made clear that it is regarded by the recipient as offensive or unwanted. However, a single incident may amount to harassment if it is sufficiently serious.

2.6. The unwanted nature of the behaviour distinguishes harassment from friendly behaviour that is welcome and mutual. Everyone at the College should always consider whether their words or behaviour may be considered offensive.

2.7. While not an exhaustive list, forms of harassment may include:

2.7.1. Unwanted physical conduct or contact, including touching, pinching, pushing and grabbing;

2.7.2. Continued suggestions for social activity, or any unwanted contact (in person, electronic or otherwise) outside normal College or University business, after it has been made clear that such suggestions or contact are unwelcome;

2.7.3. Sending or displaying material that is pornographic or that some people may reasonably find offensive (including e-mails, text messages, video clips and images sent by mobile phone or posted on the internet);

2.7.4. Unwelcome sexual advances or suggestive behaviour;

2.7.5. Jokes, banter and mimicry;

2.7.6. Offensive language, shouting or behaving in an intimidating manner;

2.7.7. Gossip;

2.7.8. Slander;

2.7.9. Offensive, insensitive or sectarian songs or messages (including those shared by email or by other digital means);

2.7.10. Displaying posters or pictures, graffiti, or emblems which are designed to create a hostile environment;

2.7.11. Obscene or offensive gestures;

2.7.12. Offensive emails, text-messages, social media content, or screen savers etc;

2.7.13. Isolation or non-co-operation and exclusion;

2.7.14. Pressure to participate in political or religious groups;

2.7.15. Intrusion by pestering, spying and stalking;

2.7.16. Continued requests for social activities after it has been made clear that such suggestions are not welcome;

2.7.17. Verbal, non-verbal or physical conduct of a sexual nature;

2.7.18. Racist, sexist, homophobic or ageist jokes or derogatory or stereotypical remarks about a particular ethnic or religious group or gender, or about someone's bodily shape or appearance, or their socio-economic background;

2.7.19. Revealing or threatening to reveal sensitive personal information;

2.7.20. Mocking, mimicking or belittling a person's disability.

2.8. A person may be harassed even if they were not the intended "target" or where the behaviour was not aimed specifically at them. For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

2.9. Harassment may also include bullying which is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation.

2.10. **Bullying** can take the form of physical, verbal and non-verbal conduct.

2.11. It may be described as behaviour (from a person or a group) that is unwanted and makes the recipient feel frightened, less respected or put down, made fun of or upset. Bullying may be physical, verbal or non-verbal.

2.12. Behaviour that is considered firm management by one person may be considered bullying by another. Most people will agree on extreme cases of bullying and harassment but it is sometimes the 'grey' areas that cause most problems.

2.13. While not an exhaustive list, forms of bullying may include:

2.13.1. Physical or psychological threats;

2.13.2. 'Ganging up' with others to denigrate or mock a colleague or a student or another person or creating an exclusionary working environment;

2.13.3. Overbearing and intimidating levels of supervision;

2.13.4. Inappropriate or derogatory remarks about someone's performance;

2.13.5. Constantly denigrating someone's work;

2.13.6. Spreading malicious rumours;

2.13.7. Constantly putting someone down in meetings;

2.13.8. Deliberately giving someone a heavier workload than everyone else;

2.13.9. Excluding someone from team social events;

2.13.10. Putting humiliating, offensive or threatening comments or photos on social media;

2.13.11. Copying memos that are critical about someone to others who do not need to know;

2.13.12. Ridiculing or demeaning someone, picking on them or setting them up to fail;

2.13.13. Deliberately excluding someone from communications or meetings without good reason;

2.13.14. Unfair treatment, e.g. Not letting someone go on training courses that everyone else is allowed to go on;

2.13.15. Overbearing or intimidating supervision or other misuse of power or position;

2.13.16. 'upward bullying', e.g. Someone at the same or a more junior level showing continued disrespect, refusing to complete tasks, spreading rumours, constantly undermining someone's authority, or doing things to make the person seem unskilled or unable to do their job properly;

2.13.17. Making threats or comments about job security without foundation;

2.13.18. Preventing individuals progressing by intentionally blocking promotion or training opportunities.

2.14. **Sexual harassment** is unwanted behaviour of a sexual nature which has the purpose or the effect referred to in paragraph 2.1 above. The College will not tolerate sexual harassment, whether by a student, member of staff, other member of the College or a third party (including but not limited to those noted above at §1.2). The conduct need not be sexually motivated. A person can experience unwanted conduct from someone of the same or a different sex.

2.15. While not an exhaustive list, forms of sexual harassment may include:

2.15.1. Sexual comments or jokes;

2.15.2. Displaying sexually graphic pictures, posters or photos;

2.15.3. Suggestive looks, staring or leering;

2.15.4. Propositions and sexual advances;

2.15.5. Making promises in return for sexual favours;

2.15.6. Sexual gestures;

2.15.7. Intrusive questions about a person's private or sex life or a person discussing their own sex life;

2.15.8. Sexual posts or contact on social media;

2.15.9. Spreading sexual rumours about a person;

2.15.10. Sending sexually explicit emails or text messages; and

2.15.11. Touching inappropriately through clothes without consent (including unwelcome hugging or massaging);

2.15.12. Non-consensual kissing;

2.15.13. Inappropriately showing sexual organs to another person;

2.15.14. Engaging or attempting to engage in sexual intercourse or in any sexual act without consent.

3. Third party sexual harassment

3.1. At the College, our employees and students will have contact with third parties, such as suppliers of goods and services and visitors. The College will not tolerate sexual harassment of our staff or students by any third party. As with any harassment or bullying, if you experience or witness harassment, the College would urge you to report it in accordance with this Code.

3.2. We will take the following steps to prevent harassment by third parties:

3.2.1. Make it clear to our visitors, suppliers and others who work with us that sexual harassment of College staff and students is unacceptable, [e.g. By issuing notices at the entrances to our premises, or in recorded messages at the beginning of telephone calls];

3.2.2. Provide regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy;

3.2.3. Provide specific training for managers to support them in dealing with complaints;

3.2.4. Take steps to minimise occasions where staff work alone;

3.2.5. Where possible, ensure that lone workers have additional support;

3.2.6. Carry out a risk assessment when planning events attended by visitors and/or suppliers.

3.3. If a complaint of third-party harassment is received, we will seek to investigate the allegation and may:

3.3.1. Warn the supplier or visitor or supplier about their behaviour;

3.3.2. Ban them from our premises;

3.3.3. Report any alleged criminal acts to the police;

3.3.4. Share information with other colleges.

3.4. Harassment may consist of a single serious incident or of a series of repeated incidents that might individually appear mild or trivial. It may be inside or outside the College, and during term or vacation. It is particularly grave where there is inequality of personal status or power. No less serious is the explicit or implied threat of reprisal if complaint is made. No person who in good faith makes a complaint of harassment should be subject to retaliation. Even if a complaint results in no action being taken, there will be no penalty for anyone who makes a complaint, unless there is clear evidence that the complaint is deliberately false and made with malicious intent. Making a false complaint of harassment maliciously, or otherwise in bad faith, may itself amount to harassment. If an employee makes a deliberately false or malicious complaint against another, that employee may be subject to disciplinary action.

4. Consequences for the perpetrator

4.1. An allegation of harassment or bullying made under this Code will result in an investigation and possible disciplinary action, which could result in dismissal and/or termination of contract without notice, removal from office or expulsion from the College.

4.2. When deciding what disciplinary action to take, the College will take account of any aggravating factors, such as abuse of power.

4.3. As well as giving rise to disciplinary action, harassment is unlawful, and individuals may be held personally liable for their actions. In some cases their behaviour may also amount to a criminal offence.

5. For Students: What to do if you may wish to report harassment

Getting information or support

5.1. A student of the College who believes that they are being or have been harassed, or who wishes to discuss any situation in which harassment may be or may become a factor (the Complainant), has a number of sources of support available to them. These include the College's Harassment Advisors; their in-college tutor or graduate advisor; a College officer such as the Chaplain, the Student Disability and Welfare Officer, the Senior Tutor, or a Junior Dean. Alternatively, they may wish to contact one of the University's harassment advisers[1], or other agencies listed as sources of advice and support by the University[2].

5.2. Those identified in clauses 5.9 and 5.10 below as the officers responsible for overseeing a Stage Two process should not normally be approached for information or support at this point as this may interfere with their discharge of responsibilities later in the process. If approached for support they should make all reasonable efforts to refer the matter to a suitable alternative person.

[1] https://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/
[2] https://www.admin.ox.ac.uk/eop/harassmentadvice/sourcesofadvice/

5.3. Anyone who approaches an officer for information or support should expect that person to listen carefully and non-judgmentally, to explain to them their options, and to signpost them to appropriate sources of support.

5.4. Those approached for support may take steps to achieve a resolution of the situation (for example by speaking to the person said to be a harasser) if requested to do so by the student seeking information and/or support. Such a conversation might result in an apology, an undertaking not to repeat behaviour complained of, or other remedies. However, the person who initiates the conversation cannot require any remedy and any resolution process at this stage will require the co-operation of all parties in bringing it to a successful conclusion.

Such an intervention does not fall under this Code and does not substitute for the process set out in the following paragraphs. Anyone who requests an intervention at this stage and is not satisfied with the outcome may still follow the process below.

Stage One: Seeking a resolution

5.5. A student of the College who wishes assistance under this Code in seeking Stage One resolution of a situation in which harassment may be or may become an ingredient should request such assistance from one of the College's Harassment Advisors. The Advisor will discuss possible approaches to such resolution and will participate in the process to the extent that such participation is, in the opinion of the Advisor, likely to be productive in achieving a resolution at Stage One of this Code.

5.6. A Stage One resolution for the purposes of this Code might involve apology, an undertaking not to repeat behaviour complained of, or other remedies. However, the Advisor cannot require any remedy, and any Stage One resolution process will require the co-operation of all parties in bringing it to a successful conclusion. At any stage, the Advisor may also form the opinion that there is no harassment and may then decline to be further involved.

5.7. If, in the opinion of the Advisor

i. The situation is not suitable for resolution at Stage One, or

ii. The Advisor's participation is not likely to be productive in achieving such resolution, or

iii. Reasonable attempts to achieve such resolution have failed, or

iv. No behaviour amounting to harassment has taken place, or

v. The student who has sought assistance was not the victim of such harassment as may have taken place

the Advisor will advise the student who has sought assistance to that effect. The Advisor will also advise the student of further steps or measures that may in the Advisor's opinion be taken to resolve the situation, whether under this Code or otherwise, including the steps available under clauses 5.8 to 5.13 following.

Stage Two: Invoking a Stage Two process

5.8. A Complainant who is a student of the College may request to have a Stage Two process instigated against an alleged harasser under clauses 5.9 or 5.10 following, but only if either

(a) One of the Harassment Advisors certifies that the options for Stage One resolution under clause 5.6 above have been attempted without success or have not been attempted for one or more of the reasons specified in clause 5.7 above or for any other reasons; or

(b) The officer responsible for overseeing a Stage Two process under the following provisions is satisfied, on reasonable grounds and having consulted the Harassment Advisor involved if one has been involved under clauses 5.5 to 5.7 above, that the matter is too serious or too urgent for resolution outside the Code, or for resolution at Stage One, to have been regarded as an option.

For the avoidance of doubt, it is the duty of any Harassment Advisor to make a certification under (a) above in any case in which, having been consulted by a student under clause 5.5 above, they decline to be further involved. The exception is a case in which they refer the student to a different Harassment Advisor, who then acquires the same duty as if they had been the Harassment Advisor further consulted under clause 5.5 above.

5.9. A student of the College may request to have a Stage Two process instigated **against another student** of the College under the special complaints procedure detailed in Annex 1 of this code, overseen by the Vice-Master or either of our two Diversity Fellows or another Fellow ('the Co-ordinator') as the circumstances may require.

5.10. A student of the College may request to have a process instigated **against an employee** of the College (including for these purposes any fellow or any other person providing services to the College akin to those of an employee) by making a complaint under the College's Student Complaints Procedure, overseen by the officer there identified. In the event that the investigation of the complaint reveals harassment, the College shall take such steps as are warranted under its Disciplinary Procedure for College Employees (or under such other terms as may govern its relationship with the person found to have been an harasser) and in any event shall take such steps as are reasonably necessary, consistent with its legal obligations, to protect the complainant from repetition or perpetuation of the harassment. In urgent cases the Co-ordinator may take such interim steps as are reasonably necessary, consistent with its legal obligations, to protect the complainant pending the resolution of the complaint.

5.11. A student or employee of the College whose behaviour has been the subject of a request under clause 5.9 or 5.10 above shall be informed by the Co-ordinator with all reasonable expedition that the request has been received, unless in the opinion of the Co-ordinator such early disclosure would tend to expose the person making the request, or other persons, to the risk of further harassment or other victimization. In the event that disclosure is postponed, the Co-ordinator shall nevertheless inform the student or employee concerned as soon as, in the Co-ordinator's opinion, it becomes safe to do so.

5.12. A student or employee of the College who is informed or otherwise becomes aware that their behaviour has been made the subject of a request under clause 5.9 or 5.10 above is entitled to support from the College and may consult any of the persons listed in clause 5.1 above as appropriate. In the event that the person consulted is already too closely involved in the case, however, they may refer the employee or student concerned to a different person for support.

6. For Employees: What to do if you may wish to report harassment

Getting support

6.1. A Complainant who is an employee of the College who believes they are being or have been harassed, or who wishes to discuss any situation in which harassment may be or may become a factor (the Complainant), has a number of sources available to them, including the College's

Harassment Advisors; the HR Manager; their immediate supervisor, their departmental head, the Chaplain, or a Trade Union representative.

6.2. Employees responsible for overseeing a Stage Two process (e.g., The Master, Vice Master and Senior College Officers) should not be approached for support at this point as this may interfere with their discharge of responsibilities later in the process. If approached for support they should make all reasonable efforts to refer the matter to a suitable alternative person.

6.3. Anyone who approaches an officer named above at 6.1 for information or support should expect that person to listen carefully and non-judgmentally, to explain to them their options, and to signpost them to appropriate sources of support.

6.4. Those seeking support may themselves take steps to resolve the situation by informal means. Some information about what they might choose to do is found in Annex 2. Those approached for support may also take steps to resolve the situation by informal means, if requested to do so by the employee seeking support. However, such attempts at informal resolution do not fall under this Code and do not substitute for the process set out in the following paragraphs.

Stage One: Seeking resolution

6.5. An employee of the College who wishes assistance under this Code in seeking Stage One resolution of a situation in which harassment may be or may become an ingredient should request such assistance from one of the College's Harassment Advisors or from the Chaplain. The Advisor or Chaplain will discuss possible approaches to such resolution (see Annex 3) and will participate in the process to the extent that such participation is, in the opinion of the Advisor or the Chaplain, likely to be productive in achieving resolution at Stage One of this Code.

6.6. A Stage One resolution for the purposes of this Code might involve apology, an undertaking not to repeat behaviour complained of, or other remedies. However, the Advisor or the Chaplain cannot require any remedy, and any Stage One resolution process will require the co-operation of all parties in bringing it to a successful conclusion. At any stage, the Advisor or Chaplain may also refer the matter to HR for further investigation.

6.7. If, in the opinion of the Advisor or the Chaplain

i. The situation is not suitable for resolution at Stage One, or

ii. The Advisor's or Chaplain's participation is not likely to be productive in achieving such resolution, or

iii. Reasonable attempts to achieve such resolution have failed, or

iv. Further investigation is required to establish whether the alleged harassment has taken place

the Advisor or Chaplain will advise the employee who has sought assistance to that effect. The employee may then decide whether they wish to invoke a Stage Two process including the steps available under clauses 6.8 to 6.11 following.

Stage Two: Invoking a Stage Two process

6.8. Irrespective of whether Stage One resolution has been sought under clauses 6.5 to 6.7 above, an employee of the College may make a Stage Two complaint about harassment by a student of the College, by an employee of the College, or by any other person providing services to the College akin to those of an employee of the College.

(a) If the alleged harasser is an employee of the College, the formal complaint should be raised under the Grievance Procedure for College Employees.

(b) If the alleged harasser is a student of the College, the matter should be dealt with in accordance with clause 6.9 below.

(c) If the alleged harasser is neither an employee nor a student of the College, the formal complaint should be raised under such other terms as may govern the College's relationship with that person.

HR (or a designated Senior College Officer) will appoint an investigator, usually another senior member of the College (or an independent person from outside the College) with no previous involvement in the matter complained about, who will investigate the complaint in an independent and impartial manner, and with all due sensitivity. Investigation and formal processes under this clause shall be overseen by the persons designated in the respective Procedures or terms, and any duplication of processes shall be dealt with in accordance with the principles laid down in those Procedures or terms.

The person designated to oversee such investigation or Stage Two processes must inform HR of the investigation or Stage Two process as soon as reasonably practicable once the matter comes to their attention. Advice should be sought from HR throughout the process.

6.9. Irrespective of whether Stage One resolution has been sought under clauses 6.5 to 6.7 above, an employee of the College may request to have a formal process instigated against a student of the College by making a formal complaint in writing to the Vice-Master or the Co-Ordinator, who shall consider whether the matter should be considered under this Code, under the College's Non-Academic Disciplinary Procedure and/or under the inherent powers referred to in clause 1.1 of the same procedure.

6.10. An employee or student of the College whose behaviour has been the subject of a formal complaint under clause 6.8 or 6.9 above shall be informed by the Co-ordinator or Dean with all reasonable expedition that the request has been received, unless in the opinion of the Co-ordinator or Dean such early disclosure would tend to expose the person making the request, or other persons, to the risk of further harassment or other victimization or impede the necessary investigation. In the event that disclosure is postponed, the Co-ordinator or Dean shall nevertheless inform the employee or student concerned as soon as, in the Officer's opinion, it becomes safe and appropriate to do so.

6.11. An employee or student of the College who is informed or otherwise becomes aware that their behaviour has been made the subject of a formal complaint under clause 6.7 or 6.8 above is entitled to support from the College and may consult any of the persons listed in clause 6.1 above as appropriate. In the event that the person consulted is already too closely involved in the case, however, they may refer the employee or student concerned to a different person for support.

7. Harassment beyond the College community (not covered by this code)

7.1. The College is prepared to consider complaints of harassment made by persons outside the College (or persons associated with the College but not otherwise covered by the provisions of this Code) against a student or employee of the College (or a person associated with the College but not otherwise covered by the provisions of this Code), where the place in the College community of the person against whom the complaint is made has allegedly facilitated, enabled, occasioned or otherwise contributed to the alleged harassment. Such complaints shall be addressed to the Master or the Vice-Master who will determine the appropriate process for considering them.

7.2. The University has its own Policy and Procedure on Harassment[3], applicable to University Departments and Libraries, and other colleges have their own codes. Any student or employee of the College who wishes to complain of harassment by a student or employee of the University who is not a student or employee of the College should first proceed as explained above in clauses 3.4 to 3.6 (students) and clauses 4.6 and 4.7 (employees). In such a case the Advisor will as appropriate (and subject to the consent of the complainant) consult the Vice Master, who will as appropriate (and subject to the consent of the complainant) take the matter up with the appropriate officer of the other College concerned, or, in the wider University, with the Head of Department or other appropriate person. Where appropriate (and subject to the consent of the complainant) the matter may then be handed over for resolution under the University's or the other College's arrangements.

8. Confidentiality

8.1. Confidentiality will be respected at all times, so far as is consistent with the College's 'Guidance on Confidentiality in Student Health and Welfare' and subject to specific exceptions provided for in this Code or in the other College rules to which it refers.

9. Reporting and Review

9.1. At the end of each academic term the Harassment Advisors will report to the HR/Equality Officer (a) how many (if any) requests for intervention were received under clauses 5.5 to 5.7, 6.5 to 6.7 and 6.2 above, (b) what kind of situation was reported in each, (c) leading to what types of intervention (if any) by the harassment Advisors, and (d) how many of these requests (if any) led to the instigation of processes under clauses 5.7 to 5.12 or under clauses 5.8 to 511 above, and (e) how the cases were resolved. The HR/Equality Officer will compile the reported information into a report for General Purposes Committee, which will be presented annually in the Michaelmas term.

[3] http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/

ANNEX 1 – Complaints Procedure (Students)

ANNEX 2 – Guidelines for Staff

ANNEX 3 – Guidelines for Harassment

Advisors ANNEX 4 – Guidelines for Managers

ANNEX 5 - Contact Details for Members of Staff Referred to in this Code

ANNEX 1: Complaints Procedure under Clause 5.8 of this Code

In the event of a request for a Stage Two process under clause 5.8 of this Code the following procedure shall apply:

1. If the student alleging harassment wishes to pursue a complaint under clause 5.8 of this code against another student alleged to be their harasser, they may begin at Annex 1, without having made use of earlier stages of the Code. Alternatively, they may continue to Annex 1, having begun at an earlier stage of the Code.

2. The complaint should be addressed to the Vice-Master, or either of our two Diversity Fellows, who will then act as Co-ordinator. It may include the request (whether giving reasons for the request or not) that the Co-ordinator appoint a senior Fellow of the College, or someone of suitable seniority or expertise from outside the College, to oversee the complaint in place of the Co-ordinator. All reasonable steps should be taken to accede to such a request. Once such a senior Fellow or other suitable person has been appointed, the complaint should be forwarded to them and should then be treated as having been addressed to them.

3. The person to whom the complaint is addressed under paragraph 3 above is the Co-ordinator for the purposes of clauses 5.8 and 5.11 of this Code and for the purpose of the following paragraphs, subject to the provision for the complainant to be referred to a different Co-ordinator under paragraph 6(i) below.

4. The complaint must be made in writing and identified by the heading 'Complaint of Harassment' and should include at least the following:

    i. A description of what has happened to give rise to the complaint, including dates, times and all other relevant details:

    ii. The name of the student about whom the complaint is made;

    iii. If applicable, details of the steps which have been taken so far to resolve the complaint;

    iv. If applicable, an explanation of why the complainant is dissatisfied with the outcome of the Stage One procedure under clauses 5.5 to 5.7 of this Code.

5. Within five working days of the complaint's delivery, the Co-ordinator will

    i. Consider the matters set out in the complaint and determine whether they are matters covered by this code, and whether they have any conflict of interest requiring the complaint to be dealt with by a different Co-ordinator; and

    ii. Acknowledge receipt of the complaint and either confirm that more detailed investigation will follow under this Code, or notify the complainant that the complaint falls outside this Code (with an explanation of the reasons); and

    iii. If the complaint is to proceed, notify the student who is the subject of the complaint that the complaint has been made under this Code and that more detailed investigation will follow under this Code.

6. If the complaint is to proceed, the Co-ordinator will appoint an investigator, usually another senior member of the College with no previous involvement in the matter complained about, or someone of suitable seniority or expertise from outside the College, who will investigate the complaint in an independent and impartial manner, and with all due sensitivity, and who will also be available to assist a non-academic disciplinary panel should the Co-ordinator later decide that

such a panel is required. Both the complainant and the student complained against will be informed of the identity of any proposed investigator before that investigator is appointed, and each will be given a reasonable opportunity to object to the appointment, stating the grounds for doing so. The Co-ordinator will appoint an alternative investigator, if, in the Co-ordinator's opinion, either party's grounds for objecting are reasonable ones.

7. The investigator may make such inquiries as they think fit, and the accepting of the appointment of an investigator under this code implies consent by the complainant to all such inquiries. In particular the investigator may request additional information and documents from the complainant or any other person and may hold interviews with or seek written statements from the complainant, the student complained against, any witnesses named by the complainant or the person complained against, and any other person. Notes will be taken of all interviews. Although there is no time limit for the completion of the investigation, it will be conducted as expeditiously as the subject-matter allows.

8. Without prejudice to the generality of the previous clause, both the complainant and the student complained against shall be given a reasonable opportunity to speak in person to the investigator. The investigator shall put the substance of the complaint to the student complained against with a degree of detail sufficient to allow the student to make an adequate response. Should either party decline to speak to the investigator, the investigator may draw such inferences as may seem reasonable to them about the weight to be attached to any other evidence from that party.

9. Within ten working days of the completion of the investigation, the investigator will produce a report setting out details of the investigation together with copies or notes of any evidence relied upon, and will provide copies of the report (complete with the supporting documentation) to the complainant and to the student complained against, inviting both parties to submit written comments or objections within a further five working days.

10. Upon receipt of the response or (if no response is provided within the time allowed) after the expiry of five working days, the investigator will provide to the Co-ordinator copies of the report and any accompanying documents, and any written response received from the complainant or the student complained about. The investigator shall write their report with the intention that it and any accompanying documents (including written responses) will provide enough information for it to form a sufficient / reasonable basis for any further action against the student complained about, should the Co-ordinator decide that further action is appropriate. Those responsible for taking any such further action may seek such clarification or further information from the Investigator as they may reasonably require, and may if necessary approach the complainant directly or through the investigator. However, they should be aware that the complainant has already been through an investigation process as set out in this Annex, and that they should not expect the complainant to repeat what they have reported already.

11. The Co-ordinator will consider the complaint and the investigator's report and decide whether further action is to be taken against the student complained against. In making this decision the Co-ordinator will not (without the agreement of both parties) take account of information or documents which are not available to both parties.

12. If further action is to be taken it will be taken under the College's Non-Academic Disciplinary Procedure (NDP) or under the inherent powers of the Dean preserved by that Procedure, and/or by the Domestic Bursar under the College's accommodation agreement. The Co-ordinator will decide whether to refer the complaint and the investigator's report to the Dean and/or the Domestic Bursar, or to a Non-Academic Disciplinary Panel. If the Co-ordinator refers the matter directly to a NDP Panel they will do so on the basis that the inherent powers of the Dean and/or Domestic Bursar are insufficient to address the complaint and the investigator's report. If a NDP Panel is convened the investigator will be available to assist the Panel by answering any questions that they may have about the investigator's report and the basis

for its findings, but the investigator will not be a member of the Panel. The investigator's report will be supplied to the Dean and/or to the Domestic Bursar, or to the NDP Panel as the case may be.

13. Within five working days of receiving the investigator's Report the Co-ordinator will write to the complainant and to the student complained against to notify them of the outcome of the complaint and the steps that it is now proposed to take, if any.

14. If either party is aggrieved by the handling of the complaint under this Code, including by a finding of fact made in the course of such handling, their remedy is a complaint against the College under the Student Complaints Procedure.

ANNEX 2: Guidelines for Staff on resolving harassment issues

1. You have a number of options to enable you to deal with harassment, ranging from simply indicating that the behaviour is unacceptable to you to making a formal complaint through the Grievance Procedure.

2. If you believe you may be being harassed, or that certain behaviour may become harassment, you may wish to keep a written log of all relevant incidents and of the behaviour which troubles you. This may include a note of the place, the dates and times, the names of any witnesses and what was said and done. This information will be useful if you decide to make a complaint.

3. Don't feel that you need to delay until your working conditions become intolerable, or your personal well-being is seriously affected. Act quickly. The person against whom you have a complaint may not be aware that their behaviour is inappropriate or offensive, or that their words or actions may have been misinterpreted. In these situations, a misunderstanding can often be cleared up promptly.

4. If you feel able, speak up at the time and tell the person to stop. Wherever possible, say explicitly that you feel that you are being harassed and that their behaviour is upsetting you. Even if the other person intended to act in an unacceptable way, a swift and clear statement of your objections may be enough to put a stop to the behaviour.

5. Alternatively, you could write a letter to the harasser, clearly identifying the behaviour you found to be offensive and, if the behaviour is continuing, requesting that it should stop immediately. If you do write, keep a dated copy of the letter for possible future reference. This will be useful in the event of a formal complaint.

6. If you don't want to confront the person face to face but still want the matter to be dealt with informally, you have the following options:

   - ask a colleague/friend to go with you to speak to the person on your behalf or to go in your place;

   - take the issue up informally with your immediate supervisor/manager or with a more senior member of staff if you wish. The latter action may be more appropriate if you feel that your supervisor/manager is the source of the harassment;

   - consult a Harassment Advisor, the Chaplain, a Trade Union representative, or the HR Manager.

7. If the harassment continues and you haven't already done so, you may contact the HR manager. HR will deal with you in confidence and advise you on how you might proceed, including how you can make a formal complaint if you decide you want to.

8. If informal methods haven't succeeded in stopping the harassment, you may decide to make a formal complaint by raising a grievance. This should follow the Grievance Procedure and should include full details of your complaint of harassment, including descriptions of the incident(s), dates, times and the names of any witnesses.

9. You are under no obligations to pursue the matter informally first and you may raise a grievance at any stage.

10. At any point in the grievance process you can seek advice and support from the HR Manager, or a trade union representative. Either of these, or the Chaplain, a Harassment Advisor, or another member of staff, may accompany you to relevant meetings, if appropriate.

11. All reasonable steps will be taken to ensure that all enquiries and complaints are dealt with in confidence. Accusations of harassment are potentially defamatory and could provide grounds for possible legal action; it is therefore essential that complainants as well as recipients of complaints observe strict confidentiality.

Notes:

1. If you are physically attacked you should seek help immediately. There is always someone on duty in the Lodge, and you can contact a porter or any other member of staff for assistance, or you can ring the police on 999.

2. If you have been subjected to sexual violence you are strongly encouraged to see advice and medical assistance immediately. This allows someone to help with your immediate needs and to obtain evidence that may be of use at a later stage. College staff who have been trained to respond in cases of sexual violence include the Chaplain, the Head of Accommodation, the Domestic Bursar and the HR Manager. Any one of the suggested contacts named in the University of Oxford guide found at http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance/ will willingly offer you support and will help you decide what you want to do. If you do consult any of these contacts, no-one else will be involved without your permission: you will be advised what to do but the choice will remain your own.

3. If you are concerned that your behaviour, manner or attitudes might be regarded as harassing to others, you may consult a Harassment Advisor, the Chaplain, your line manager, or the HR Manager.

ANNEX 3: Guidelines for Harassment Advisors

As a Harassment Advisor, you are expected to:

1. Deal with all cases confidentiality, except where there is an unacceptable risk to a member of staff, student or to the College. In those circumstances, you should only break this confidence in consultation with the HR Manager or a Senior College Officer. You should explain the parameters of confidentiality with the individual who has approached you (in the case of students, the Harassment Advisor should follow the *Guidance of Confidentiality in Student Health and Welfare*).

2. Listen non-judgmentally to a student or member of staff who may believe they are being harassed.

3. Guide individuals through the Code on Harassment.

4. Clarify the options open to the individual and support them in resolving the matter informally where possible, with particular reference to Annex 2 of this Code.

5. Refer the individual on to other agencies or University or College support systems (e.g. The Employee Assistance Programme, the Chaplain, a Union rep) where appropriate.

6. Provide similar support if you have been approached by a student or by a member of staff who has been accused of harassment.

7. To avoid a conflict of interest you should only provide support to one party in a harassment case: if you are approached by a second party, you should refer the other party to another Harassment Advisor.

8. Contact another Harassment Advisor or the HR Manager or the Chaplain if you need support or advice on a case.

9. Keep accurate records, which must always be dated, of each case including notes of each meeting, diary entries and emails.

10. Return accurate reports to the College HR Manager on a termly basis.

As a Harassment Advisor, you should not:

11. Seek to provide legal advice.

12. Initiate an approach to the alleged harasser on your own (and without the consent of the complainant) in an attempt to mediate or resolve the matter.

13. Be involved in any formal stage of a grievance process, except by way of giving the complainant the support they need during this time or attending an interview to provide information to an investigating officer.

14. Advise those to whom you are providing support that particular behaviour definitely DOES constitute harassment that will lead to disciplinary action.

15. Advise those to whom you are providing support that particular behaviour definitely DOES NOT constitute harassment (bearing in mind that it is how the person feels that is important, rather than your perception).

ANNEX 4: Guidelines for Managers

These guidelines are for managers who are approached by a colleague in their own team or department who believes that he or she is being or has been harassed, or who wishes to discuss any situation in which harassment may be or has become an ingredient (see above 4.1)

1. A manager who is approached informally by a colleague whom they manage should:

   - Respond sensitively to the person who has approached them; this will include listening carefully to their concerns and drawing their attention to relevant parts of this code, including Annex 2 above.

2. If the person who has approached the manager wishes to have the matter dealt with on a wholly anonymous basis, the manager should

   - Respect and accept a complainant's wish (though they should explain that an anonymous complaint can only be pursued in general terms and discuss what this may mean).

3. If the person who has approached the manager agrees for their identify to be known, and their concerns or complaint to be shared on that basis, the manager may:

   - Arrange, if appropriate, and agreed by the person who has approached them, to raise their concerns with the other party. This will allow the other person to be made aware of the situation and given an opportunity to respond and may allow the manager and this person to agree on how the situation might be resolved in a way that is satisfactory to both parties and to the manager.

   - Arrange, if appropriate and agreed by the complainant, a meeting between the parties involved. This will allow the other person to be made aware of the situation and given an opportunity to respond, and may allow the manager and both parties to agree on how the situation might be resolved in a way that is satisfactory to them all:

   - Advise the complainant (if appropriate) that the complaint should be referred to HR for review. This may happen instead of either or both of the options outlined above, or if either or both of those options have been tried but did not reach a resolution that was satisfactory to the person who raised the concern. HR will consider if the matter should be dealt with formally, by way of the Grievance Procedure. If the complainant is not able to or willing to accept this advice, the matter will continue to be dealt with informally as far as is reasonably practical; HR will provide advice and information on how to make a formal complaint if necessary. If HR is a party to the matter, the complaint may be referred to the Vice-Master, or either of our two Diversity Fellows, and they will act in place of HR.

4. In all cases, managers should:

   - Ensure that a person who brings a reasonable complaint suffers no detriment by doing so;

   - Maintain appropriate written records;

   - Seek advice from the HR Manager where required.

5. Managers should not become involved in harassment claims made by staff who are not in their immediate line. Employees are normally expected to resolve issues or disputes informally

in their team and with the support of their manager or supervisor first. In addition, managers who are senior College Officers may need to become involved in a formal process if that stage is reached. Therefore, they should not normally be approached for support at an informal stage as this may interfere with their discharge of formal responsibilities later. If approached for support they should make all reasonable efforts to refer the matter to a suitable alternative person.

ANNEX 5: Contact Details for Members of Staff Referred to in this Code

Contact details and photographs of all the members of staff referred to in this code, whom students may wish to contact, are on the College website, and in the 'Where to go help' leaflet on the student welfare page on the intranet.

Their names and email addresses are as follows:

Harassment Advisers:

Mrs Elizabeth Adams, elizabeth.adams@univ.ox.ac.uk

Dr Aneurin Ellis-Evans, aneurin.ellis-evans@univ.ox.ac.uk

Chaplain and Welfare Fellow:

Dr Andrew Gregory, andrew.gregory@univ.ox.ac.uk

Student Disability and Welfare Officer:

Ms Jo Hoskins, joanne.hoskins@univ.ox.ac.uk

Senior Tutor:

Dr Andrew Bell, andrew.bell@univ.ox.ac.uk

Junior Deans:

Ms Nawara Alaboud, nawara.alaboud@univ.ox.ac.uk

Mr Sameer Bhat, sameer.bhat@univ.ox.ac.uk

Eszter D Kovacs, eszter.dkovacs@univ.ox.ac.uk

Mr Jack Jacobs, jack.jacobs@history.ox.ac.uk

Mr Erik Vanegas Muller erik.vanegasmuller@eng.ox.ac.uk

Vice-Master:

Professor Adam Smith, adam.smith@rai.ox.ac.uk

Diversity Fellows:

Professor Tamsin Mather, tamsin.mather@earth.ox.ac.uk

Professor Rajendra Chitnis, rajendra.chitnis@mod-langs.ox.ac.uk

HR Manager:

Mr Alan Tewungwa, alan.tewungwa@univ.ox.ac.uk

NOTES

Student Complaints Procedure*

1. Introduction

1.1. This Student Complaints Procedure (SCP) exists to enable junior members (students) of University College to bring matters of concern about the College to its attention, and to enable those matters to be investigated and responded to, with the aim of reaching a resolution satisfactory to all within a reasonable timescale and having due regard to the requirements of natural justice.

1.2. The College welcomes feedback and takes complaints seriously. Students will not suffer any disadvantage as a result of making a complaint in good faith. However, making a complaint which is frivolous, vexatious or malicious is likely to be a breach of a student's obligations to the College and may result in disciplinary action being taken against that student under the College's Academic and Other Disciplinary Procedures (AODP) as set out from time to time in the College's Handbook of Information and Regulations.

1.3. The College will endeavour to resolve complaints informally and quickly between the relevant parties and this SCP will only take effect if that approach fails. Where such a good faith attempt has been made to deal with the matter outside this SCP, and that attempt has failed, stage one of the Procedure may be waived by agreement between the student and the College.

1.4. The College aims to deal with complaints promptly so that delay does not hinder fair resolution. Accordingly this SCP includes various deadlines with which the College and any student making a complaint must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time.

2. When does the Student Complaints Procedure apply?

2.1. The College makes a distinction between Complaints and Appeals, and there are separate procedures for dealing with each.

2.2. A Complaint is an objection to the College's academic, pastoral, or domestic provision, the behaviour of its senior members (Fellows) or employees, or any other aspect of College life, where what is objected to is alleged to have had a special individual impact upon the student making the Complaint. The procedures in this SCP are those that apply to Complaints.

* v1.2, promulgated 3 July 2017.

2.3. An Appeal is an application by a student for reconsideration of a disciplinary decision made against that student by an officer or committee of the College under the AODP. Where a student wishes to object to a disciplinary decision under the AODP, this SCP is not applicable. Instead, the student should consult the AODP which makes specific provision for Appeals.

2.4. In addition, this SCP does not apply to:

a) complaints about another junior member of the College. The College would normally deal with such matters by invoking its AODP against the other student, where there is cause to do so.

b) complaints that a member or employee of the College has committed an act of bullying or harassment (including sexual or racial harassment), except as otherwise provided in the College's Code on Harassment.

c) complaints falling within the reach of any other more specific procedures that may be established from time to time by the College.

d) private disputes between students and members or employees of the College, meaning those that do not arise out of the conduct of those members or employees acting or holding themselves out as acting in their capacity as members or employees of the College.

e) complaints about people who are not members or employees of the College.

f) complaints of matters affecting a wider circle of students, where there is no special individual impact upon the student making the complaint. These should instead be raised through the College's consultative mechanisms, which include a Joint Consultative Committee as well as student representation elsewhere in the governance of the College.

3. Who may make a Complaint?

3.1. Those eligible to make a Complaint under this SCP are current students of the College, students temporarily suspended from the College for disciplinary, medical or pastoral reasons (whether or not a condition attaches to their return), and former students of the College whose Complaint relates to a matter that arose while they were current or temporarily suspended students.

3.2. A Complaint may be made and pursued by another person ('a Nominee') on behalf of a student eligible to make a Complaint under 3.1 but only in exceptional circumstances of illness or other severe difficulty. In such a case the Nominee must be authorised in writing by the student to make and pursue the Complaint, and an explanation must be given for why the student is unable to pursue it personally. The College will not be in communication with more than one person at a time in connection with any Complaint under this SCP, so the appointment of a Nominee to make and pursue such a Complaint is also, until revoked in writing, the surrender of the student's own right to make and pursue the same Complaint. The College will not entertain a Complaint under this SCP made or pursued on the student's behalf by the student's legal or other professional representatives. In what follows 'Student' refers to student complainants and their

Nominees alike.

4. Summary of Procedure

4.1. Before making a Complaint, a Student can seek the advice of the Welfare Fellow (or any senior member of the College who seems appropriate and is prepared to be consulted) and discuss confidentially whether there is a Complaint to be addressed and, if so, how to proceed.

4.2. There are four stages to follow when making a Complaint. Subject to the exception in 6.1 below, the Student should start at Stage One and follow the stages only in the sequence set out below:

a) Stage One: Informal Stage

b) Stage Two: Formal Stage

c) Stage Three: Application for Review of the Handling of Stage Two

d) Stage Four: Complaint to the Office of the Independent Adjudicator under the national Student Complaints Scheme

5. Stage One: Informal Stage

5.1. The Student should raise the Complaint informally as soon as possible after the problem arises. If there has been a delay, the Student should explain why. The College will not normally consider Complaints which are made more than three months after the problem originally arose or (in the case of a gradually emerging problem) more than three months after the actions or events that, according to the Student, brought the problem to a head.

5.2. The Complaint should initially be made, in person or in writing, to the College Officer who seems most appropriate to deal with it. A list of College Officers is to be found in the College's Handbook of Information and Regulations. A Student making a Complaint in person may be accompanied in doing so by another student of the College. A College Officer who feels that he or she is not the most appropriate to deal with the Complaint may, in consultation with the Student, make inquiries to identify the most appropriate College Officer, to whom the handling of the Complaint may then be transferred.

5.3. The College Officer handling the Complaint will investigate and attempt to resolve the Complaint expeditiously by informal means. In doing so, he or she may seek further information from the Student or from any others involved, subject to the consent of the Student. The Student should give full and prompt assistance if asked to provide further details.

5.4. If the Complaint is about a particular person, the College Officer handling the Complaint will normally expect to be at liberty to inform that person that the Complaint has been made, and may decline to proceed further with Stage One of this SCP if the Student's consent to inform that person is not given.

5.5. The College Officer handling the Complaint will advise the Student either orally or in writing of the results of the investigation, and any suggested resolution of the Complaint, within one week of the completion of the investigation. If the Student is dissatisfied with the results or the suggested resolution, he or she may proceed to Stage Two of this SCP.

6. Stage Two: Formal Stage

6.1. The Student must exhaust Stage One above before registering the Complaint formally, or give a good reason for not doing so. A good reason might be that the problem is particularly grave, or that when the Student raised the matter informally there was a refusal to deal with it (under 5.3 above or otherwise). The College and the Student may also agree to waive Stage One where there have already been efforts to resolve the problem outside this SCP (1.4 above).

6.2. If it appears that the informal procedure under Stage One has not been exhausted, and the Student has not given a good reason under 6.1 above, a Complaint taken to Stage Two may be referred back by the College for informal resolution under Stage One.

6.3. If the Student decides to pursue the Complaint to Stage Two, he or she should do so within one month of hearing the outcome of Stage One.

6.4. At Stage Two, the Complaint should be addressed to the appropriate Senior College Officer according to the following criteria:

- Complaints about academic provision and support: the Senior Tutor;
- Complaints about the implementation of reasonable adjustments for disabled students: the Senior Tutor;
- Complaints about welfare and pastoral support: the Welfare Fellow;
- Complaints about non-academic staff and non-academic facilities, and related financial matters: the Domestic Bursar;
- Complaints about other financial matters: the Estates Bursar;
- Complaints about the conduct of Junior Deans or other delegated exercisers of disciplinary authority: the Dean;
- Complaints about one of the above College Officers and Complaints not assigned on the list above: the Master or Vice-Master;
- Complaints about the Master: the Vice-Master;
- Complaints about the Vice-Master: the Master.

6.5. At Stage Two, the Complaint must be made in writing and identified by the heading ‘Formal Complaint’ and should include at least the following:

a) a description of what has happened to give rise to the Complaint, including

dates, times and all other relevant details;

b) if applicable, the name of the person or body within the College about whom or which the Complaint is made (although a Complaint need not necessarily be against a specific person or body);

c) details of the steps which have been taken so far to resolve the Complaint;

d) an explanation of why the Student is dissatisfied with the outcome of the informal procedure at Stage One;

6.6. Within ten working days of its delivery, the Senior College Officer to whom the Complaint is addressed at Stage Two will

a) consider the matters set out in the Complaint and determine whether it is covered by this SCP and whether he or she is the appropriate Senior College Officer to consider it further;

b) acknowledge receipt of the Student's Formal Complaint and either confirm that more detailed investigation will follow under Stage Two of this SCP, or notify the Student that the Complaint falls outside the SCP (with an explanation of the reasons) or should be sent to a different College Officer (with an explanation of the reasons).

6.7. If the Complaint is to proceed under this SCP, the Senior College Officer handling the Complaint will appoint an Investigator, usually another senior member of the College with no previous involvement in the Complaint or the matter complained about, who will investigate the Complaint in an independent and impartial manner. The Student will be informed of the identity of any proposed Investigator before that Investigator is appointed, and will be given a reasonable opportunity to object to the appointment, stating the grounds for doing so. The Senior College Officer handling the Complaint will appoint an alternative Investigator if, in that Senior College Officer's opinion, the Student's grounds for objecting are reasonable ones.

6.8. The Investigator may make such inquiries as he or she thinks fit, and the taking of a Complaint to Stage Two implies consent by the Student to all such inquiries. In particular the Investigator may request additional information and documents from the Student or any other person, and may hold interviews with or seek written statements from the Student, any witnesses named by the Student, and any other person. Notes will be taken of all interviews. Although there is no time limit for the completion of the investigation, it will be conducted as expeditiously as the subject-matter allows.

6.9. Within ten working days of the completion of the investigation, the Investigator will produce a report setting out details of the investigation together with copies or notes of any evidence relied upon, and will provide copies of the report (complete with the supporting documentation) to the Student and to any person or body who or which is the subject of the Complaint (as identified in 6.5.b above), inviting both parties to submit written comments or objections within a further five working days.

6.10. Upon receipt of the response or (if no response is provided within the time allowed) after the expiry of five working days, the Investigator will provide to the Senior College Officer

handling the Complaint at Stage Two copies of the report and any accompanying documents and any written response received from the Student or the person who is directly the subject of the Complaint.

6.11. The Senior College Officer handling the Complaint at Stage Two will consider the Student's Complaint and the Investigator's report, and make a decision about the remedies, if any, to be implemented or any other action to be taken. In making this decision the Senior College Officer will not (without the agreement of those concerned) take account of information or documents which are not available to the Student or any person who is the subject of the Complaint.

6.12. Within ten working days of receiving the Investigator's Report the Senior College Officer will write to the Student to notify him or her of the outcome of the Stage Two Complaint and the action which the Senior College Officer proposes to take, including recommendations, if any, to the College's Governing Body.

7. Stage Three: Application for Review of the Handling of Stage Two

7.1. If the Student is dissatisfied with the response to the Complaint at Stage Two, and wishes to take it further, he or she should pursue the Complaint to Stage Three. This must be done within ten working days of the date of the letter from the Senior College Officer setting out the outcome of the Stage Two Complaint.

7.2. The Complaint at Stage Three should be addressed to the Master, or (if the Complaint is against the Master or the Master was the Senior College Officer handling the Complaint at Stage Two) to the Vice-Master.

7.3. A Stage Three application must be made in writing, marked 'Application for Review of Handling of Formal Complaint' and should set out:

a) an explanation of why the Student is dissatisfied with the response to the Complaint at Stage Two; and

b) an outline of what action the Student would like to be taken instead of that proposed by the Senior College Officer handling the Complaint at Stage Two.

7.4. The Master or Vice-Master (as the case may be), together with one other senior member of the College chosen by the Master or the Vice-Master (as the case may be), will together review the Stage Three application and the Stage Two response within fifteen working days of receipt to determine whether there is a prima facie case for enlisting a Complaint Panel. If in their shared view there is no prima facie case the Complaint will not be pursued further by the College, and the Student will be issued with a Completion of Procedures letter. The letter will contain the final decision and the reasons for it, which allows the Student to proceed to Stage Four if desired.

7.5. If the view of either person reviewing the matter under 7.4 above is that the Complaint, or any part of it, should be heard by a Complaint Panel, the matter must be put before a Complaint Panel. In that case the Master or Vice-Master (as the case may be) will

a) inform the Student of the decision to enlist a Complaint Panel within fifteen working days of receipt of the Stage Three application; and

b) enlist a Complaint Panel to hear the Complaint.

7.6. A Complaint Panel will comprise:

a) one senior member of the College of suitable seniority and experience, holding an academic post, who will chair the Complaint Panel.

b) one further senior member of the College, holding either an academic or a non-academic post

c) one junior member of the College nominated by the Junior Common Room (for a Complaint by an undergraduate student) or by the Weir Common Room (for a Complaint by a graduate student)

7.7. The members of the Complaint Panel must have no previous involvement in the Complaint or the matter complained about, and must act in an independent and impartial manner. If Panel members meeting these conditions cannot be identified from within the College then the Master or Vice- Master (as the case may be) shall have the option of substituting one or more members from another College or other Colleges of the University of Oxford who do meet these conditions, and who (apart from the fact that they are members of another College, not of University College) fall under the descriptions in 7.6 above.

7.8. The Complaints Panel shall be assisted by the College Registrar (or another senior administrative employee of the College enlisted by the Master or the Vice-Master as the case may be) who will act as Secretary to the Panel. The Secretary to the Panel shall fix a date for the hearing which should take place no later than one calendar month after the appointment of the Panel. Subject to that one month limit, the date should be fixed in consultation with the Student and the members of the Panel as well as any person who or body which is identified as the subject of the Complaint under 6.5.b above ('the Subject').

7.9. At least ten working days before the hearing, the Secretary to the Panel will:

a) write to the Student and the Subject to inform them of the date, time and location of the hearing;

b) provide the Panel Members with a bundle containing copies of:

- the Complaint as received at Stage Two;
- the Investigator's Report from Stage Two;
- any written comments on the Investigator's Report made by the Student or a person who is the subject of the Complaint;
- the letter from the Senior College Officer handling the Complaint at Stage Two to the Student setting out the Stage Two response;

- the Complaint as received at Stage Three;
- any other relevant documents; and

c) ensure that the Student and the Subject have copies of all of the documents which are before the Panel.

7.10. The Student and the Subject shall also be informed that they are each entitled to be represented or accompanied at the hearing by a Friend. This Friend will normally be a member or employee of the College. A Panel will not allow legal or other professional representation for the Student or the Subject. The Student and the Subject shall inform the Secretary to the Panel of the identity of their respective Friends, indicating whether they will be representing or merely accompanying Friends, at least two working days before the hearing. It is the responsibility of the Student and the Subject to inform their Friends, if any, of the arrangements for the hearing. If a Friend is speaking on behalf of any person that person will surrender the right to speak on his or her own behalf, except as a witness. Unless the Panel agrees that exceptional circumstances prevent it, the Student must attend the hearing for the Complaint to be heard, and must be ready to appear as a witness at the Panel's request. This is so even if the Student has asked a Friend to speak on his or her behalf. The attendance of the Subject or a Friend of the Subject is not compulsory.

7.11. If the Student or the Subject wishes the Panel to take account of any additional documentation or written submissions, copies must be provided to the Secretary at least two working days before the hearing. Any documentation submitted after this date will not be considered by the Panel unless the Panel decides that exceptional circumstances warrant its inclusion. The Secretary will then ensure that it is circulated to the Panel and the other party as soon as possible.

7.12. At least five working days before the hearing, the Student and the Subject shall inform the Secretary of any witnesses they wish to call at the hearing. The Secretary will in advance of the hearing provide a list of witnesses to the Student, the Subject and the Panel. Witnesses will normally be required to give evidence in person at the hearing, and will be expected to answer questions from the Panel and from either party as allowed under 7.14 below. It is the responsibility of the person calling the witness to ensure that he or she attends. The Panel Chair may also request the attendance of witnesses not nominated by the parties, in which case it will be for the Secretary to ensure attendance and to notify the parties of the additional witnesses being called by the Panel.

7.13. Where the Student and the Subject agree that a witness need not attend, or where it is impracticable for a witness to attend, or where in the opinion of the Chair of the Panel it would not be appropriate for a witness to attend, the Panel may accept evidence given in a written statement. Any written statements should be submitted to the Secretary at least three working days before the hearing. The Secretary to the Panel will then circulate them to the other parties and the Disciplinary Panel as soon as possible.

7.14. The Student and the Subject will have the opportunity to address the Panel at the hearing, either in person or through their respective Friends. The Panel may also hear witnesses in any order and in any manner that to it seems appropriate, having regard to the requirements of natural justice. Questions will be asked of witnesses in the first

instance by the members of the Panel. At the discretion of the Chair, the Student and the Subject may also (personally or through their Friends as the case may be) ask questions of any witnesses.

7.15. Subject to the above, the Panel has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing, and the hearing itself, so as to ensure that the process is fair and reasonable and, so far as appropriate, informal and flexible.

7.16. When the Panel members consider their findings and recommendations, each shall be given the opportunity to present and discuss his or her impressions and conclusions regarding the Complaint and the hearing. The Panel will attempt to reach a unanimous conclusion regarding its findings and recommendations. If a unanimous conclusion cannot be reached, a motion for a decision may be made by any Panel member other than the Chair. The success or failure of any motion shall be determined by majority vote. The Panel will not take account of any information or documents which were not available to the Student or which were not available to the Subject (if there is one) at or before the hearing.

7.17. The decision of the Panel will not be announced until at least the next working day after the hearing. The Panel may take up to five working days after the hearing to reach a decision. Within ten working days of the hearing, the Panel will produce a written report setting out their findings and recommendations, and the reasons for them. In case of a majority decision, the decision and the reasons shall be those of the majority. No dissenting opinion will be presented.

7.18. The decision of the Complaint Panel is final. Within five working days of the Panel's reaching a decision, the College will issue a Completion of Procedures letter to the Student, which allows the Student to proceed to Stage Four. The letter will contain or append the decision of the Panel and the reasons for it.

8. Stage Four: Complaint to the Office of the Independent Adjudicator under the national Student Complaints Scheme

8.1. A Student who is dissatisfied with the outcome of the internal procedures for hearing their Complaint may have their case reviewed by the Office of the Independent Adjudicator for Higher Education (OIA).

8.2. If the Student wishes to pursue the Complaint, he or she must apply to the OIA within 12 months of the issue of the Completion of Procedures letter.

8.3. The application form and guidance notes may be downloaded from the OIA's website: www.oiahe.org.uk. Hard copies are available from the Academic Office or the Student Welfare Office.

Policy Concerning Relationships Between Students and Staff[1]

1. Positive professional relationships between members of staff and students are central to students' educational development and welfare. However, intimate or close personal relationships between students and staff who have responsibility for them can cause significant problems because of conflicts of interest, imbalance of power and authority, perceived favouritism, and undermining of trust and confidence in the academic process. Being a member of College staff brings with it certain duties and responsibilities. If a staff member behaves in an unprofessional way towards a student it may have negative consequences for student welfare, and may cause risk to both the staff member themselves and the wider College and University. This policy concerns consensual relationships - non-consensual behaviour is covered at Annex 7 and in the College's Code for preventing and responding to harassment.
2. To protect the welfare of students, and in the best interests of staff, the College:
    a. **Prohibits** staff from entering into an intimate relationship with a student for whom they have any responsibility; and
    b. **Strongly discourages** any other close personal relationship between a staff member and student for whom they have any responsibility that transgresses the boundaries of professional conduct and requires such relationships to be declared
3. Terms used in paragraph 2, and throughout this policy, are defined at paragraphs 15 to 19.
4. Staff who fail to comply with this policy, or with any arrangements put in place under it (including those made following a declaration of a relationship defined under paragraph 2(b)) may be disciplined.
5. This policy comes into force on 15 June 2023 (the 'policy commencement date').
6. With effect from the policy commencement date members of staff:
    a. Are **prohibited** from having an intimate relationship with any student for whom they have any responsibility; and
    b. Must **declare** to their College Head of Department or the Senior Tutor as soon as possible if a close personal relationship has developed, is developing or appears likely to develop between them and any student for whom they have any responsibility.
7. With effect from the policy commencement date members of staff must not take on or assume responsibility for a student:

[1] v1.1, promulgated 9 August 2023.

a. With whom they are in an existing intimate relationship or with whom they previously had such a relationship; or

b. With whom they are in an existing close personal relationship or with whom they previously had such a relationship without first declaring this to their College Head of Department or the Senior Tutor, to enable them to assess the risk of conflicts of interest and put appropriate protective measures in place if necessary.

8. Where, at the policy commencement date, a staff member:

   a. Is already in a close personal or intimate relationship with a student for whom they have responsibility; or

   b. Has previously been in a close personal or intimate relationship with a student for whom they have responsibility:

   they should declare that relationship to their College Head of Department or the Senior Tutor within two months immediately following the policy commencement date, even if the responsibility for the student has ended.

9. If a member of staff is in an intimate or close personal relationship with a student for whom they do not currently have any form of responsibility, but where there is a reasonable risk that conflicts might arise in future (e.g. the student is in the same Department, even if currently working in a different research group or academic area) they should disclose the relationship to their College Head of Department or the Senior Tutor to assess the risk of any conflict of interest arising and put appropriate protective measures in place if necessary.

10. Paragraph 2, and the disclosure obligations in paragraphs 6 to 9, apply even if the staff member's responsibility for the student arose, arises or will arise solely in a university context (e.g. under a separate university contract of employment). Further guidance on sharing information can be found in Annex 4.

11. In the rare circumstances where this policy is breached unintentionally, for example where a staff member is unaware the other party is a student, and had no reasonable basis to suspect it, the staff member should inform their College Head of Department or the Senior Tutor as soon as they become aware of the situation.

12. Members of staff who have responsibility for any students must never enter into an intimate relationship with a student or any other person under eighteen years of age or with a student who is an adult at risk[2], irrespective of whether the member of staff has any responsibility for the student or other person. Staff are reminded that intimate relationships involving students (including applicants or offer-holders) under the age of eighteen where the staff member is in a position of trust or where the student is an adult at risk or living with disabilities could fall within the scope of the Sexual Offences Act 2003. If any such cases arise the College Safeguarding Lead will consider whether to notify the police, in addition to the College taking disciplinary action.

13. Even in cases which are not covered by this policy, i.e. where a staff member does not have and is not likely to have responsibility for a student, staff are strongly encouraged to be cautious before embarking on an intimate or close personal relationship with any student. Such relationships can run into difficulties and give rise to formal complaints or

[2] Defined at: https://hr.admin.ox.ac.uk/safeguarding-at-risk-adults-and-children

concerns rooted in real or perceived inequalities of power, accusations of bias or exploitation and questions about the nature of consent. The risks of such complaints or concerns are likely to be heightened where there is a big age difference between the staff member and the student; the student is undertaking their first degree following leaving school; and/or the student is more vulnerable because of certain disabilities or health conditions.

14. Guidance on the following matters is given in Annexes:
    a. Additional policies staff must also comply with – Annex 1
    b. Responsibility for a student – Annex 2
    c. Close personal relationships – Annex 3
    d. Making reports, and responsibilities of Heads of Department / Chairs of Faculty Boards who receive reports - Annex 4
    e. Principles for taking protective measures – Annex 5
    f. Advice to students – Annex 6
    g. Non-consensual behaviour – Annex 7
    h. Admissions and recruitment – Annex 8
    i. Further sources of advice – Annex 9

Definitions

15. 'Staff' includes every individual working within the College under a formal contract of employment or as a casual paid worker or any individual to whom the College offers any of the privileges or facilities normally available to its employees This includes all SCR members, all types of fellow, research associates and visiting academics. Where graduate students work for the University in a teaching capacity this policy applies to them in that capacity to the same extent as if they were employees of the University. For the purposes of this policy Junior Deans are treated as students, not as staff.

16. In this policy 'student' is to be understood widely. It means any individual currently studying for an undergraduate or postgraduate qualification, or on any course arranged by or through the University or any part of the collegiate University, including visiting and exchange students, applicants, and offer-holders. It includes those who have no contract with the University such as college-only visiting students, Common Award students, associate members of common rooms and students from other Higher Education providers who are completing placements at the University. It covers all students who are registered for a course even those whose status is suspended, but does not include former students who have finished their courses (unless they are current applicants or offer-holders for another University course). The wider definition of 'student' in this policy does not alter the narrower definition applicable throughout other University statutes and regulations including Statute II.

17. 'Intimate relationship' includes sexual or romantic relationships, marriage or life partnerships, regardless of gender, gender identity or sexual orientation, including a brief relationship and one-off occurrences, and whether they are conducted in person and/or online and/or via electronic or any other form of communication.

18. 'Close personal relationship' excludes intimate relationships but means a relationship where the nature, content, emotional involvement and/or frequency of interactions and/or

communications between a staff member and a student transgress the boundaries of professional conduct, or may be reasonably perceived to do so. Guidance on recognising ‘close personal relationships’ that need to be declared under this policy is at Annex 3.

19. ‘Responsibility for a student’ is defined widely and includes any teaching, professional, pastoral or administrative responsibility or authority over a student, whether temporary or permanent, whether formally conferred on or voluntarily assumed by the staff member and whether the responsibility arises in a University or college context. It includes but is not limited to lecturing, teaching classes or seminars, overseeing projects or fieldwork, supervising, and setting and/or marking of examinations or other assessments of any type. It also includes acting as a mentor or college advisor, and making decisions over internships or work placements. Guidance on this issue is at Annex 2.

Annex 1

In addition to complying with this policy all staff and students must also comply with all other college policies, including our Code for preventing and responding to harassment.

Annex 2

Responsibility for a student

Close personal or intimate relationships between students and staff who have responsibility for them can cause significant problems because of the imbalance of power and authority in the relationship. These relationships can also disrupt the teaching and learning environment for other students and colleagues and lead to accusations of favouritism, exclusivity, bias or exploitation and may undermine trust in the academic process. Staff members who engage in such relationships can find themselves subject to formal complaints and scrutiny of their professional, academic and personal integrity. There may also be ethical issues over the question of consent where there is an imbalance of power in a relationship.

The College **prohibits** staff from entering into an intimate relationship (as defined at paragraph 17 of this policy), and **strongly discourages** any close personal relationship (as defined at paragraph 18 of this policy) with a student for whom they have any responsibility. "Responsibility for a student" is defined in paragraph 19 of this policy.

Situations where a staff member will have responsibility for a student will include, but not be limited to where:

i) there is any direct supervisory or teaching relationship (for example between postgraduate students and their supervisor, or tutors and their tutees);

ii) a member of staff has direct or indirect responsibility for that student's academic studies (for example, assessor of a student's work);

iii) a member of staff has direct or indirect responsibility for that student's personal welfare (for example providing welfare services or acting as a mentor or college advisor);

iv) a member of staff has a mentoring role or ongoing administrative responsibility for a student; or

v) a member of staff is involved in the admission or selection of applicants or offer-holders.

Guidance on the boundary between 'support roles' and 'responsibility'

This policy is not intended to restrict relationships between members of staff and students where the former have no responsibility for the latter.

Where a member of staff is operating purely in a 'support' function with no responsibility for a student, an intimate or close personal relationship might have nothing inappropriate about it (but note the contents of paragraph 13, especially on issues arising arise where there is a difference in age, or where there may be a real or perceived inequality of power, and see paragraph 19 of this policy for what amounts to responsibility). Therefore affected staff are strongly encouraged to notify such relationships to the Head of Department whenever there is a reasonable risk that conflicts of interest might arise in future so that any appropriate measures (eg to avoid the member of staff being given, or assuming, any future responsibility for the student) can be considered.

The College also recognises that roles change over time and members of staff must be alive to the risk that what may have originally started as a support function could evolve into the staff member acquiring some responsibility for the student.

Annex 3

Close personal relationships

1. The University does not seek to discourage positive relationships between staff and students, and it may be appropriate for staff and students for whom they have responsibility to jointly participate in informal, social or leisure activities, providing due regard is given to potential conflicts, professional norms and boundaries and to how any such behaviour might be perceived.
2. In all personal and professional relationships with students all University staff must act in a way which safeguards student welfare. This includes being mindful of professional boundaries in order to uphold standards of academic integrity and avoid conflicts of interest. Close personal relationships between students and staff can cause significant issues because of conflicts of interest, imbalances of power and authority, perceived favouritism and undermining of trust and confidence in the academic process. Such relationships can run into difficulties causing negative consequences for student welfare and the staff member can be at risk of formal complaints or concerns.
3. While intimate relationships with students for whom staff have responsibility are **prohibited**, close personal relationships are **strongly discouraged and must be declared.**
4. It is impossible to cover every potential situation which might involve (or be perceived to involve) transgression of the boundaries of professional conduct. But any relationship which involves (or is perceived to involve) any of the following characteristics will always transgress the boundaries of professional conduct and **must be declared**:
    a. Any form of dependence, whether emotional, practical, financial or otherwise, and whether the student appears dependent on the member of staff or vice versa; or
    b. Favouritism towards any student (which might include, for example, circumstances where a student is treated in a way that is exclusive or exceptional)
5. If in doubt the best course is to declare a relationship, or any interaction with a student that is of concern, so that appropriate measures (to protect both the student and the member of staff) can be considered.

Annex 4

Making reports, and the responsibilities of Heads of Department who receive them

This guidance supports College Heads of Departments (including the Senior Tutor) with notifications that they may receive through this policy. It does not cover all scenarios, and will in many cases need to be supplemented by HR advice.

Notifications to College Heads of Department[3]

College Heads of Department may receive notifications in relation to this policy from staff members, students or third parties. Notifications could be in compliance with a requirement of this policy, or in respect of an allegation the policy has been breached, or both.

Any member of staff or student who has questions about this policy and its application may also raise them with their Head of Department in the first instance.

Initial action by a College Head of Department

When a College Head of Department receives a notification they will:

- acknowledge the notification, preferably in writing, and signpost any forms of welfare support that may be helpful.
- so far as possible treat the notification in confidence (see additional guidance on confidentiality below).
- consider whether it is necessary to re-organise duties to minimise professional contact with the relevant student, taking into account the guidance on the principles to follow in making alternative arrangements at Annex 5.
- where necessary seek advice either from the HR Manager and/or the Seniopr Tutor and or the Chaplain and Welfare Fellow

Next steps

After any appropriate protective measures have been put in place, the College Head of Department should consider whether any further actions might be necessary, which may include (for example):

- ensuring that any individuals affected are aware of the College's support services.
- in cases where there is a failure to comply with the policy and arrangements put in place under the policy, taking appropriate action under the relevant college disciplinary procedures
- ensuring good record-keeping, e.g. making sure that any relevant correspondence between the College Head of Department and a staff member is saved on the individual's personnel file
- learning lessons for the future e.g. were wider questions raised about appropriate boundaries in the Department and, if so, is there need for training?

Confidentiality

- Concerns raised under this procedure should be treated in confidence as far as that is reasonably possible and consistent with upholding the welfare of students.

[3] If a College Head of Department is conflicted, or perceived to be, reports may be made to the Vice Master.

- As far as possible communications regarding changes to practical arrangements necessitated by this policy should be neutral, limited to essential facts, and avoid publicising the situation that gave rise to them.

Annex 5

Principles for taking protective measures

1. When a College Head of Department (or equivalent college officer) arranges any protective measures following a declaration of an intimate or close personal relationship under paragraphs 7-10 of this policy they should:
    a. Ensure the student and staff member are both aware of the disclosure; and
    b. Seek advice from College HR staff in the first instance, who may in turn seek advice on a confidential basis from the Master or Vice-Master; and
    c. Seek to protect the dignity and privacy of all parties, as far as reasonably possible; and
    d. Ensure any measures protect the student's best interests (in welfare and academic terms) while avoiding a conflict of interest, or grounds of complaint, for the member of staff, as far as reasonably possible. This may include identifying alternative sources of pastoral support for a student or making alternative arrangements for their supervision and/or teaching.
2. Usually the protective measures will have the effect of avoiding conflicts of interest by ensuring the staff member ceases to have, or does not acquire, any responsibility for the student. In practice this may involve any of the following:
    a. Consulting with both the member of staff and the student to identify any impact their relationship may have within the College;
    b. Re-organising the staff member's duties to ensure they are not teaching, supervising, tutoring, mentoring, assessing, examining, providing welfare/pastoral support or participating in administration or management of any activities in which the student is involved;
    c. Taking action to minimise the potential effect of the relationship on other staff or students;
    d. The staff member withdrawing from writing references and recommendations, or being involved in any decision concerning admissions, academic awards/prizes, scholarships, or bursaries for the student in question.
3. **In no circumstances may a member of staff who has, or has had, an intimate relationship with a student for whom they have responsibility take on, or continue in, any supervisory or tutoring role for them, even if the relationship predated introduction of this policy and has been declared within 2 months of the policy commencement date.**
4. However, sometimes it is difficult to avoid a member of staff having or maintaining some responsibility for a student even though a close personal relationship has arisen and has been declared in accordance with this policy. This may occur, for example, where a student is conducting research in a highly specialised area where no other supervisor is available. However, in such cases, the Senior Tutor and/or Tutor for Graduates must liaise with the University Head of Department (or equivalent postholder) and ensure that the University Department must always consider appropriate protective measures, including whether a co-supervisor or external supervisor is appropriate to minimise the staff member's responsibility for that student.

Annex 6

Advice to students

Students should note the requirements of this policy for members of staff.

If an intimate or close personal relationship has developed contrary to this policy, even if it predates the policy commencement date, the student is encouraged to disclose it to the Chaplain and Welfare Fellow, or to the Student Disability and Welfare Advisor, or to another member of the Welfare Team, and/or to the Senior Tutor. The student is also encouraged to disclose the relationship to the Head of their University Department or Chair of their Faculty Board, as set out in Annex 6 of the University Policy.

Students should also particularly note the guidance and support available in any cases of non-consensual behaviour at Annex 7, and the further sources of support explained at Annex 10.

Messages or other behaviours towards members of staff that could be interpreted as flirtatious or making advances towards an intimate relationship will usually (save in trivial cases[4]) need to be reported by the member of staff to the College Head of Department and/or the Senior Tutor and/or HR Manager. This may result in protective measures to separate affected parties or minimise the possibility of conflicts of interest, complaints or questions over academic integrity or professional behaviour.

Students should note that any behaviour that constitutes harassment (towards a staff member or a fellow student) may be the subject of disciplinary action under the College's Non-Academic Disciplinary Procedure and/or through Statute XI (University Discipline).

[4] Non-exhaustive examples of trivial cases include a student who spontaneously hugs their supervisor upon being told they have received an academic prize or a student who submits written work to a supervisor by email/online with the message 'love xxx' or similar as they use such informality for most communications or used the sign-off message in error. Examples of cases which are not trivial and need to be declared include: a student who suggests a 'date' or one who sends a gift which suggests overtures towards an intimate relationship (eg a Valentine's card/present).

Annex 7

Non-consensual behaviour

If any student finds themselves in receipt of inappropriate behaviour in breach of this policy or involved in a relationship that they do not consider to be wholly consensual, or if they consider that they have been adversely affected by a misuse of power, authority, or conflict of interest, the College encourages them to make a report to a member of the College Welfare Team (including our harassment Advisers). They may also seek support from the College Welfare Team and/or from the Sexual Harassment and Violence Support Service This behaviour may be covered by the University's policy on harassment. All students are also encouraged to access the Consent Matters programme materials on the Welfare and Wellbeing section of the University website.

Members of staff who experience advances and other unwelcome behaviour from students should raise the issue with their College Head of Department or their manager. They can also contact a college harassment adviser and or the University's Harassment Advisor Network. Protective measures to separate affected parties or minimise the possibility of inappropriate behaviour or complaints may be necessary and, in serious cases, including where there has been a course of conduct over time, behaviour that constitutes harassment may justify disciplinary action against the student under the College's Non-Academic Disciplinary Procedure and/or the University's Statute XI (University Discipline).

Annex 8

Admissions and recruitment

Staff should note that the definition of student in this policy (contrary to that in other University statutes and regulations including Statute II) applies to any applicant or offer-holder with whom they interact during the admissions process.

If an intimate or close personal relationship is pre-existing between any member of staff who has a role in selection of candidates or admission of students to the University and a candidate seeking admission, that member of staff must inform the Head of Department (or equivalent) at the outset of the admissions exercise so steps can be taken to avoid any conflict of interest. The matter will, as far as possible, be handled in a way that respects confidentiality to ensure there is no detriment to the candidate.

For further information on conflicts of interest in a student admissions context go to https://compliance.admin.ac.uk/conficts-of-interest and the website links under the heading 'Admissions and Recruitment'.

Annex 9

Further sources of advice

Any member of staff or student who has questions about this policy and its application should discuss them in the first instance with their College Head of Department or the Senior Tutor or the Chaplain and Welfare Fellow or the HR Manager.

Staff who are members of a trade union may also seek advice from them.

Additional support for students is available from the Sexual Harassment and Violence Support Service or their college welfare team.

Equality Policy

1. The College's Aims

1.1 University College Oxford (the College) aims to provide an inclusive environment which promotes equality, and values diversity. The College aims to provide education of excellent quality for undergraduates and graduates, whatever their background in pursuit of this aim. We will work to remove any barriers which might deter people of the highest potential and ability from applying to the College. We will also maintain a working, learning and social environment in which the rights and dignity of all staff and students are respected.

1.2 In exercising its policies, practices, procedures and other functions the College will have due regard to its duties under The Equality Act 2010 and to the protected characteristics specified within it.*

1.3 No prospective or actual student or member of staff (including all fellows, academic, academic-related and non-academic staff) will be treated less favourably than any other, whether before, during or after their study or employment at the College (subject to any legal constraints) in relation to the protected characteristics laid out in the Equality Act 2010: for the purposes of the Act, all Fellows are considered members of staff/employees.

2. The College's commitment

2.1 The College will encourage applications for study and employment from the widest pool of potential candidates.

2.2 With regard to students, the College is committed to ensuring that all of its activities are governed by principles of equality of opportunity, and that all students are supported to achieve their full academic potential. Decisions on the admission of both undergraduate and graduate students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study.

2.3 This policy applies to (but is not limited to) admissions, to teaching, learning and research provision, to scholarships, grants and other awards under the College's

*The characteristics protected by the Equality Act 2010 are: age, disability, gender reassignment, marital or civil partnership status (in employment), pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation

control, to student support, to accommodation and other facilities, to health and safety, to personal conduct, and to student complaints and disciplinary procedures.

2.4 With regard to staff (including all fellows, academic, academic-related and non-academic staff), the College will ensure that entry into and progression within employment is determined solely by the criteria which are related to the post, the relevant pay band and personal merit. In all cases the ability to perform the job will be the primary consideration.

2.5 This policy applies to (but is not limited to) recruitment and selection (including advertising of jobs); training and development; promotion; pay and benefits (and conditions of service); facilities; health and safety; grievance and disciplinary procedures and termination of employment.

2.6 The Equality Act introduced a new Public Sector General Equality Duty, which requires the University to pay 'due regard' to the need to: eliminate unlawful discrimination, victimisation and harassment; advance equality of opportunity and foster good relations. This came into force on 5 April 2011, and replaced the previous separate equality duties for race, disability and gender. 'Specific duties', which aim to show how HEIs are responding to the general duty, were commenced on 10 September 2011. Institutions must meet both the general duty and the specific duties.

In order to realise its commitment, the College will:

- promote equality and good relations between people who share a relevant protected characteristic and people who do not share it;
- be proactive in eliminating discrimination, including harassment and bullying through training and the production and dissemination of codes of practice and guidance;
- have regard to its obligations under relevant legislation, including the requirement to meet the Public Sector Equality Duties (the general duty and specific duty), ensure that its policies, codes of practice and guidance mirror the same, and reflect the provisions of new legislation;
- whilst acknowledging that they are not legally binding, have regard to any Codes of Practice issued or adopted by the Equality and Human Rights Commission and relevant non-Statutory bodies;
- make this policy, as well as all codes of practice and guidance, available to all staff and students; and
- regularly review the terms of this policy and all associated codes of practice and guidance.

3. Roles and Responsibilities

3.1 Governing Body and its major committees.

It is the responsibility of the Governing Body, and its committees, to provide mechanisms through which the College's strategic objectives for equality and diversity can be delivered and also to work in partnership with the University to agree a fair and equitable division of responsibility under current and future equality legislation. The Governing Body provides leadership in all matters relating to equality and diversity and oversees the development of equality policy frameworks and their application in the College. The committee charged by the Governing Body with ensuring that the College meets its duties under the Equality Act 2010, including progress against the targets set in the Equality Action Plan, and providing leadership in related areas of work will be the Equality, Diversity and Inclusion Committee.

3.2 Heads of Department.

Heads of both academic and administrative departments are responsible for the day-to-day implementation and delivery of the College's strategic objectives for equality and diversity in accordance with the guidance attached to this policy.

4. Application.

4.1 This policy applies to all members of the College community, both students and staff (including all fellows, academic, academic-related and non-academic staff) whether permanent, temporary, casual, part-time, or on fixed-term contracts, to job applicants, to student applicants, current and former students, to associate members, and to visitors to the College.

4.2 All members of the College community have a duty to act in accordance with this policy, and therefore to treat colleagues with respect at all times and not to discriminate against or harass other students or members of staff, whether junior or senior to them.

4.3 The College expects all its staff (including all fellows, academic, academic-related and non-academic staff) to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times to respect equality of opportunity for all staff, students, applicants and visitors.

4.4 The Equality Policy is closely linked to the Flexible Working Policy, the Parental Leave Policy and the Code on Harassment.

4.5 The existence of our Equality Policy, other related policies and legislation cannot by themselves prevent discrimination. The College's members, students and staff (including all fellows, academic, academic-related and non-academic staff) should critically examine their behaviours and seek to challenge themselves, and influence others, in order to ensure the College is achieving its aims.

5. Complaints

5.1 The College regularly assesses the impact of its policies on its students and its staff (including all fellows, academic, academic-related and non-academic staff), and on applicants for admission to or employment in the College. Students who consider they have experienced or perceived improper discrimination or anything adverse to equality of opportunity are requested to state their complaint or concern, as appropriate, to a Tutor, or the Dean, or Fellow for Anti-Racism, Fellow for Women, or other College officer, or to the Welfare Officer or Women's Officer of the Junior or Middle Common Room. Others associated with the College who have such a concern may state it as provided for by their terms of employment or by statute XII part VI.

5.2 The College monitors the admission and progress of students, and appointments and progress of staff by reference as legally required to categories such as sex, nationality (including citizenship), and ethnic or national origins. The collated results are considered at least once a year by a committee[1] responsible for advising the Governing Body whether considerations of equality of opportunity call for changing any policy, arrangement, or practice, corporate or individual. They are considered by the Governing Body at least annually, and after that are available on request from the Academic Office (for student data) and HR (for staff data).

5.3 The College regards any breach of this policy by any employee(s) or student(s) as a serious matter to be dealt with through its agreed procedures and which may result in disciplinary action. Any prospective or current student or member of staff who has a complaint concerning a breach of this policy may bring such a complaint to the College. The procedures for dealing with concerns about breaches of this policy are set out below:

5.3.1 Candidates for admission

Queries about admissions should be directed to;
Senior Tutor (andrew.bell@univ.ox.ac.uk) for undergraduate admissions
Dean of Graduates (caroline.terquem@physics.ox.ac.uk) for postgraduate admissions

1. In relation to students, this is the Academic Committee; in relation to others associated with the College it is the Equality, Diversity and Inclusion Committee.

5.3.2 Students of the College

Allegations of harassment and bullying are covered by the College Policy and Procedure on Harassment, which can be found here:
http://www.univ.ox.ac.uk/content/regulations-and-policy-documents

Any other complaint may be made under the Student Complaints Procedure, which can be found here:
http://www.univ.ox.ac.uk/sites/www4.univ.ox.ac.uk/files/Student%20Complaints%20Procedure%20v1.1.pdf

5.3.3 Applicants for employment

Applicants for employment should refer any concerns in writing to the HR Manager in the first instance.

5.3.4 Members of staff

Allegations of harassment and bullying are covered by the College Policy and Procedure on Harassment and Bullying. Other complaints may be handled under the College Grievance Procedure.

6. Prevent Duty

6.1 University College upholds its staff's and students' rights to freedom of expression and confidentiality. While securing and protecting the existing rights (in the absence of serious crime) to confidentiality and privacy and at all times to equal treatment under the law, it takes seriously its statutory duty under the Counter-Terrorism and Security Act 2015 (the 'Prevent' Duty) to have due regard for the need to prevent people from being drawn into terrorism. Any suspected breaches of those rights will be referred to the Master for investigation by a panel of College officers.

7. Other relevant Policies and Review Date

7.1 The Equality Policy is closely linked to other College policies which are available on the website or through the HR Manager/Equality Officer:

- Flexible Working Policy
- Parental Leave Policy
- Code on Harassment
- Prevent Action Plan and Risk Assessment

7.2 The College will review the Equality Policy on a four-year cycle. The next review will take place in Hilary Term 2024.

ADDENDUM

1. The Definition of Equality, Diversity and Inclusion

Equality is about creating a fairer society where everyone can participate and has the same opportunity to fulfil their potential. Equality is backed by legislation designed to address unfair discrimination based on membership of a particular group.

Diversity The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognising our individual differences. We understand that simply having diversity in our student body and work force is not enough; we must create an inclusive environment where all people can contribute and reach their full potential.

Inclusion is engaging the uniqueness and talents, beliefs, backgrounds, capabilities and ways of working of all individuals, joined in a common endeavour, to create a culture of belonging, in which people feel valued and respected.

2. The Definition of Discrimination

The areas of discrimination where the law offers protection are:

Direct discrimination is where a person is treated less favourably than another in a similar situation on a protected ground.

Specific forms of direct discrimination have also been defined:

- **Associative (transferred) discrimination** is now extended to cover age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

- **Perceptive discrimination** is now extended to cover disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic

- **Disability related direct discrimination**: is where a person discriminates against a disabled person if, on the ground of that person's disability, he or she is treated less favourably than a person not having that particular disability has been or would have been treated.

- **Disability - reasonable adjustments:** is where employers are obliged to make reasonable adjustments to premises or working arrangements to prevent a disabled person from being placed at a substantial disadvantage compared with persons who are not disabled.

Indirect Discrimination is where a rule or practice is applied across the board, but it operates to particularly disadvantage a protected group when compared to others outside the group, unless the rule is needed to achieve a legitimate aim, and the means of achieving that aim are appropriate and necessary.

Victimisation is where an individual who has sought to enforce their rights, or has helped another to do so, has as a result been treated less favourably than others who have not complained.

Harassment where an individual is subjected to unwanted conduct on
a protected ground which has the purpose or effect of violating his or her dignity or of creating an intimidating, hostile, humiliating, or offensive environment.

3. The Definition of the Protected Characteristics

The nine protected characteristics on the grounds upon which discrimination is unlawful are:

Age - refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability - a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment - the process of transitioning from one gender to another.

Marriage and civil partnership - marriage is defined as a 'union between a man and a woman' or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

Pregnancy and maternity - pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race - refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or belief - Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Sex - a reference to a man or to a woman **Sexual orientation** - Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

Guidance on Confidentiality in Student Health and Welfare*

Introduction

This document is intended for all those involved in student health and welfare, for whom confidentiality might be an issue. It is also relevant to all staff who hold confidential student information, or to whom students may disclose such information, such as tutors and members of administrative staff, as well as porters and scouts.

It is designed to promote consistency in the way individual cases are handled, with paramount emphasis on student health and welfare. College staff (including fellows) engaged with student welfare cases are advised by this Guidance to consider – after a careful balancing of the various interests concerned, including a risk of students not engaging with welfare services – disclosure of personal information about students, including special category data about a student's physical or mental health where welfare staff reasonably believe that a Risk of Serious Harm to the student or others exists.

Colleagues are advised to familiarize themselves with this Guidance as part of induction or ongoing training in welfare matters, so that in an urgent situation staff are well informed and do not make decisions in isolation. The Chaplain and Welfare Fellow, the Student Disability and Welfare Adviser and the Senior Tutor can each advise colleagues on a no-names basis.

This Guidance applies to all students studying at the University of Oxford including those on a year abroad or on overseas research trips. Students overseas may not be able to access the full range of welfare services referenced in this guidance, but the general principles still apply. Separate and additional considerations apply to students under the age of 18. Further advice should be sought from the College Safeguarding Lead or College Safeguarding Officers where appropriate and more information is available in the College's Safeguarding Policy.

1. Definitions

1.1. "Health" in this document means both physical and/or mental health.

1.2. "Risk" means a risk that a person involved in student[1] health and welfare considers is reasonably possible to occur given the facts within their knowledge. They need not conclude an outcome is more likely than not, only that they reasonably believe an

* Updated February 2023.

[1] This Guidance applies in the majority of cases to students. Where postgraduate students are also employees, e.g. as teachers or technicians, further considerations in relation to overriding confidentiality of special category health data for staff may apply.

outcome is possible.

“Serious Harm” means:

a. death or serious mental or physical injury, including from illegal drug use and sexual assault, and/or

b. suicide (whether or not there is or has been an attempt or intent to end their life) and/or

c. self-harm; and/or

d. endangering the life, health or safety of any other person.

2. General Legal Context

In general, information relating to the health and welfare of an individual will amount to special category data (as defined in the UK General Data Protection Regulation (UK GDPR) and must be kept confidential and only disclosed with consent. This Guidance sets out the basis for dealing with exceptions to that general rule.

This Guidance aims to balance the potentially competing principles involved in (a) compliance with Data Protection legislation, particularly in relation to special category data; (b) other legal obligations to maintain confidentiality where information is provided in contexts where express or implied duties of confidentiality arise; and (c) the duties of the Collegiate University to look after the vital interests of students (which arise under contract, tort, statutory duty and common law).

Cases where a student is considered to be at Risk of Serious Harm and/or at Risk of causing Serious Harm and yet failing to adequately engage with help available (e.g. for serious mental health problems) while withholding consent to share special category data relating to their health with persons or services best placed to help them are especially difficult but not unusual. This Guidance is drafted predominantly with those cases in mind.

In certain circumstances the Collegiate University may owe obligations to individuals that cannot be discharged unless the institution takes action on information provided in confidence e.g. to protect the vital interests of others or the individual concerned. Such circumstances involve weighing up different interests.

Those involved in advising students should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that in exceptional circumstances, it may be necessary to disclose the information to others, whilst also making it clear that such disclosure would be on a need-to-know basis only, preserving strict confidentiality in relation to any other third party.

3. Collegiate University Context

This College Guidance is drawn almost entirely from the University of Oxford’s Guidance on Confidentiality in Student Health and Welfare. Some minor modifications of that

University Guidance have been made to reflect the particular structures of the College (e.g. references to specific officers), and some material that is not relevant or applicable has been removed (e.g references to university departments). The College Guidance is published on our website, and in our Handbook of Information, and we draw it to the attention of students and staff at the start of each academic year, alongside our annual reminder of our welfare provision.

This Guidance covers both sharing of special category data within the College and situations where such data needs to be shared between the College and other parts of the University or between the College and external agencies such as the College Doctor or emergency services.

A significant amount of sharing of personal data relating to students is already permitted and envisaged between the University departments and the Colleges under both:

3.3.1. the Terms and Conditions of the student's contract with the University (at https://www.ox.ac.uk/students/new/contract) and

3.3.2. The student Privacy Notice (incorporated as part of that contract) at https://compliance.admin.ox.ac.uk/student-privacy-policy.

The Student Privacy Notice was updated in 2020 to clarify limited circumstances in which special category data related to health might be shared even if students have not consented to it (i.e. where there is a Risk of Serious Harm), providing the safeguards within the Student Privacy Notice and this Guidance are followed.

Problem cases have arisen where different parts of the Collegiate University each have part of the picture relating to a student's health and welfare which, if combined, would constitute a Risk of Serious Harm which necessitates immediate action to protect the student or others. This Guidance, and the Student Privacy Notice, were updated to address that issue.

4. General Principles – Balancing Confidentiality with a Need to Act in Cases of Risk of Serious Harm

Exceptions to the general rule at paragraph 2.1 arise particularly in cases where there is a Risk of Serious Harm. This includes cases where the student lacks capacity[2] to give consent and needs intervention from medical professionals.

Whilst sharing information might seem the most helpful response, students are adults and the confidentiality of their data must be maintained, and information not shared without consent save where paragraph 4.1 applies.

Those advising students should consider at the outset of a discussion, and sometimes during discussions, whether it would be helpful to make clear that the content is to be confidential and the extent of the confidentiality which can be afforded to any disclosures

[2] Capacity is understood as "the ability to use and understand information to make a decision, and communicate any decision made which may be impaired due to physical reasons, e.g. lack of consciousness or serious mental confusion".

by the student or disclosure by any third party.

When discussing confidentiality with students the following should be considered and clarified:

4.4.1. Confidentiality will be respected wherever possible.

4.4.2. Consent will be sought, wherever possible, to any onwards disclosure of information; for example, in order to effect any necessary support or protective measures a member of staff concerned may seek consent to share information within the college welfare team, making clear to the student who comprises that team, and how information will be shared.

4.4.3. There are limited circumstances in which information might be shared with a third party without a student's consent, e.g. taking account of the vital interests of others, or where an individual lacks capacity to consent. Only in such circumstances will members of the Welfare Team share confidential information with other parties, although they may use their own judgment on what to share with each other.

Those involved in advising students should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know, and for this consent to be recorded in writing, which includes e-mail.

Where such consent is not forthcoming, the person entrusted with the information should make it clear that in exceptional circumstances, i.e. where there is a Risk of Serious Harm to the student (or others), it may be necessary to disclose the information to others. Guidance can be sought from the Chaplain and Welfare Fellow, the Student Disability and Welfare Adviser or the Senior Tutor.

Where disclosure of personal data, or special category data related to health, is deemed necessary because there is a Risk of Serious Harm, it is important to ensure that the disclosure is:

4.7.1. Limited to only those recipients who need to know the information in order to be able to decide on the appropriate provision or provide medical, psychological, pastoral or practical assistance to the student or to others at Risk of Serious Harm that is reasonably likely to mitigate the Risk of Serious Harm or its effects;

4.7.2. Adequate to enable reasonable steps to mitigate Risk to be taken;

4.7.3. Limited to that information which is proportionate and necessary to mitigate the Risk of Serious Harm, while maintaining confidentiality of personal data which does not need to be shared for that purpose;

4.7.4. Shared in a way which informs recipient(s) of the confidential nature of the information and ensures, as far as possible, they respect its confidentiality;

4.7.5. Recorded in writing contemporaneously, noting reasons a student or others were deemed at Risk of Serious Harm and why disclosure of special category data was thought necessary. If a decision to disclose is challenged (to the ICO, OIA or a Court) this may be important to show how the Collegiate University weighed

conflicting duties regarding confidentiality/Data Protection and protecting vital interests.

If a student discloses that they, or another person, have suffered harm in circumstances where a person under 18 is, or may be, affected, then the Safeguarding duty may require the Collegiate University to override confidentiality and report the circumstances urgently to police and/or social services. This applies whether the student who makes such a disclosure is an adult or is under 18 themselves. Welfare staff are advised to seek guidance urgently from the College Safeguarding Lead or from a College Safeguarding Officer. For more information and contact details see the College's Safeguarding Policy.

5. Seeking Further Advice

Those to whom information has been given in confidence, or who have acquired information which they regard as confidential, may not always be sure whether to disclose information or not. It may be sensible to seek advice from an appropriate person e.g. the Chaplain and Welfare Fellow, the Student Disability and Welfare Adviser or the Senior Tutor, the college doctor or the University's Student Counselling Service or the Director of Student Welfare Services. This consultation should be done without divulging the name of the student concerned save where there is a Risk of Serious Harm. If someone needs advice in emergency situations out of hours they may contact the Lodge which holds contact details for Senior Officers who may be called in an emergency. The Lodge may be reached on 01865 276602 and lodge@univ.ox.ac.uk.

Student Peer Supporters operating under the University's Peer Support Programme are also required to share information, where there is concern, and have a separate policy on confidentiality, which is aligned with the key principles of this University Guidance.

6. Promises of Confidentiality

It is generally not appropriate to give absolute assurances of confidentiality to those who may wish to talk about health and welfare-related matters. See paragraph 4.4 of this guidance for an outline of the appropriate approach to be taken when discussing how health and welfare related information will be dealt with.

7. Discussion with College Doctors, College Nurses and Student Welfare and Support Services

It is often helpful for tutors or others within the collegiate University who are supporting students to talk to college welfare leads, college doctors, college nurses or members of the University's Student Counselling Service, Disability Advisory Service, or Sexual Harassment and Violence Support Service about undergraduate or graduate students' difficulties; the individual's consent to do so should be sought.

If consent is not forthcoming, it may still be helpful to seek general advice from the person consulted without identifying the student concerned. However, in cases where there is a Risk of Serious Harm identification may become necessary (provided the guidance at paragraph 4.7 is followed);

In some limited circumstances college doctors, college welfare leads, college nurses

and counsellors may wish to speak to college staff (e.g. a tutor) about a student. If the student is not willing to provide consent, confidentiality will be respected unless there are reasons not to within the relevant professional guidelines or where those concerned reasonably believe there is a Risk of Serious Harm.

The Student Counselling Service's Liaison Scheme, whereby colleges may elect to have a named counsellor with whom they can liaise, is specifically designed so that college members can seek the advice of someone who is familiar with the college context.

Where students arrive at University with serious medical conditions (particularly, but not limited to, conditions which affect their mental health e.g. those with histories of self-harm or suicide attempts) or are diagnosed with such conditions while at University, the issue of consent to sharing of information should ideally be discussed with the student at an early stage whenever support (e.g. through the Disability Advice Service) is arranged. During these discussions it may be helpful to clarify the scope of the consent given by the student, i.e. what the student consents to be shared with whom in the collegiate University. Every case will turn on its own facts and the level of disclosure may depend on whether the student's condition at any point is believed to increase the Risk of Serious Harm.

8. Contact with Families

In almost all cases it is inappropriate to speak to a student's family against the student's wishes. In such circumstances, contact can only be justified where either:

8.1.1. the student is physically incapacitated (e.g. unconscious due to serious accident); or

8.1.2. the student has been medically assessed as lacking capacity to make the decision; or

8.1.3. where the student is at Risk of Serious Harm, other attempts to mitigate that Risk (e.g. through medical professionals) have failed or are impractical, and the person making the report reasonably considers disclosure to family members is necessary and safe for the student concerned and third parties, as only the family are in a position to ensure the student obtains support to mitigate the Risk of Serious Harm. Such circumstances will be exceptional but can happen, for example, in cases of self-harm or where suicide has been attempted or threatened. They may also arise where a student is creating a Risk of Serious Harm to others. In such cases the Collegiate University cannot delegate responsibility to a student's family. Some students may give non-family members as next of kin depending on their circumstances. The person whom a student nominates as their next of kin contact does not have to be a family member, such as in cases of domestic abuse.

Any decision to contact the family should be made at the highest level (e.g. Master), taking specialist legal advice as necessary, and the student should normally be informed.

If a student's records indicate that they are estranged from their family then contacting that family will (save in the most exceptional cases) be inappropriate. It may be

appropriate to contact non-family members which the student has indicated to be next of kin.

Where family members or partners of students contact the University or a College the confidentiality of students' special category data should be maintained save where paragraph 4.1 applies. University or college staff may need to inform parents or partners of a student's rights to confidentiality. Where family members raise concerns for a student's welfare it may be appropriate to inform them of channels of support available to all students (e.g. college doctor, welfare support in college, counselling). Staff may need to advise family members that information provided in relation to the student will not normally be acted upon, and that they should encourage the student to disclose this information themselves and seek help. However, in cases where a family member or partner discloses that a student may be at Risk of Serious Harm or pose a Risk of Serious Harm to others the Collegiate University must act on this information, and may need to communicate that it will not be possible to guarantee anonymity to the disclosing party.

Some students give written consent for information to be shared with others (e.g. where parents or partners of students with disabilities are actively involved in their support).

9. Students on Professional Courses

Special considerations apply to students on courses leading to qualifications for professions governed by codes of conduct and health intended to protect the public for example, medicine and teaching. Any concerns about the health or behaviour of a student on one of these courses may be discussed with the department concerned, in the first instance without divulging the name of the student. Advice may also be sought from the college doctor or the Head of the Student Counselling Service.

The General Medical Council (GMC) expects medical students to be open and honest about any conditions which might affect their ability to study or practice and to engage readily in any assessment or monitoring. Non-disclosure is likely to be viewed adversely when problems do become apparent. The Associate Director of Pre-clinical Studies [Health & Welfare] is available to support medical students with welfare issues and provide advice. Concerns about fitness to practice should be addressed to the Assistant Registrar in MSD.

It is a mandatory condition of offer for all PGCE students to complete an occupational health assessment and to provide an enhanced Disclosure and Barring Service (DBS) Certificate, and to provide a full timeline of their activities from their secondary school education until the present day. Students are expected to declare, while on course, any mental health concerns: these are recorded and responded to by the department, but not formally declared in the occupational health assessment.

The University, its Colleges, and individual members of staff may owe duties of disclosure in cases where students on courses governed by professional codes of conduct under paragraph 9.1 are under investigation (e.g. obligations of disclosure to the Medical Sciences Division during an investigation into a medical student under the Fitness to Practise Regulations). Where sensitive personal data of the student is directly relevant to the Fitness to Practise (or other professional) investigation the obligation of disclosure will override the student's right to confidentiality. Any agreement between any

part of the University, or a College, and a student to keep sensitive personal data confidential will be invalid if that data is relevant to a medical student's fitness to practise. In such cases that data will remain confidential to the investigator and any Fitness to Practise panel (though that panel may decide to disclose it to the GMC, along with the panel's findings, if relevant). Guidance can be sought from the University Legal Services Office in these cases.

10. Student Support and Welfare Services

The Student Counselling Service is an organisational member of the British Association for Counselling and Psychotherapy and abides by its Ethical Framework for Good Practice. Staff of Student Welfare and Support Services (SWSS), including staff working for the Student Sexual Violence and Support Service, Counselling Service and DAS, will treat students' personal data as confidential and information will only be conveyed to others without permission in exceptional cases where SWSS reasonably believe there is a Risk of Serious Harm and it is necessary to take steps to mitigate that risk.

The Disability Advisory Service (DAS) will share confidential information related to declared disability for the purposes of supporting that student, for instance in the context of putting in place exam arrangements or effecting reasonable adjustments, with the written consent of the student.

The Sexual Harassment and Violence Support Service will treat students' personal data as confidential and information will only be conveyed to others without permission in exceptional cases where SHVSS reasonably believe there is a Risk of Serious Harm, to the student or to others, and it is necessary to take steps to mitigate that risk.

11. The College Chaplain and their Role

The College Chaplain, as a minister of religion, operates within strict ethical codes as regards information disclosed to them in confidence. The Chaplain has a significant welfare role and therefore, like counsellors and doctors, they may very occasionally have to consider whether to divulge information given in confidence, including where there is a Risk of Serious Harm. When functioning as a member of the College welfare team, the Chaplain will abide by the College's rules on confidentiality, and have regard to this University Guidance on Confidentiality in Student Health and Welfare. Where appropriate the Chaplain may need to tell students the understanding of confidentiality within which they work.

12. Major Student Health and Welfare Issues

Major behavioural and emotional problems

In the event that a student's behaviour is such that they are considered to pose a risk to staff or students within the collegiate University, the Chaplain and Welfare Fellow and/or the Senior Tutor should consider whether the vital interests of others are affected. Where there is time to consider action, it is important to seek the confidential advice and help of the college doctor (when matters of safety are of concern). In rare cases where there is a Risk of Serious Harm it will be necessary not only to warn the college GP/nurse but to warn others to safeguard their health and welfare (e.g. students or staff who are at risk of harm from a student's dangerous behaviour, University security staff,

College Porters). In such cases the recipients and the information shared, should be limited to that necessary to mitigate the Risk of Serious Harm, in line with paragraph 4.7 above.

If a student is causing concern or disruption but is not considered to pose a risk to other members of the college or department or themselves, and they are unwilling to consult medical professionals, a senior member of a college or department with pastoral experience may well be able to achieve a satisfactory solution, and case conferences can be a useful tool. A senior member may wish to contact the Director of Student Welfare and Support Services or Head of Counselling to discuss possible sources of help.

Risk of self-harm

If it appears that a student is at risk of serious self-harm (e.g. through self-harm or suicidal threats/tendencies or attempts) they should be encouraged to engage with their GP in the first instance, but where such a student is failing to take steps to mitigate the Risk of Serious Harm (including not engaging with health professionals) it is likely to be necessary to communicate special category data to those members of staff who are in a position to provide medical, pastoral or psychological assistance to mitigate that Risk.

In addition, concerns should be reported to the College Nurse and/or the Chaplain and Welfare Fellow and/or the Student Disability and Welfare Adviser. It is often sensible to discuss these concerns also directly with the student. Also, the college doctor or University Counselling Service can be consulted. Even when the doctor or counsellor is unable to comment about a particular case for reasons of confidentiality, it can be useful to discuss general issues. Since self-harming activity can vary in its level of immediate danger, discussion with a professional is important to assess what action is needed. In urgent circumstances where a student is at Risk of Serious Harm a doctor should be consulted and, if necessary, emergency services contacted.

If a student attends the John Radcliffe Hospital following self-harm, or for any other mental health issue, they should be offered an assessment by the Emergency Department Psychiatric Service, or the Psychological Medicine Service if admitted to a medical or surgical ward. This assessment will be shared with the student's GP. Students will be asked whether they consent to information being shared with any other specific individuals in the College (such as Nurse, Chaplain and Welfare Fellow, Student Disability and Welfare Adviser, etc.) and with the University Counselling Service if appropriate. However, there have been instances of (a) students leaving A&E immediately after receiving treatment for their physical wounds but before being assessed by a psychiatrist and (b) refusing consent to sharing of medical information with the other parties above.

13. Discharge from Hospital

Hospitals in the UK are supposed to contact GPs about students with significant medical problems discharged from the emergency department or inpatient wards. In practice there are occasions where such information is not communicated or is delayed. It is the responsibility of hospital staff to ensure a 'safe' discharge and this may include communication with the college or family to which the patient will be discharged, but this is subject to the patient giving permission to share information. In cases of serious

mental illness and/or following incidents of self-harm or suicide attempts, in practice, students often withhold permission to share information, thus increasing their Risk of Serious Harm in future. Where there is a Risk of Serious Harm disclosure of health data about the student - by those engaged in student health and welfare in Colleges or Departments to those concerned with the welfare of the student in the location to which the student is discharged - should be considered.

If the GP is a college doctor, they should be fully aware of the consequences for colleges, and they (or a nurse) are likely to ask the patient to provide permission to inform relevant officers within college. Students who are not registered with a college doctor are at particular risk of sub-optimal communication between their GP and the college welfare team, and/or at risk of incorrect assumptions of what support may be available. College nurses play an important role in ameliorating such problems. It is helpful if those responsible for student welfare have discussed issues and procedures with their college doctor and nurse.

14. Discipline and Ill Health

The University and College have formal procedures for dealing with serious problems arising from ill health which come to light in the course of a disciplinary investigation or otherwise. The College must ensure that any decision to share special category personal data is in accordance with Data Protection legislation and considers this Guidance.

15. Disclosure to the Police and other Law Enforcement Agencies

The police and other law enforcement agencies, such as immigration authorities, may occasionally contact the College in order to request that information be disclosed to them as part of an investigation. In such circumstances, the following considerations should be taken into account:

15.1.1. Is it possible to obtain the consent of the relevant individual to the disclosure?

15.1.2. Whether disclosure is requested under the Data Protection Act for the prevention or detection of crime or apprehension or prosecution of offenders and whether seeking an individual's consent will prejudice the inquiry. Please note, however, that this provision does not compel disclosure and decisions about whether or not to disclose information should be considered carefully. Factors such as the seriousness of the offence will be relevant. If it is decided that a degree of disclosure is appropriate this should be limited to the minimum required. Any such requests made to the College should be referred to the College Data Protection Co-ordinator for processing (dataprotection@univ.ox.ac.uk).

15.1.3. Whether the College will require the police to obtain a court order for disclosure.

The College Data Protection Co-ordinator may take such legal advice as they consider appropriate. The College may later also wish to inform the Conference of Colleges Legal Panel after issues about contact with the police and other law enforcement agencies

have arisen so that best practice, and any lessons learned, can be shared.

16. Serious Crime

Victims of serious crime can seek advice from the University Safety Office, in person or remotely if out of residence, or approach the police directly. Survivors of rape or sexual violence can speak to trained first responders, including the University's Sexual Harassment and Violence Support Service, which can provide further details about confidential referral routes. Additional information, including about third-party providers of advice can be found on the webpages of the University's Sexual Harassment and Violence Support Service.

All information concerning sexual assault and sexual violence should be treated in confidence, and information should only be shared with the consent of the individual and on a need-to-know basis. Sharing of information with consent will be limited to staff in order for support to be put in place, and the purpose of sharing should be explained to the individual. This support may include making arrangements to limit contact between the parties concerned or (depending on the reporting student's wishes) to assist a student to report an incident to the Police or for the purposes of a disciplinary investigation (whether through the University Proctors or by the College, depending on the context and circumstances of the complaint). In such cases advice can be sought from the Director of Student Welfare and Support Service. Staff may be obliged to provide evidence in court proceedings arising from an allegation of sexual assault or sexual violence.

There may be circumstances in which confidentiality cannot be maintained, e.g. where there is a risk of serious harm to the individual (e.g. failure to seek suitable medical support) or others. In such cases the university's duty of care must be considered. Decisions on sharing information without consent must be made at a senior level (e.g. Head of House), seeking specialist legal advice as appropriate.

17. Dealing with the Media

It is important that all members of staff of the Collegiate University should be careful about speaking to the media and this is particularly so when there is a risk that confidential or special category data might be inadvertently disclosed. Colleges and the University have policies about who should respond to enquiries and the University News and Information Office is always able to give advice. In cases of student death, the Student Tragedy Guidance should be followed.

Code of Practice on Freedom of Speech

The following Code of Practice on Freedom of Speech was published on 1 August 2025. It supersedes the previous policy of 2017.

1. Introduction

1.1 This Code of Practice sets out University College's values and expectations relating to freedom of speech and academic freedom and how these values and expectations are applied to College activities.

1.2 Freedom of speech means the freedom, within the law, to receive and impart ideas, opinions or information by means of speech, writing or images (including in electronic form).

1.3 Academic freedom is a separate, but complementary right. It applies, in relation to academic staff at the College and, means their freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, including their opinions about the College, without institutional censorship and without placing themselves in jeopardy of losing their jobs or privileges. For academic staff employed by the University of Oxford, the right of academic freedom is further provided for in section 4 of the University's Statute XII.

1.4 References in this Code of Practice to "College premises" means all land, buildings, or other premises owned, leased or occupied by the College or under the day-to-day control of the College.

1.5 The University has its own duty to secure freedom of speech and has its own Code of Practice on Freedom of Speech.

2. Legislative framework

2.1 The legal duty of UK universities to protect free speech and academic freedom is enshrined in the Higher Education (Freedom of Speech) Act 2023 and is also protected under Article 10 of the European Convention on Human Rights which has effect through the Human Rights Act 1998. Academic freedom is also protected under the Education Reform Act 1988.

2.2 Part A1 of the Act states that:

> (1) The governing body of a registered higher education provider must take the steps that, having particular regard to the importance of freedom of speech, are reasonably practicable for it to take in order to achieve the objective in subsection (2).
>
> (2) That objective is securing freedom of speech within the law for:
>
> (a) staff of the provider,
> (b) members of the provider,
> (c) students of the provider, and
> (d) visiting speakers.
>
> (3) The objective in subsection (2) of the Act includes securing that—
>
> (a) the use of any premises of the provider is not denied to any individual on the basis of their ideas or opinions or in respect of their ability to put forward new ideas and controversial or unpopular opinions so that they are not placed at risk of being adversely affected so that they lose their jobs or privileges within the College or their chances of promotion or securing different jobs is reduced.

2.3 Part A2 of the Act states further that the governing body must maintain a code of practice setting out certain matters related to freedom of speech, which are addressed in this document.

3. Values

3.1 Freedom of speech within the law and academic freedom are central tenets of College life and must be robustly protected.

3.2 In all its activities, the College seeks to:

(1) secure and promote civic and academic freedoms including freedom of speech;

(2) ensure a very high level of protection for the lawful expression of a viewpoint and for speech in an academic context; and

(3) foster a culture of openness and inclusion, in which members of our community engage with each other, and the public, in debate and discussion, and remain open to both intellectual challenge and change.

4. Conduct

4.1 Inevitably, this will mean that members of the College are confronted with views that some find shocking, disturbing or offensive. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned engage critically but courteously with each other.

4.2 The College is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the College community are respected. In accordance with the terms of its Code for Preventing and Responding to Harassment [Code for preventing and responding to Harassment updated July 2025]**,** the College does not tolerate any form of harassment, bullying or victimisation and expects all members of the College community, its visitors and contractors to treat each other with respect, courtesy and consideration

4.3 Within the bounds prescribed by law, all voices or views which any member of our community considers relevant should be given the chance of a hearing. Wherever possible, they should also be exposed to evidence, questioning and argument. As an integral part of this commitment to freedom of expression, we will take steps to ensure that all such exchanges happen peacefully and respectfully. With appropriate regulation of the time, place and manner of events, members of our community should have no reasonable grounds to feel intimidated or censored.

4.4 Peaceful protest is a legitimate expression of freedom of speech. However, such protest must not shut down debate nor cause substantial disruption to College activities. The respect which the College expects all members of the College community to demonstrate towards each other is particularly important where it comprises respect for the right of others to speak freely and exercise their academic freedom. Staff, students and members of the College wishing to protest either on College Premises or on non-College premises in a manner which may disrupt College activities, must seek permission in advance by referring the matter under the Procedure for Meetings and Events set out in **Annex A** of this Code. Carrying out such protests without permission may lead to disciplinary action under the relevant procedures (as set out in paragraph 4.5). The College may also take action to remove any unauthorised encampment or occupation under its common law power of removal or by court proceedings. The Proctors have published Guidance on Demonstrations or Protests which is available as **Annex B** to this Code.

4.5 Complaints about the behaviour of individuals should be made under the appropriate procedure:

a) Complaints about staff members should be made under the College's Code for preventing and responding to Harassment updated July 2025;
b) Complaints about students should be made under the College's Code for preventing and responding to Harassment updated July 2025;

c) Complaints about others should in the first instance be made to the College's Vice-Master.

4.6 Complaints that arise in the University context (ie in the course of University activity or on University premises) should normally be made to the University.

4.7 All activity in relation to this paragraph 4 must be risk assessed and planned in accordance with the College's Health and Safety Policy **[Health-and-Safety-Policy-and-Arrangements-Reviewed-April-2023.pdf]**

5. Procedures

5.1 The Act requires that this Code of Practice sets out procedures to be followed in connection with the organisation of meetings and other activities at University College.

5.2 The College ensures that its teaching, research, policies and procedures reflect its duties to ensure, so far as is reasonably practicable and having particular regard to their importance, freedom of speech and academic freedom within the law.

5.3 This Code of Practice therefore applies to the College procedures to be followed by staff and students (including College Common Rooms and Societies) when organising any activities that relate to academic life, whether those activities take place on or off College premises, including activities relating to: admission, appointment, reappointment, employment and promotion of staff, disciplinary matters, equality, diversity and inclusion, fitness to practice, harassment and bullying, IT, social media, Prevent duty, principles of curricular design, research ethics, speaker events, and staff and student codes of conduct.

5.4 In making any decision under any of these procedures or otherwise, or adopting any policy that could directly or indirectly (and positively or negatively) affect freedom of speech, the College will take into account:

(a) the importance of academic freedom (as required eg by the Education Reform Act 1988 and the Act);

(b) the need to take reasonably practicable steps, having particular regard to the importance of freedom of speech, to ensure that freedom of speech within the law (including academic freedom) is secured (as required eg by the Act);

(c) the rights and freedoms enshrined in the European Convention on Human Rights and incorporated into domestic law by the Human Rights Act 1998;

(d) the Public Sector Equality Duty which requires universities to have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between different groups; and

(e) the Counter-Terrorism and Security Act 2015 which requires universities to 'have due regard to the need to prevent people from being drawn into terrorism' (section 26 (1)) and which also provides that 'when carrying out the duty imposed by section 26 (1)', universities 'must have particular regard to the duty to ensure freedom of speech; and to the importance of academic freedom.'

5.5 A breach of this Code may lead to disciplinary action being taken under the appropriate College procedure (including staff disciplinary procedures for staff [Disciplinary Procedures.pdf] or the Student Non-Academic Disciplinary Procedure for students [Non-Academic Disciplinary Procedure2223])

5.6 Complaints that the College has breached its duties in relation to freedom of speech under the Act may be raised by any of the individuals listed in section 2.2(2) and 2.3 above. Complaints may also be

brought by a person who was formerly within one of those categories, where their complaint relates to events which occurred while they had that status and which impacted them in that capacity. The appropriate procedure for raising such complaints is as follows:

(a) complaints by members of staff should be addressed under any applicable grievance procedure unless they are related to other complaints and/or form part of an existing complaint, and/or fall under the scope of another staff procedure, in which case they should be raised within the procedure associated with those other complaints;

(b) complaints by students should be raised under the Student Complaints Procedure **[Student-Complaints-Procedure.pdf]** unless they are related to other complaints and/or form part of an existing complaint, and/or fall under the scope of another student procedure, in which case they should be raised within the procedure associated with those other complaints (eg the Code for Precenting and Responding to Harassment Procedure [Code for preventing and responding to Harassment updated July 2025]);

(c) complaints by any other person falling within 2.2(2) and 2.3 above (e.g visiting speakers or job applicants) should be raised in the first instance with the College Vice-Master.

On receipt of any such complaint, the College will consider the most appropriate procedure to be followed, in consultation with relevant colleagues and the complainant and in some cases they may refer the matter to be considered under a different more appropriate procedure.

Complaints should be made within 3 months, extendable where not reasonably practicable to complain within that time period.

5.7 The Office for Students (OfS) operates a free speech complaints scheme. Under that scheme, the OfS can, at its discretion, review complaints about free speech from members, staff, applicants for academic posts and (actual or invited) visiting speakers. Information about the complaints that the OfS can review is available on its website [Raising concerns about free speech - Office for Students]

6.College Meetings and Events

6.1 Through the implementation of this Code, the College will take reasonably practicable steps to ensure that freedom of speech within the law is secured within its community and that the use of its premises and services is not inappropriately denied to any of the persons listed in section 2.2(2) and 2.3 above on any ground connected with their beliefs or views or the policy or objectives of a body of which they are a member. The College acts in a risk-based and proportionate manner and will always aim to allow an event to go ahead, provided that it is within the law and does not shut down debate, pose unacceptable risks to individuals or cause substantial disruption to College activities and will work with the organisers towards this goal. Cancellation of events is undesirable and should be exceptional.

6.2 A Member, students (including Common Rooms and College Societies) or employee of the College who is organising a meeting or event (including those that take place online) or is responsible for administering external bookings of College premises ("the Organiser") is responsible for assessing those meetings and events in the context of this Code and other relevant College policies. The Organiser MUST follow the procedure outlined in **Annex A** to this Code in any of the following circumstances:

> (a) the meeting or event may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;

(b) the event is a protest[1] which is intended to take place on College premises and/or in a manner which may disrupt College activities, including by any person[2] occupying or setting up camp on College premises;

(c) the event could involve the use of College Premises for any purpose or in any manner that may cause damage to College premises; loss or damage to any person or put the College in breach of any law or obligation (contractual or otherwise) to any person;

(d) the event may shut down debate or prevent others from speaking freely or exercising their academic freedom;

and/or

(e) the meeting or event may pose a risk to the safety of any person.

If Organisers are in any doubt or have any questions or need for further information, they are encouraged to discuss the situation with the College Domestic Bursar in the first instance, and then seek advice, as appropriate, from the College Dean and the University Security Services. No meeting or event which a student (including Common Rooms and College Societies) or employee is proposing to be held on College premises may be refused, cancelled or altered as a result of the ideas or opinions (in the case of an individual, or a member of a body) or the policy or objectives (in the case of a body) of the individual or body seeking to hold the meeting or event save as a result of consideration by the College Dean.

7. Monitoring and review

7.1 University College will periodically review the contents and operation of this Code of Practice and report on its operation and recommend amendments to it for consideration by Governing Body as appropriate or necessary.

[1] Protest includes any demonstration, protest, rally or similar event

[2] "Person" means any natural person, corporate or unincorporated body

ANNEX A: PROCEDURES FOR MEETINGS AND EVENTS

A1. This Annex is issued under section 6.2 of the College's Code of Practice on Freedom of Speech (the "Code").

A2. Where a meeting or event falls under section 6.2 (a)-(e) of the Code, the Organiser should formally notify the meeting or event to the College Dean at least twenty (20) working days in advance of the meeting or event. If less notice is given the College Dean will seek to consider the matter in the reduced timeframe if there are compelling reasons why the meeting or event cannot be delayed and – if it is reasonably practical to do so. However, if there are no compelling reasons why the event cannot be delayed and/or if it is not practically possible for the College to make the necessary arrangements in the reduced time, the organiser may need to organise and fund security independently.

A3. In the context of this Code, the College Dean is entrusted with the duty to assess the implications of events formally referred to them and to act in accordance with the College's legal responsibilities, including as set out in the conduct and procedures in this Code.

A4. On receipt, the case will be assessed by the College Dean who will consult **with** relevant College Officers. The starting point, for the College Dean considering a particular event will be that the event should be allowed unless there are compelling and exceptional reasons for it not to proceed.

A5. As required by section 12 of the Terrorism Act 2000, the College Dean will not give permission to hold a meeting or event where it is known that:

(a) the proposed speaker belongs to, or professes to belong to, a proscribed organisation; or

(b) the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.

A6. In exceptional circumstances, it may be reasonable to refuse permission for a College meeting or event where the College Dean reasonably believes (from the nature of the speakers or from similar activities in the past whether held at the College or otherwise) that:

- the views likely to be expressed by any speaker are contrary to the law;
- the intention of any speaker is likely to incite breaches of the law or to intend breaches of the peace to occur;
- the meeting is likely to include the expression of viewpoints that are reasonably believed to be highly controversial and/or and the Organiser will not permit contrary or opposing viewpoints to be held or expressed;
- the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations;
- the event is likely to shut down debate or prevent others from speaking freely or exercising their academic freedom;
- the event is a protest which involves any person occupying or setting up camp on College Premises;
- the event is likely to involve the use of College Premises for any purpose or in any manner that may cause damage to College premises or loss, damage, or injury to any person or put the College in breach of any law or obligation (contractual or otherwise) to any person;
- the even is likely to cause substantial disruption to College activities which cannot be mitigated by conditions imposed by the College Dean under paragraph A8;

- it is in the interest of public safety, the prevention of disorder or crime, that the meeting does not take place.

A7. The lawful expression of controversial or unpopular views will not in itself constitute reasonable grounds for withholding permission for a College meeting or event.

A8. Where the College is reasonably satisfied that the otherwise lawful expression of views at an event or meeting on College Premises is likely to give rise to disorder or threats to the safety of any person, they shall consider what steps it is necessary to take to ensure the safety of all persons and the security of College Premises. This might include postponing or relocating a meeting or event or imposing conditions. The responsibility for fulfilling these conditions rests with the Organiser.

A9.The College will usually carry out a risk assessment for each meeting or event falling under this Code of Practice. Where the College decides that the meeting or event requires security then except as set out in A10 below, the College will cover reasonable costs of security for using the College's premises for a meeting or event falling under the College Code of Practice on Freedom of Speech.

A10. The College will not cover the costs of security for using the relevant premises in the following exceptional circumstances:

- that the costs exceed those which might reasonably be associated with comparable events in College;
- where the costs are wholly disproportionate to the numbers likely to be attending the event and the event could be held in a more proportionate way;
- where the visiting speaker could reasonably be expected to have their own security because of the political or state office they hold.
- Where those involved do not fall within the categories listed at 2.2(2) of the College's Code of Practice on Freedom of Speech.

A11. Any request to pay security costs will not be influenced to any degree by the ideas or opinions of any individual involved in organising the event or meeting, or by the policy or objectives of, or the views of any of the members of, anybody involved in organising the event.

In all other cases security costs will only be passed on in exceptional circumstances, when costs exceed [£xx] which would be rare at the College.

A12. In the exceptional event that security costs are to be passed on to the organiser of the event, the College will supply the organiser of the event with a clear written summary of its calculation of the expected security cost and an explanation for this calculation. The summary may be appealed by submitting an appeal in writing to the College Domestic Bursar.

A13. In the event that:

- a meeting or event falls under section 6.2 (a)-(e) of the College's Code of Practice on Freedom of Speech but the Organiser does not notify the College Dean; or
- the College Dean reasonably considers that the risk cannot be mitigated by the imposition of conditions; or
- the College Dean reasonably believes that the Organiser will not comply with the conditions,

then in each case the College Dean can refuse consent for the meeting to go ahead and/or cancel the meeting or event and they may do so even if the relevant College procedure has not been exhausted.

A14. If the Organiser does not comply with the conditions or goes ahead with the meeting or event after the College Dean has refused consent or cancelled the meeting or event then such action may lead to disciplinary action under the relevant procedures (as set out in paragraph 4.3 of the College's Code of Practice on Freedom of Speech) and where relevant the College may remove any unauthorised encampment or occupation under its common law power of removal or by court proceedings.

A15. The College Dean will communicate their decision promptly and will set out the reasons for the decision.

A16. If any of the individuals listed in section 2.2(2) and 2.3 of the College's Code of Practice on Freedom of Speech is dissatisfied with the decision of the College Dean in relation to a meeting or event they may refer the matter under the relevant complaints procedure as set out in sections 5.6 – 5.7 of the College's Code of Practice on Freedom of Speech.

ANNEX B: GUIDANCE ON DEMONSTRATIONS OR PROTESTS

This Guidance is issued under section 4.2 of the College's Code of Practice on Freedom of Speech (the "Code").

We uphold freedom of speech within the law, as outlined in the College's Code of Practice on Freedom of Speech

Free, open and robust discussion is essential to our academic community. However, such a culture can only be maintained when all participants engage with each other in ways which may be critical but which are courteous. The College does not tolerate harassment or victimisation in any form. We expect all members of the College community, as well as visitors and contractors, to treat each other with respect, courtesy, and consideration. Please refer to the College Code for Preventing and Responding to Harassment [Code for preventing and responding to Harassment updated July 2025]

The College is committed to fostering an inclusive culture that promotes equality and which values diversity. The College has a responsibility to maintain a safe, effective, and welcoming environment for all our students, staff, and visitors.

A demonstration or protest will fall within the College's procedures for meetings and events (as set out in section 6 of the Code of Practice on Freedom of Speech. As such organizers must contact the College in advance, and a risk assessment will be required. The College have a duty to facilitate protests and will work with organisers to ensure that protests can take place but do not violate the College Policies and hence result in disciplinary procedures.

College members participating in protests are required to identify themselves to College officials when requested to do so. Failure to do so is a breach of Statute XI which all students with a contract to study at Oxford must abide by.

Students will face disciplinary investigation if the University Statutes are breached. The following extract from Statute XI are examples of clauses in the Statutes which are relevant to protests:

> No member of the University shall in a university context intentionally or recklessly:
>
> (a) disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social, cultural, or other activities of the University;
>
> (b) disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, student members, and employees of the University or by visiting speakers;
>
> (c) obstruct or attempt to obstruct any officer, employee, or agent of the University in the performance of his or her duties;
>
> (d) deface, damage, or destroy or attempt to deface, damage or destroy any property of the University or any college or any other individual or knowingly misappropriate such property;
>
> (e) occupy or use or attempt to occupy or use any property or facilities of the University or of any college except as may be expressly or impliedly authorised by the university or college authorities concerned;
>
> (g) engage in action which is likely to cause injury or to impair safety;
>
> (h) engage in violent, indecent, disorderly, threatening, or offensive behaviour or language;
>
> (j) disobey a reasonable instruction given within their authority by one of the Proctors or their deputies;
>
> (k) refuse to disclose his or her name and other relevant details to an officer or an employee or agent of the University or of any college in circumstances where it is reasonable to require that that information be given;

Contravening any Statute may lead to the following possible consequences, under which the University may:

(a) issue the student member with a written warning;

(b) require the student member to attend a programme of education;

(c) require the student member to enter a temporary or permanent restriction on contact with a named individual or individuals;

(d) impose a fine of such amount as it thinks fit;

(e) suspend the student member's access to or exclude the student member from University accommodation or require the student member to move to other University accommodation (subject to the terms of the student member's lease);

(f) order the student member to pay compensation to any individual or body suffering injury, damage, or loss as a result of the student member's conduct;

(g) issue directions in relation to the future provision of references for the student member;

(h) make an order banning the student member from specified University premises or facilities for such period or on such terms as it thinks fit;

(i) subject to endorsement by the relevant college, make an order banning the student member from specified college premises or facilities for such period or on such terms as it thinks fit;

(j) suspend the student member for such period as it thinks fit.

In addition to actions that the College may take under its policies, unauthorised occupation of College land or buildings may lead to legal action including the College issuing court possession proceedings or exercising its common law power of removal.