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Harris Manchester College
UNIVERSITY OF OXFORD

College Handbook 2026-27

Part 2 – Behaviour, Discipline, Procedures & Regulations

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A. Introduction

1. The scope of this Part

This Part sets out the regulations and procedures that apply to students of the College in respect of discipline in relation to their academic performance and, their general behaviour, any application to suspend and any determination of fitness to study, as well as the procedures that should be followed by students who wish to make a complaint against a student or a Senior Member of College or about some aspect of College policy or practice. It also sets out the procedure that will be followed on any appeal made from any decision of the College. Note that under Statute I.2 the Governing Body has the power to make, alter or rescind these Regulations.

The sections of this Part are as follows:

a) Introduction

b) Glossary of terms used in this Part

c) General rules of student behaviour

d) Disciplinary Procedures

e) Complaints Procedures

f) Academic Regulations

1. Academic standards
2. Feedback and support
3. Informal remedial process
4. Formal disciplinary process
5. Suspension policy relating to Maternity and Paternity Leave
6. Suspension from Study – Policy and Procedures
7. Fitness to Study Policy and Procedures
8. Appeals Procedures

2. Provisions of the University's Statutes and the College's Statutes and Byelaws

2.1 Codes of conduct and disciplinary procedures relating to students as members of the University are set out in the University's Statute XI) and the University Student Handbook.

2.2 The power of the College Governing Body to permanently withdraw a Junior Member from his or her course is set out in Section 5 of the College's Statute X. The College Statutes are to be found at College Policies and Governance | Harris Manchester College (ox.ac.uk).

2.3 The general rules of conduct and disciplinary procedures applying to Junior Members of College are constituted by the College's Byelaws III, IV and VI. The College Byelaws are to be found at College Policies and Governance | Harris Manchester College (ox.ac.uk).

2.4 All further references to Statutes and Byelaws in this document will be to the College's Statutes and Byelaws (unless explicitly stated to the contrary). In any cases of conflict or doubt, the Statutes will take precedence over the Byelaws, and the Statutes and Byelaws will take precedence over any other procedures or regulations.

2.5 The College also fully subscribes to the University's policy on Equal Opportunities set out here . Any complaints internal to the College on the grounds of discrimination by race, gender, disability, sexual orientation, marital status or any other protected characteristic will be dealt with in line with the relevant University policies insofar as they are applicable.

3. Sources of help for students

There are a number of sources of help and advice available to students, including their tutors, the Senior Tutor (undergraduates), Tutor for Graduates (postgraduates) and the Welfare Lead, Junior Deans (on academic and pastoral matters), the College Doctors and the University Counselling Service (on matters of health and wellbeing), and the officers of the Junior Common Room (or Middle Common Room in the case of Graduate Students) and the Oxford University Student Union Student Advisory Service.

4. Informal resolution of problems

In dealing with a disciplinary matter or complaint an informal resolution will always be attempted where possible. In each case there should be resort to the formal procedures only when (a) the matter in question is self-evidently of too serious a nature for an attempt at informal resolution to be practicable; or (b) the informal procedures indicated below fail to result in a satisfactory resolution; or (c) the outcome of the informal process is a progression to the formal one.

B. Glossary of terms used in Part 2

The following is a glossary of terms which are used in this Part, and which have a specific meaning in the context of College life. It explains the meaning of each term and is a source of useful information. Please read it carefully.

Collections: are of two types:

1) mock exams, usually on the previous term's work, set by the College, generally in 0th week before the beginning of each term. Some collections are penal collections or returning to college collections. Please see below for the definition of each type.

2) individual meetings with the Principal and Senior Tutor/Tutor for Graduates, to discuss the student's progress (also known as reports meetings).

College Advisor: in addition to their University supervisor, every graduate student should have a College Advisor. Although not formally involved in teaching the College Advisor is on hand to help if there are problems with the department or course.

College Doctor: the College Doctor(s) or College Medical Practice is Dr Kenyon and Partners of 19 Beaumont Street, Oxford. All students are required to register with a doctor in Oxford, and College recommends that they register with 19 Beaumont Street, although students may choose another practice, if they so prefer. Oxford doctors are familiar with the demands of the University, and know what sort of medical evidence the Proctors require. Students returning from suspension may be asked to have their 'home' GP or consultant liaise with Beaumont Street in order to decide whether or not they are fit to return to study.

Dean: The Dean is a fellow of the College and is ultimately responsible for disciplinary matters.

Exclusion: a student may be excluded from use of the College buildings or services as part of a disciplinary process. The student will still be registered on her/his course, but not allowed to come into College or use College facilities, except for planned academic meetings with a tutor.

Final Honours School ('Finals'): the final University examinations, usually taken at the end of the third year. For some courses, however, these examinations may be in two parts, Part 1 at the end of the second year and Part 2 at the end of the third.

First Public Examinations: first-year University examinations, usually taken at the end of Trinity term in the first year, but for some courses at end of the Hilary term of the first year and for others at the end of Hilary term in the second year.

Graduate: a student of the College who is reading for a postgraduate taught course degree or for a graduate research degree.

Junior Member : any student of the College, whether a graduate or an undergraduate.

Suspension: a period of withdrawal from a course, granted by the College on medical, or other limited, grounds. It is expected that the student will be allowed to return to the course, when particular conditions have been fulfilled.

Matriculation: ceremony whereby a student is formally admitted to the University by the Vice-Chancellor (or a Pro-Vice-Chancellor), usually held in first week of Michaelmas term in a student's first year. No-one is allowed to take University exams unless they are a matriculated student.

Overstanding for Honours: according to University rules, students will be overstanding for honours if they have suspended for more than six terms since the start of the course. If, for reasons such as illness and suspension, the student wishes to take longer than this, they must apply to be 'overstanding for honours'.

Penal collections: exams set by the College as part of the formal disciplinary process. The student must reach a particular mark (usually 60 in each paper) in order to be deemed to have passed.

Permanent withdrawal from the course: this term refers to permanent withdrawal of a student by the College from his or her course, and results in the student ceasing to be a member of the College and of the University.

Proctors: are the University's disciplinary officers who oversee the implementation of the University's statutes and regulations.

Residence: According to University regulations, every student must be in Oxford (defined as living within six miles of Carfax Tower for an undergraduate, and twenty-five for a graduate) and actively pursuing their studies for six out of eight weeks every term, in order to 'keep residence' for their degree. Students who do not fulfil this 'residence requirement' may be deemed to have permanently withdrawn themselves from their course.

Returning to College collections: exams set by the College as part of the academic conditions for return into residence after suspension for academic disciplinary reasons.

Senior Member: a fellow of the College

Senior Tutor: The Senior Tutor is directly responsible to the Principal and Governing Body for the academic life of the College.

Student: an undergraduate member of the College or any graduate member of the College who is receiving instruction within the University.

Subject Tutor: the tutor responsible for teaching any one course to a student.

Supervising Tutor: the College tutor with oversight of a student's entire course.

Supervisor: tutor responsible for supervising a dissertation or thesis, whether for a graduate or an undergraduate.

Tutor for Graduates: The Tutor for Graduates is responsible for graduate matters.

Undergraduate: a student reading for an undergraduate degree.

Withdrawal: a student may be withdrawn from the course either temporarily, in the case of suspension, or permanently, in which case they are no longer a student of the University.

C. General Rules of Student Behaviour

The rules set out here, elsewhere on the College website and in the College Handbook concern the general behaviour of Junior Members. They exist because the College is a community, and as with any community, it is important that everyone behaves with due regard to the well-being and comfort of others. Some of them are based on the Byelaws of the College, and others relate to more specific areas of College life, such as use of the library, the Dining Hall and the IT facilities.

1. General Behaviour

1.1 All students shall behave in a reasonable and responsible manner, with consideration for other members and staff of the College. They should refrain from any conduct likely to disrupt the academic, administrative or domestic functions of the College, or which may bring the College into disrepute.

1.2 No student shall damage or deface any property of the college, or occupy the same other than in accordance with its proper purpose.

1.3 Students must comply with the rules and regulations regarding harassment which can be found in the College Harassment Policy which can be found in our policies and procedures (College Policies and Governance | Harris Manchester College (ox.ac.uk)).

1.4 Offensive Weapons. No member of the college shall keep any firearm, ammunition or other offensive weapon in college, or in college-controlled accommodation. No bladed instrument, including those used for leisure purposes, such as camping, may be kept in student accommodation. Residents should store them in the bursary safe. On all matters a decision on whether an item is deemed offensive sits with the Dean. Carrying a knife on college premises, or storing knives in any place other than the bursary safe, is a disciplinary offence.

1.5 Drugs. The possession, use or sale, by any member of College of any drugs prohibited by English law is strictly forbidden.

1.6 Students should not undertake more than up to 6 hours per week paid employment during term time without the express permission of their tutor.

1.7 Every member of college shall comply with the provisions of the Student Regulations, Disciplinary and Complaints Procedures, and with any additional regulations and procedures laid down in the College Handbook.

2. University Codes of Practice and Regulations

2.1 Students must comply with all relevant University codes of practice and regulations. Those particularly relevant to College life are mentioned below.

2.2 Students must comply with the University Code of Practice on Freedom of Speech.

2.3. Students must comply with the University Policy and Procedure on Harassment.

3. Living in College

Regulations relating to living in College can be found in Part I, 10. Rooms and Houses.

3.1 It is against the law for students to keep any offensive weapons or any scheduled drugs in College. The use and sale of any illegal drugs by any student is strictly forbidden. If students feel they have a legitimate need to possess items which may be deemed offensive they should agree with the college how these should be signed in to Bursary. No bladed instrument, including those used for leisure purposes, such as camping or cooking may be kept in student accommodation. Residents should store them in the bursary safe. On all matters a decision on whether an item is deemed offensive sits with the Dean.

3.2 Noise. No one has the right to make excessive noise, or use musical instruments, hi-fi, radios, or other sound equipment which disturbs others at any time, but especially between 10 p.m. and 7 a.m. Radios and musical instruments may not be played out of doors, nor should they be audible through windows.

3.3 Pets. Pets are not allowed in College or any college-controlled accommodation. Those who require assistance animals for reasons of disability should contact the College at the point of receiving their offer of a place to discuss relevant policies.

3.4 Parties. Permission to hold a party (by which is understood any gathering of more than six people in a student's room) must be obtained from the Dean or Junior Dean and notified to the College Office at least seven days before the intended date. Permission is also required for gatherings on the College grounds and for barbecues.

3.5 Smoking. Smoking is not permitted anywhere on College property (including in the grounds). Students found breaking this rule will be fined £25 for each offence, and persistent offenders will be required to move out of college accommodation.

3.6 Roofs. For your own safety under no circumstances should any member of college (or guests) attempt to climb on to roofs of College. Anyone found doing so will be disciplined.

4. The Library

For the rules of the Library please see Part 1, 6.Library Matters.

5. IT facilities

For the rules relating to IT facilities please see Part 1, 7. Information Technology.

6. The Dining Hall

For the rules relating to the Dining Hall please see Part 1, 9. Catering Matters.

7. Media

It is important that all members of College, both students and staff, be careful about speaking to the media and making any publication on social media, and this is particularly so when there is a risk that confidential or sensitive personal data might be inadvertently disclosed.

D. Disciplinary Procedures

1. Introduction

1.1 A student who, while a member of the College, brings the College into disrepute and/or indulges in conduct inimical to the orderly life of the College will be liable to disciplinary action by the College. Action may be brought against members in respect of such behaviour, *inter alia*, within other colleges, within the precincts of the University, or elsewhere within the City. The University includes the student press, social networking sites, weblogs and online sites associated with the University.

1.2 The standards of behaviour expected of all members of the University are set out here: Student Conduct | Academic Support (ox.ac.uk). Contravention of the University's conduct regulations may result in action under the University's Disciplinary Procedures: Statute XI: University Discipline | Governance and Planning (ox.ac.uk) which are under the jurisdiction of the Proctors. Contravention of any of the University's regulations purely within the context of the College may be subject to the College's Disciplinary Procedures. Where an offence concerns both the University and the College, the Proctors' jurisdiction will take precedence, but the College may also conduct its own investigations under its own procedures and impose its own penalty provided this is compatible with any decision of the Proctors and/or the Student Disciplinary Panel.

1.3 Any student who has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) is required to inform the Dean, who will instigate the Formal Disciplinary Procedure, which is set out in section 6 below. Students are obliged to notify the Dean of an arrest of any criminal charges brought against them which are currently under investigation.

1.4 It is an offence for a student to fail to take reasonable steps to prevent disruptive or offensive behaviour on the part of anyone that they invite into College.

2. Advice and support

Students who find themselves subject to these Disciplinary Procedures may wish to seek advice and support from the officers of the JCR/MCR, or from the Oxford University Student Union Advice Service.

3. Disciplinary offences

A disciplinary offence is:

3.1 a contravention of any regulation or code within the College Regulations; or

3.2 a contravention of any University regulation or code as found by the appropriate University authority; or

3.3 any other conduct which disrupts or attempts to disrupt the lawful activities of members of the College or its staff or is otherwise seriously detrimental to the interests of the College.

4. General principles in imposing penalties

In determining whether a contravention has occurred, the principle that the weight of the evidence should be commensurate to the seriousness of the contravention shall be applied. In imposing penalties under these procedures, regard shall be had to the principle of proportionality.

5. Jurisdiction of the Dean and Junior Dean – minor offences

5.1 In the case of minor offences the student will be informed of the penalty and the reasons for its imposition. The student will be given the opportunity to attend a meeting with the Dean or Junior Dean before the penalty comes into force if they wish. In circumstances where there is doubt as to fact, responsibility or identity, the student shall normally be summoned to appear before the Dean or Junior Dean. Such a summons will also normally be issued in cases of repeated offence or where the seriousness of the offence makes it appropriate. At any meeting the student may be accompanied by a member of the JCR/MCR with the exception of anyone who in the opinion of the Dean or Junior Dean has an involvement with the incident. The Dean or Junior Dean will keep a brief confidential record of the offence and penalty imposed and will communicate the penalty by letter to the student.

5.2 Disciplinary powers exercised by the Dean or Junior Dean normally include:

(a) fines up to £100 (Dean) or £30 (Junior Dean),

(b) charges for damage to property (sufficient to cover the costs of repair and/or replacement) up to £500 (Dean),

(c) exclusion of the student or any of their guests from parts of the College,

(d) disconnection from the IT network,

(e) confiscation,

The Dean shall have power to send a student out of residence, or exclude the student from all or any part of the College premises for up to eight weeks of full-term. The Dean may also move a student from one room in College to another.

5.3 A student may appeal to the Dean against any sanction imposed by the Junior Dean.

5.4 Appeals by students against penalties arising from minor offences should be received in writing by the Principal no later than seven days following the receipt of the letter communicating the penalty. The Principal will convene a Disciplinary Committee (as outlined in 6.3 and 6.4 below) which will meet to consider the penalty within two weeks (see further 6.6 below). The penalty will not normally be suspended pending appeal, but the student may apply to the Principal for the penalty to be suspended on reasonable grounds. The student may appeal on the grounds that proper procedure was not followed, or that more relevant information has come to light which was not available to the panel when it met; the student not appeal the decision itself. If the Principal declines to convene an appeals panel, or if the student disagrees with the decision of that panel, the the student may appeal to a Conference of College Appeal Tribunal (see 3.11 in Section G below).

6. Disciplinary Committee – serious offences

6.1 Where the Dean considers that an incident is sufficiently serious (considering the nature of the allegations and how far they can be substantiated; the number of incidents and the probable range of sanction) the Dean shall ask the Principal to set up a Disciplinary Committee to investigate the breach of College regulations and to impose sanctions. Penalties available to the Committee include:

(a) fines in excess of £100 and charges above £500;

(b) denial of access to College facilities (including Library, , IT facilities, Hall, accommodation, student common rooms and communal areas);

(c) rustication;

(d) permanent withdrawal from the course;

(e) combinations thereof.

6.2 The Disciplinary Committee shall consult the Academic Administrator on the practicality of the proposed penalty before agreeing its final decision.

6.3 The Disciplinary Committee shall consist of three senior members at least one of whom shall be a teaching fellow holding a University or College post, and excluding the Dean and the Subject and/or Supervising Tutor(s)/College Adviser/Supervisor of the student. The Principal shall appoint one of the members to act as Chair of the Committee. The Dean will provide the Chair of the Committee with documents including a statement of the grounds / specific breaches for which the student is being referred to the disciplinary panel and a list of witnesses suggested by the Dean.

6.4 The Committee's hearing shall take place as soon as practicable. The Committee will proceed as follows:

6.4.1 The student will be given 5 working days' notice in writing of the date, time and place of the hearing, the composition of the Committee, the grounds for their being referred to the Committee and a copy of all documentation with which the Committee is provided. The hearing may go ahead earlier by agreement between the student and the Chair

6.4.2 The student shall be allowed to take advice in advance of the hearing.

6.4.3 The student may ask for any relevant witnesses to attend the hearing but the final decision of who to call as witness lies with the Chair. The Chair may also call witnesses

6.4.4 Any documents which the student wishes the Committee to consider, and the names of any witnesses requested, must be provided to the Chair of the Committee at least 3 working days before the time of the hearing. If the student wishes for their disability to be taken into account they may include their Student Support Plan (SSP) or other evidence.

6.4.5 The student shall be entitled to make representations to the Committee in person or by electronic link. They can be represented by any current member of the College, senior or junior (except the Senior Tutor or any tutor who has taught the student), or a representative of Oxford University Students Union, or may ask the Principal to appoint a member of the Governing Body to

support them (with at least 3 working days' notice). Any such representative may speak at the hearing on behalf of the student. Members of the Governing Body appointed by the Principal should not be expected to have any relevant expertise and their role is one of providing support rather than to represent. The student shall also be allowed to make written submissions. The student may also submit a character reference (e.g., from a tutor) which the Committee may treat as relevant to any sanction proposed.

6.4.6. The hearing may proceed if the student fails to attend as notified, or to make a submission.

6.4.7 The hearing shall be conducted in a fair way in accordance with the principles of fairness natural justice. It will begin with the Chair reading the statement of the grounds for the student being referred to the Committee. The Dean, Junior Dean, student and witnesses may be asked to speak in an order and format to be determined by the Chair of the Committee. The student will be given an opportunity to make an opening statement; submit evidence (written or otherwise) and/or argument; make a closing statement. The Chair will be responsible for making a written record of the hearing.

6.4.8 The Committee will ask the student, the Dean, Junior Dean and any witnesses to withdraw before deliberation. They may re-summon any of the above; the student will be given the opportunity to be present for any further summons.

6.4.9 The duty of the Committee is to establish all relevant facts, based upon the evidence submitted and statements made by the Dean, Junior Dean, the student, witnesses and the student's representatives and then to decide whether the case is proven. If it is so decided, the Committee will then determine, bearing in mind the interests of the College and the student, the proportionate, appropriate and practical penalty. The Committee may ask the Dean to propose a penalty.

6.4.10 Having considered the matter, the Committee will agree its decision by vote: the Chair's vote will be the casting vote in the event of a tied vote. The Committee may confirm, increase, decrease or set aside any penalty proposed by the Dean. The decision will be communicated in writing to the student and to the Principal and Dean within 3 working days.

6.4.11 If the decision of the Committee or (if an appeal has taken place) the College Appeals Committee, is that the student is to be permanently withdrawn from the College, the decision, together with a report of the hearing, shall be brought before the next Governing Body meeting. A decision that the student be permanently withdrawn from the course requires, as a final stage, confirmation by the Governing Body. The student will be given 3 working days' notice of the Governing Body meeting and may submit in writing a plea in mitigation of the penalty. The decision of the Governing Body will be communicated to the student within 3 working days.

6.5 For offences involving more than one student, the Committee may choose to hear each case separately or to hear all offenders' cases together before the Committee. All offences will be decided on their individual facts.

6.6 When considering appeals against minor offences the Committee may choose to allow written evidence and written submissions only. Decisions will be communicated by the Chair in writing to the student(s) and copied to the Dean. The decision of the Committee shall be final; there shall be no further appeal from its decision, except to CCAT and/or the OIA under 3.11 and 3.12 of Section G below.

Procedure for serious offences involving sexual misconduct, violence or coercive behaviour.

This procedure is for use in cases involving allegations of sexual misconduct, violence or coercive behaviour, taking into account specific considerations and arrangements that may apply in such cases.

6.7 Where cases involve allegations of sexual misconduct, violence or coercive behaviour, then at the Dean's discretion, the Dean shall appoint an investigator who is trained and experienced at dealing with such cases. The investigator will interview both the person who reported the facts giving rise to the allegations ('the reporter') and the student who is the subject of the allegations ('the student') and, at the discretion of the investigator, where appropriate in consultation with the Dean, any other potentially relevant witness and will take a written statement from each of them. Each will have the opportunity to comment upon and agree a final version of their statement before these are provided to the Dean by the investigator.

6.8 Any such written statements and any other evidence available to the Dean shall be reviewed by the Dean, who shall, taking account of the nature of the allegations and how far they appear to be substantiated by the evidence, determine whether or not they should be referred to a Disciplinary Committee "the Committee". Where the Dean considers that an incident is sufficiently serious (considering the nature of the allegations and how far they can be substantiated) the Dean shall ask the Principal to set up a Committee to investigate any allegation of breach of College regulations, to determine whether any such allegation is substantiated and where appropriate to impose sanctions.

6.9 As soon as practicable, the Dean shall ensure that the reporter is made aware of potential sources of support (such as the Sexual Harassment and Violence Support Service) appropriate to the nature of the alleged offence. The Dean shall likewise ensure that the student is made aware of potential sources of support and advice (such as the Sexual Harassment and Violence Support Service) and arrange for the student to be provided with a suitable college supporter (typically, a Senior Member of the College).

6.10 The Committee shall consist of three senior members at least one of whom shall be a teaching fellow holding a University or College post, and excluding the Dean and the Subject and/or Supervising Tutor(s)/College Adviser/Supervisor of the student. Wherever possible the Committee should comprise members of more than one gender. The Principal shall appoint one of the members to act as Chair of the Committee.

6.11 The Dean shall, before asking the Principal to set up a Committee, draw up in writing the grounds upon which the Dean proposes that the student be referred to the Committee. These will specify the breaches of the University and/or College rules or regulations alleged and will include particulars of the conduct said to constitute those breaches. In cases alleging sexual misconduct, violence or coercive behaviour they will include any allegation that the reporter did not consent to any conduct of the student and any allegation that the student knew that the reporter did not consent to that conduct or was reckless in their conduct.

6.12 The Committee's hearing shall take place as soon as practicable. The Committee will proceed as set out in paragraphs 6.14 to 6.17.

6.13 The duty of the Committee is to establish all relevant facts, based upon the evidence submitted, and then to decide which, if any, allegations of breaches are substantiated. The onus of proof shall be on the Dean. The standard of proof shall be that which is commensurate with the seriousness of the allegations of breaches, and shall be decided upon by the Committee in relation

to each allegation before the hearing. In setting the standard the committee will have regard to any submissions from the student or the Dean on this point. The Committee must notify the Dean and the student of the standard of proof it has set in relation to each allegation at least three days before the hearing.

Before the hearing

6.14.1 The student shall be given five working days' notice in writing of:-

1. the date, time and place of hearing;
2. the composition of the Committee;
3. the grounds of referral to the Committee;
4. all documentary evidence with which the Committee has been provided;
5. a list of all witnesses to be called at the hearing by the Dean;
6. the procedure to be adopted at the hearing.

6.14.2 The student may:

1. take any advice they choose including legal advice;
2. make written submissions to the Committee,
3. submit a character reference (e.g. from a tutor) which the student considers to be relevant to their liability or any sanction proposed,
4. submit any other documents they wish the Committee to consider,

provided that all submissions, references and other documents must be submitted at least 24 hours before the hearing.

6.14.3 The Dean and the student have the right to make written submissions to the Committee, via the Academic Administrator, if they wish to apply to the Committee to alter any matter in section 6.15 below, provided they serve a copy of the written submissions on the other party. The Committee will then make a decision on the application.

6.15 The hearing

6.15.1. The reporter, the student and any witness may address the Committee in person or by electronic link. In the case of the use of an electronic link, the person seeking to use it must give 3 days' notice and Teams or equivalent details to the Academic Administrator.

6.15.2 The student may:

1. attend the whole of the hearing except where it is considered detrimental to the welfare of individuals for the student to be present.
2. make representations to the Committee.
3. be represented by any person they choose, including a legally qualified person. The student must notify the Academic Administrator as soon as possible whether they intend to be represented. They must notify the Academic Administrator no later than 3 working days before the hearing of the name of any representative. They may be accompanied by a supporter (in addition to or instead of a legal representative).
4. Call any witnesses they choose. The student must give the Academic Administrator and the Dean three working day's notice of the name of any witness they intend to call
5. give oral evidence and present documentary evidence to the Committee.

6. request the attendance at the hearing of any witness upon whose evidence the Dean proposes to rely.
7. only question the evidence of the reporter through the student's representative or, where the student is unrepresented, by providing written questions to the Committee in advance of the hearing. In the latter case, the student's questions to the reporter shall be asked by a member of the Committee, and the student can ask follow up questions of the reporter during the course of the hearing by providing these in writing to the member of the Committee asking their questions. The student may not directly question the reporter.

6.15.3 The Dean may:

1. Be represented by any person, including a legally qualified person.
2. Call any witnesses they deem appropriate, including the reporter. The Dean must give the student 2 days' notice of the names of any witnesses called.
3. Cross-examine the student and any witnesses called by the student.
4. Make representations to the Committee.

6.15.4 The hearing can proceed if the student fails to attend as notified, or to make a submission, if the Committee, in the exercise of its discretion, so decides.

6.15.5. The reporter may attend the whole of the hearing in person and, if they so wish, the reporter is entitled to sit behind a screen. Alternatively, if the reporter so wishes, they can attend via electronic link from another location arranged by the College, or of the reporter's choice. The reporter can bring a supporter to sit with them while attending the hearing and giving evidence, but the supporter cannot assist the reporter in answering questions or in giving evidence. The Committee shall, however, take reasonable steps to ensure that the reporter is not disadvantaged by the representation afforded the student (for example, should the student make use of legal representation the Committee should consider employing its own legal representation to protect the interests of the reporter; in other cases, the Committee or one of its members may take on this role).

6.15.6 The hearing will be recorded. The recording will be kept securely by the College in accordance with all data protection regulations. In the event of an appeal or for other proper purposes, it will be made available to the student on application to the Chair of the Committee, subject to such conditions that the Chair reasonably imposes.

6.15.7 The hearing shall be conducted as follows and in the following order. It shall, at all times, be conducted in a fair way in accordance with the principles of natural justice. The Dean, the student or the reporter may make an application to the Chair or the Committee at any time to vary the following procedure and the Chair or Committee shall determine the application taking into account any representations made by the other parties to the proceedings having invited such representations before determining the application.

The Chair will read a statement of the grounds for the student being referred to the Committee, including all allegations of breaches of University or College rules and regulations.

1. The student shall be asked to state whether they accept that they have committed the breach or breaches. If all the breaches are accepted, the hearing will proceed as set out in paragraphs 6.16.10 to 6.15.13. If one or more alleged breaches are not accepted, the hearing will proceed as set out in paragraphs 6.15.7 to 6.15.9. The Dean will address the

Committee by making an opening statement setting out the facts and arguments relied upon in support of the allegations.

2. The Dean will call the reporter as a witness. If they so choose, the reporter can give evidence either behind a screen so that they cannot see the student or, again at their choice, by electronic link.
3. The student can cross-examine the reporter either through a member of the Committee, as set out in 6.15.2.vii above, or via the student's representative.
4. The Dean can ask the reporter any further questions arising out of the cross-examination.
5. The Committee can ask the reporter questions at any time.
6. The Dean can call any further witnesses of which notice has been given in accordance with 6.15.3.ii above. The student will be given the opportunity to cross-examine witnesses called by the Dean. The Committee can ask witnesses questions at any time.
7. The student or their representative can make an opening statement.
8. The student shall give evidence, if they choose to do so. The Dean can cross-examine the student. The Committee can ask the student questions at any time.
9. The student can call any witnesses of which notice has been given in accordance with 6.15.2.iv above. The Committee can ask witnesses questions at any time.
10. The Dean shall make a closing statement.
11. The student or his representative can make a closing statement.

6.15.8 The Committee will ask all people present to withdraw before deliberation. They may re-summon any witness to answer further questions. The Dean, the student and the reporter shall be entitled to be present for any such further hearing.

6.15.9 The Committee will then retire to agree its decision by vote. The Chair's vote will be the casting vote in the event of a tied vote

6.15.10 If the Committee decide that any allegations of breaches have been substantiated, it will then resume the hearing to determine the proportionate, appropriate and practical penalty, bearing in mind the interests of the College, the student and the reporter. The Committee may ask the Dean to propose a penalty. A victim impact statement from the reporter shall be produced by the Dean. If the Committee are considering any penalty other than that set out in 6.14.11, they will indicate this so that it can be addressed by the Dean and the student in their submissions. The student will be given the opportunity to address the Committee in mitigation of penalty, and can, if they wish, call witnesses in relation to penalty. The Dean can call evidence and make submissions in reply.

6.15.11 Penalties available to the Committee include, but are not limited to:

1. A fine
2. Denial of access of the student from any part or parts of the College including the College as a whole
3. A no contact arrangement
4. Suspension
5. Permanent withdrawal from the course.

6.15.12. The Committee shall consult the Academic Administrator on the practicality of the proposed penalty before agreeing its final decision.

6.15.13 The Committee may confirm, vary, increase or decrease any penalty proposed by the Dean.

6.16. The decision will be communicated in writing to the student and to the Principal within 3 working days of the conclusion of the hearing. The reasons for the decision can be communicated later.

6.17. If the decision of the Committee or (if an appeal has taken place) the College Appeals Committee, is that the student is to be permanently withdrawn from the College, the decision, together with a report of the hearing, shall be brought before the next Governing Body meeting. A decision that the student be permanently withdrawn from the course requires, as a final stage, confirmation by the Governing Body. The student will be given 5 working days' notice of the Governing Body meeting and may submit in writing a plea of mitigation of the penalty. The decision of the Governing Body will be communicated to the student within 3 working days.

6.18 For offences involving more than one student, the Committee may choose to hear each case separately or to hear all alleged offenders' cases together before the Committee. All offences will be decided on their individual facts.

6.19 The student may appeal against any decision of the Committee to the College's Appeal Committee by giving notice of appeal in writing to the Principal not later than 7 days following receipt of the letter communicating the reasons for the decision. The notice must set out the grounds for the appeal and provide details on how the grounds apply to their case. Pending any appeal, any decision of the Committee shall be binding, but the Principal may stay the effects of the decision.

7. Serious Cases: Appeals

7.1 Except in the case of minor offences (see 5.3 above), a student may appeal against a decision of the Disciplinary Committee to the College's Appeal Committee (see Section G below). Pending any appeal, any decision of the Disciplinary Committee shall be binding. Details of any external appeal mechanisms available to the student are also in Section G.

7.2 In cases where the student is subject to proceedings under both disciplinary and academic grounds, the Principal may convene a joint Disciplinary Committee and, if required, a joint Appeals Committee (see section G below). In such cases, the Principal shall determine which procedure should take precedence.

7.3 Very serious offences that may involve criminal proceedings will be reported to the police. Until the completion of the police investigation, any proceedings in the College will be postponed.

7.4 The Principal may suspend a student pending the hearing of an appeal or completion of an investigation by the police, where it is judged on reasonable grounds that the continuing presence of that student would be disruptive to the College and/or University community. Such a suspension would be precautionary rather than punitive.

E. Complaints Procedure

1. Introduction

1.1 Harris Manchester fosters a sense of community in which the rights and dignity of all its staff and students are respected. It is grateful for feedback from its members and it takes seriously complaints about any aspect of its operation. Wherever possible, the College endeavours to resolve complaints promptly and locally.

1.2 The Complaints and Appeals Procedure outlined below is intended to be followed in cases of disagreement with regard to:

- Domestic matters (e.g. accommodation and services, including catering)
- Financial matters (e.g. battels for fees and domestic charges, student support)
- Academic Matters
- Any other matters excluding complaints about students made under Annex A of the Harassment Policy (hmcharassmentpolicy210622pdf (ox.ac.uk)) and complaints about staff made under Annex B of the Harassment Policy (hmcharassmentpolicy210622pdf (ox.ac.uk)).
- The College also fully subscribes to the University's policy on Equal Opportunities set out here: Equality Policy | Equality and Diversity Unit (ox.ac.uk). Any complaints internal to the College on the grounds of discrimination by race, gender, disability, sexual orientation, marital status or any other protected characteristic will be dealt with in line with the relevant University policies insofar as they are applicable.
- In rare cases where the person or persons to be complained about are clearly breaking the law (for example, violent or threatening behaviour, the consumption or provision of banned substances) it may be most appropriate for the complaint to be dealt with by the Police. Whenever practicable, however, the complaint should first be referred to an appropriate member of College staff (e.g., the Dean or Junior Dean) before the Police are contacted.

1.3 Typically, complaints will refer to isolated incidents and the provision of services by the College. This policy does not apply to appeals against the outcome of a general or academic or disciplinary procedure, which are dealt with according to the procedure set out in Section G.

1.4 The majority of cases will normally be settled by the complainant resolving their grievance directly with the relevant tutor or college staff member or departmental manager. Where this has been attempted and resolution is not possible, complainants can adopt an informal procedure (described in section 2 below), but a formal procedure is also available where a complainant wishes to register a written grievance (described in section 3 below). Details of appeal from this formal procedure are set out in Section G.

1.5 Anonymous complainants or complaints made on behalf of someone else will not be considered, unless there are compelling reasons for doing so. Such reasons should be clearly stated.

1.6 Disciplinary action may be taken against anyone who victimises or retaliates against a student who brings a complaint in good faith, and against any student who brings malicious or vexatious complaints.

2. Informal Procedure

2.1 Under the informal procedure, the junior member is asked to raise his or her complaint with the relevant College Officers. The relevant College Officers are as follows:

for issues involving domestic College staff and services e.g., food and accommodation and related financial matters; security; maintenance: the Domestic Bursar

for financial and computing matters: the Bursar

other behavioural and general disciplinary matters: the Dean

for matters pertaining to the Library: the Librarian

for welfare matters: the Welfare Lead

for complaints about a College Officer: the Principal

for academic matters: the Senior Tutor or Tutor for Graduates depending on the status of the junior member

2.2 In case of doubt about the appropriate College Officer the Senior Tutor will advise.

2.3 This informal procedure is intended to encourage discussion and understanding of the problem, and in some cases, may lead to its resolution without submission of a formal complaint. The complainant can be accompanied at any stage of the informal procedure by another member of the College.

2.4 To resolve the complaint the relevant Officer will normally arrange a meeting with the complainant and:

seek to offer helpful and confidential advice and/or

try to find a remedy, or a reconciliation (in cases where relations have broken down between individuals, and the complainant does not object to this course).

note the withdrawal of a complaint where the complainant decides to do so.

record the outcome in a written response to the complainant.

2.5 The outcome may involve instigation of action under another College procedure set out in this Part.

3. Formal Procedure

3.1 All formal complaints must be made in writing to the Principal. The formal procedure will normally be used only when the informal procedure has not achieved a resolution. In cases where the complainant has adopted the formal approach immediately, it will be open to the Principal to refer the complaint back to an earlier stage in this process. Formal complaints will not normally be considered three months after the occasion of the complaint or in cases when the matter is being addressed under another College procedure set out in this Part.

3.2 If a formal complaint is taken forward, the Principal will convene an ad hoc Complaints Committee of not less than three members of the Governing Body, not including the Supervising or Subject Tutor(s)/College Adviser/Supervisor of the student, to hear the complaint. The Principal will also appoint one committee member as chair. The Complaints Committee will proceed as follows:

3.2.2 The Complaints Committee will be free to invite a representative of the appropriate Common Room (JCR or MCR) Committee to the hearing. The role of the representative will be to provide a student perspective to inform the Complaints Committee's decision.

3.2.3 The complainant will be given 5 working days' notice in writing of the hearing of the Complaints Committee (although the hearing may go ahead earlier by agreement between the student and the Chair). Such notice will include information about the time and place of the hearing and the composition of the Complaints Committee.

3.2.4 The complainant may take advice in advance of the hearing and may make representations to the Complaints Committee, either in writing or by appearing before the Complaints Committee in person or by electronic link. They can be represented by any current member of the College, senior or junior (except the Senior Tutor or any tutor who has taught the student), or a representative of the Oxford SU, or may ask the Principal to appoint a member of the Governing Body to represent them with at least 3 working days notice.

3.2.5 The hearing may proceed if the complainant fails to attend as notified, or to make a submission.

3.2.6 Any member of the college staff may present the case against the complaint to the Complaints Committee.

3.2.7 If the complaint concerns the conduct of any member of the college staff, they will be allowed to address the Complaints Committee and to be represented.

3.2.8 The hearing shall be conducted in a fair way in accordance with the principles of natural justice. The chair of the Complaints Committee shall decide the procedure to be followed, in the light of these principles.

3.2.9 It shall be the duty of the Complaints Committee to establish all relevant facts, to take account of all evidence brought and submissions made by the complainant and/or the complainant's representative, and any evidence brought and submissions made by any member of college staff to whom the complaint relates, and to decide what sanction to recommend, bearing in mind the interests of the College and of the student or member of staff;

3.2.10 Having considered the matter, the Complaints Committee will agree its decision by vote. The Chair's vote will be the casting vote in the event of a tied vote

3.2.11 The Complaints Committee's decision will be conveyed in writing to the Governing Body. The written decision will include all the relevant facts. A copy of it will be given to the complainant.

4. Appeals

The complainant may appeal against the decision of the Complaints Committee under the College Appeals Procedure set out in Section G. Details of any external appeal mechanisms available to the student are also in Section G.

F. Academic Regulations

1. Academic standards

1.1 Introduction

1.1.1 All junior members must satisfy the Governing Body of their industry and progress. Those who persistently fail to do so will be required to go out of residence either temporarily or permanently.

1.1.2 The central academic obligation of undergraduates is to pursue their studies conscientiously and industriously, attending tutorials, and lectures or seminars provided by the University, as required by their tutors and preparing the work prescribed. The Governing Body will take a serious view of any failure to meet this obligation. A student must consult their Supervisor or Supervising Tutor before undertaking any paid activity during full term which is likely to interfere with academic work and it is recommended that students undertake no more than 6 hours a week.

1.1.3 Undergraduates will normally be required to write collection papers each term, usually on the Friday and/or Saturday of 0th week. A collection is a College examination and marks in collections do not contribute to an undergraduate's classification in University examinations. However, collections are useful in enabling undergraduates to know how they are progressing and in helping them to acquire examination technique. In addition, the Governing Body attaches importance to collections and will take account of them when deciding whether an undergraduate's industry and progress are satisfactory. Marks in collections form a part of the permanent record that the College keeps of each undergraduate's career.

1.2. Expectations of College, Tutors and Students in Academic Matters

1.2.1 At the start of his or her course, each student should be clear which individual Tutor (or Tutors) is to oversee his or her academic progress. All undergraduates and visiting students are assigned a Tutor (or Tutors) who will supervise their academic studies. At the beginning of each term each Supervising Tutor will arrange a series of tutorials or classes for each of their students at which written work prepared by the student will be discussed. The amount of work set will vary from time to time and from subject to subject, but in Arts and Humanities subjects it will generally consist of preparation of one or two essays a week, while in Sciences students may have specific problem sets to solve.

1.2.2 All teaching arrangements must be made through the tutors of this College. It should be noted that, in particular, binding arrangements for Hilary term may be agreed in December or later and binding arrangements for Trinity term may be made in March or later.

1.2.3 Student and Tutor should make every attempt to keep to an agreed tutorial time. If either party cannot make that time, the other should be informed in advance, with apologies, and a mutually convenient replacement tutorial arranged in term time. Students who do not give advance notice, unless for good reason, should expect to forfeit the tutorial. Students should have completed the work as set; tutors should allow a reasonable length of time for completing work (e.g., three days for a tutorial essay). Sporting or social commitments, or the presence of guests, are not sufficient reasons for missing a tutorial.

1.2.4 Collections (start-of-term College examinations) should be regarded as mandatory. Students should be clear at the end of each term which collections they are to sit in the following 0th week. Tutors should comment on and grade collections within a reasonable time (within four weeks of sitting) and return them to students, preferably in person, so that the paper can be discussed.

1.2.6 The University Examination Regulations give full information about all University examinations and courses of study, and students should study the parts relevant to their course very carefully. All candidates are themselves responsible for entering their names by the appointed date for any examination. The Academic Administrator tries to ensure that no one forgets, but the final responsibility rests with the candidates themselves.

1.2.7 Most tutorial and administrative arrangements are made by email. All students are required to activate their University email accounts as soon as possible, and to check their email regularly. Pigeonholes (mail boxes) should also be checked regularly. Information concerning tutorial arrangements, lectures and administrative arrangements for academic matters at the beginning of term may also be posted on the notice boards. Students are urged to consult the notice boards regularly, especially if they are at the start of their first year and do not yet have access to their email accounts. Failure to check email accounts, pigeonholes or notice boards will not be regarded as a sufficient excuse for neglecting to fulfil academic and other relevant requirements.

1.2.8 Students may generally attend any University lectures, details of which can be found in the University Lecture Lists. If a student wishes to attend University classes or seminars he or she should first consult his or her supervising Tutor and then the Tutor organising the class.

1.2.9 Everyone taking part in a tutorial or class should feel free from physical or mental intimidation, which may include offensive language directed to individuals on the basis of sex, race, religion or sexuality (or indeed any of the other protected characteristics defined by the Equality Act 2010).

1.2.10 The basis of the tutor-student relationship is academic, and the centre of this relationship is the tutorial or class taught at College or the faculty. Tutors and students do not have to meet socially, if they do not wish to do so, especially out of College or on an individual basis; no one should be telephoned at home, if they do not wish it. Private addresses (i.e., non-university) should only be used with consent on both sides, and generally only in emergencies.

1.2.11 Disagreements between student and Tutor should be taken up, in the first instance, between the parties concerned. If, for any reason, this seems impossible, they should be brought to the Senior Tutor.

1.2.12 *Visiting students* should complete a request form in advance of coming up to Oxford in order that tutorial arrangements may be made in good time for the ensuing term, and so that the official reports (on which the award of credit depends) may be sent to the student's home College or University as soon as possible at the end of the year.

1.2.13 *Residence*. Students are required to abide by the University residence regulations during the term unless dispensation from the normal residence requirement has been granted by the College and the Proctors, or their residence requirement has already been fulfilled in accordance with the current *Examination Regulations* of the University. **In relation to undergraduate and postgraduate taught students, absences of more than 24 hours on week-days and 60 hours at weekends require the permission of a student's Director of Studies (for undergraduates and PGDip students) or Supervisor (taught graduates) and the Senior Tutor (undergraduates) or Tutor for Graduates (graduates)**. Emergency contacts should be listed on the University system as part of the self-registration process. Any student who fails to keep the University's residence requirement (by being out of residence for more than two weeks during full term without good cause) may be deemed by the Governing Body to have withdrawn from his or her course. Any student thus deemed to have withdrawn may appeal against this decision in accordance with the appeals procedure set out in Section G.

2. Feedback and support

2.1 Introduction

This section sets out the feedback and support which a student can usually expect to receive from his or her Subject Tutors, Supervising Tutor, the Senior Tutor and the Principal.

2.1.1 Student work (normally in the form of tutorial essays) should be marked (i.e., commented on, not necessarily graded) and returned within a reasonable time, preferably by no later than the next week's tutorial, but certainly within three weeks.

2.1.2 A student's supervising tutor will arrange meetings at the end of each term at which the student's reports for that term will be discussed, and arrangements for the next term's teaching and collections should be make clear. There will also be 'Principal's Collections' twice a year, when a student can discuss his or her academic record with the Principal and Senior Tutor. Reports may also be read in the Academic Office by arrangement with the Academic Administrator, or viewed online on TMS.

2.1.3 Tutors should comment on and grade collections within a reasonable time (within four weeks of sitting) and return them to students, preferably in person, so that the paper can be discussed.

2.1.4 Tutors should discuss revision and revision plans with students.

3. Informal remedial process

3.1 Introduction

This section sets out the informal process which will be triggered whenever a student appears to be struggling academically or not meeting the standards and expectations set out in Section 2 above, but there seems a reasonable prospect of resolving the issue without recourse to the Formal Disciplinary Process set out in Section 4 below.

3.2 Triggers for informal remedial process

The types of situation that may trigger the informal process include (but are not restricted to):

3.2.1 Poor quality tutorial work (whether due to lack of effort or the student experiencing difficulty);

3.2.2. Poor performance in university examinations (typically, the First Public Examination), but note that failure in the First Public Examination will automatically trigger the Formal Disciplinary Process;

3.2.3 Poor performance in College collections;

3.2.4 The student reporting that he or she is having difficulties with his or her academic work.

3.3 The Informal Remedial Process

The informal process to be followed in such cases will be:

3.3.1 In the first instance the issue should be discussed between the student and the subject tutor directly concerned (or with the student's supervising tutor where this is more appropriate). This initial discussion should focus on determining the nature of the difficulty; in particular, every effort should be made to ascertain whether the academic underperformance is due, for example, to illness (including mental illness), disability, external factors (such as emotional or financial difficulties), difficulty in understanding what is required, or lack of some appropriate skill.

3.3.2. Students who are aware that they are underperforming academically but who do not wish to discuss the reasons for this with their subject tutor may instead do so with their supervising tutor or the Senior Tutor. It is understood that there are some personal circumstances that students may not wish to discuss with any member of staff, but students who choose to withhold relevant information must recognize that it cannot be taken into account unless it is disclosed. It is possible to request that the College doctors disclose to College the impact of circumstances or a medical without providing details of the circumstances or medical condition themselves.

3.3.3 If possible, the student and tutor concerned should agree a course of remedial action. This may, for example, take the form of the arrangement of special study skills sessions, or of the student and/or College seeking the advice of the Disabilities Service, or simply of the student agreeing a programme of action to catch up with the work needed.

3.3.4. If the course of remedial action agreed at step 3.3.3 deals with the issue to the satisfaction of the tutor and student concerned, then no further steps need be taken and the informal process is terminated.

3.3.5. If the tutor concerned is not the student's supervising tutor and the informal process does not resolve the issue, then the matter should be raised with the student's supervising tutor.

3.3.6 If the student's supervising tutor believes that the student's academic underperformance is unlikely to be resolved by the informal process then the supervising tutor should consult with the Senior Tutor at the earliest possible moment with a view to triggering the Formal Disciplinary Process.

3.3.7 Where a student shows unwillingness to resolve the issue of academic underperformance through the Informal Remedial Process, the Formal Disciplinary Process set out at Section 4 below should be triggered at once. Failure to attend tutorials or other agreed meetings or to respond to communications (without good cause) will automatically be taken as a sign of such unwillingness; unwillingness may also be assumed where, for example, a student fails or refuses to commit to an agreed remedial course of action, or to admit that there is a problem, or to offer any reasons for his or her unsatisfactory academic performance.

3.3.8 Where a student's academic underperformance is particularly severe (for example, failure in the First Public Examination, or missing more than one tutorial in succession without adequate reason) the Formal Disciplinary Process will be triggered straight away.

4. Formal disciplinary process

4.1 Introduction

4.1.1 This section sets out the formal process that the College will follow in relation to academic discipline.

4.1.2 When, in this regulation, communication with a student in writing is required, the normal method is by email to the student's University email address and (for students in residence) by paper copy in the student's pigeonhole. An email will be regarded as having been delivered to the recipient at the time of sending.

4.2 Triggers for Formal Academic Disciplinary Procedure

The Formal Academic Disciplinary Process will be triggered in any of the following cases:

4.2.1 Where a student is failing to reach an appropriate level of academic attainment and this has not been resolved by the informal remedial process; or

4.2.2 Where a student shows unwillingness to resolve the issue of academic underperformance through the Informal Remedial Process; or

4.2.3 A student fails to attend two tutorials in succession without adequate reason or fails to produce the work required for two tutorials in succession without adequate reason; or

4.2.4 A student fails his or her First Public Examination or Part 1 of Finals. Students will be allowed one re-take of either of these examinations. All students who have failed the First Public Examination (or Part 1 of Finals) once who attempt a re-take, shall be put on report to Governing Body by the Senior Tutor. The Senior Tutor shall inform the student that they are on report (and the possible consequences of this) in writing as soon as possible after the First Public Examination or Part 1 results are known.

Students are not normally allowed a second re-take. If a student who has failed a re-take believes there are exceptional mitigating circumstances, he or she should submit a request to the Senior Tutor for the college to support an application for an additional attempt to the University Education Committee. Such a request would need to be received by the Senior Tutor by no later than 14 days after the date of the resit results being released and be supported by any relevant medical evidence. The Senior Tutor will then decide whether to forward the application to the University Education Committee in consultation with the student's supervising tutor(s). The student will then normally need to suspend for a year pending the outcome of his or her application to Education Committee and the next regular sitting of the exam(s) he or she needs to re-take. If the Education Committee turns down his or her application the student will not be permitted to resume his or her course.

4.2.5 A student who has failed to keep the statutory University residence requirement and has failed to provide the College with a satisfactory explanation for his or her absence may be disciplined as follows:

4.2.6 Where a student is persistently failing to communicate with the College, and has thus effectively ceased to act as a student, the Governing Body may impose any academic sanction under 4.3.5.12 below without any of the intervening steps;

4.2.7 Where the student concerned notifies the College that they wish to dispute the facts of the case or to present mitigating circumstances, an Academic Disciplinary Committee shall be set up and the procedure set out in 4.3.5 below shall be followed.

4.2.8 Plagiarism. For details on the University's regulations concerning plagiarism and AI please **click here**. The College rules also prohibit plagiarism of any kind and any such cheating, either for collections or for tutorials, will always be dealt with severely, and may even result in permanent expulsion. For further guidance on the use of AI in coursework please refer to your course handbook.

4.3 The Formal Academic Disciplinary Procedure

The successive steps in the Formal Academic Disciplinary Procedure are as follows:

4.3.1 Meeting. If a student is failing to reach an appropriate level of academic attainment, their Supervising Tutor shall notify the Senior Tutor. (Where the Supervising Tutor is also the Senior Tutor, the Vice-Principal shall stand in for the Senior Tutor.) The student will be called to a meeting with the Senior Tutor (or the Vice-Principal) at which the student will be given the opportunity of making the College aware of any mitigating or complicating circumstances. Any such factors that come to light will (with the student's permission) be noted on his or her file, and may affect the course of action to be taken. The Senior Tutor will explain to the student the steps that may be taken under 4.3.2 below, including what academic progress will be required. If the student fails, without good reason, to attend the meeting time notified to them with reasonable notice, then the procedure in 4.3.2 below may be followed without the meeting taking place.

4.3.2 Report. If the Supervising Tutor and the Senior Tutor agree, the student shall be placed on report for at least four weeks of full term. The student should be notified by their Supervising Tutor that they have been placed on report. This should be followed up in writing by the Senior Tutor. A note should be made in the student's College file to this effect. The note will include details of the academic progress required of the student. The Senior Tutor will notify the Governing Body meeting immediately following the placing of the student on report. The purpose of the period of report is to enable the student to make progress towards agreed study goals, which may include timely submission of essays, attendance at all tutorials and classes, achievement of specified marks in essays or collections or other reasonable academic goals.

4.3.4 Penal collection(s). If, in the opinion of the Supervising Tutor and the Senior Tutor, sufficient academic progress has not been made during the period of report referred to in paragraph 4.3.2 above, the student will be required to sit one or more penal collections. The form of, date for (which shall be as early as practicable), and standard to be attained in these penal collections shall be approved by the Senior Tutor on the advice of the Supervising Tutor, which advice shall be formulated after discussion with the student. The standard to be attained will normally be a grade of at least 60. The student shall be given at least three weeks' notice of the penal collections. The penal collections will ideally be marked by two assessors who shall be tutors who have not previously taught the student. If the assessors' marks for a collection differ, the average mark shall be taken as the mark for the collection. The Supervising Tutor or Senior Tutor will report the result of these collections to the student and to Governing Body. The student must obtain the required mark in each and every penal collection, or else he or she will be referred to an Academic Disciplinary Committee, constituted as set out in 4.3.5 below. Attainment of the required standard shall be followed by probation against failure to sustain it for the remainder of the student's time in College, breach of which shall entail recommencement of the Formal Academic Procedure.

4.3.5 Academic Disciplinary Committee. An Academic Disciplinary Committee ('ADC') is a committee of three senior members, at least two of whom (including the member appointed chair) must be teaching fellows holding a College or university post. It is set up by the Principal, who will also appoint the chair. The Senior Tutor or any tutor who has previously taught the student cannot be a member of the ADC. The ADC will proceed as follows:

4.3.5.1 The ADC will enquire into the circumstances of the case, and make a recommendation to Governing Body. To carry out this duty it will hold a hearing as soon as practicable after it has been constituted.

4.3.5.2 The student will be given 5 working days' notice in writing of the ADC hearing (although the hearing may go ahead earlier by agreement between the student and the Chair). Such notice will include information about the time and place of the hearing and the composition of the ADC;

4.3.5.3 The student shall be given, in advance of the hearing, a clear statement of the grounds for his or her being referred to the ADC and a copy of all documentation with which the ADC is provided;

4.3.5.4 The student shall be given the opportunity to bring forward evidence, material considerations and mitigating circumstances which may include, but need not be confined to, medical evidence. The deadline for any written submission is 3 working days ahead of the hearing.

4.3.5.5 The student shall be allowed to take advice in advance of the hearing;

4.3.5.6 The Senior Tutor, or other senior member of the College, shall be entitled to present written evidence at the hearing and to make representations relevant to the case;

4.3.5.7 The student shall be entitled to make representations to the ADC in person or by electronic link. They can be represented by any current member of the College, senior or junior (except the Senior Tutor or any tutor who has taught the student), or a representative of Oxford SU, or may ask the Principal to appoint a member of the Governing Body to represent them with notice of 3 working days. Any such representative may speak at the hearing on behalf of the student. The student shall also be allowed to make written submissions.

4.3.5.8 The hearing may proceed if the student fails to attend as notified, or to make a submission.

4.3.5.9 The Senior Tutor and/or the Supervising Tutor shall be allowed to produce written evidence, call witnesses and make submissions to the ADC;

4.3.5.10 The hearing shall be conducted in a fair way in accordance with the principles of natural justice. The Chair of the ADC shall decide the procedure to be followed, in the light of these principles.

4.3.5.11 It shall be the duty of the ADC to establish all relevant facts, to take account of all evidence brought and submissions made by the student and/or the student's representative, and to decide what sanction to recommend, bearing in mind the interests of the College and of the student. The Committee may ask the Senior Tutor to propose a sanction.

4.3.5.12 Having considered the matter, the ADC will agree its decision by vote: the Chair's vote will be the casting vote in the event of a tied vote. The ADC may recommend any sanction it thinks fit, including that the student be permanently withdrawn from a course or suspended, or be allowed to remain in residence on such terms as the ADC shall decide. In the case of suspension the student will normally be required to obtain a mark of at least 60 in appropriate collections before being allowed to resume membership of the College and/or University. The ADC shall consult the academic administrator on the practicality of the proposed sanction before deciding on their determination.

4.3.5.13 The student shall be informed in writing of the ADC's decision, within 3 working days. The student may appeal this decision under the College Appeals Procedure set out in Section G. Pending any appeal, any decision by the ADC shall be binding.

4.3.5.14 If the decision of the ADC or (if an appeal has taken place (see Section 4.4. below)) the College Appeals Committee, is that the student is to be permanently withdrawn from the College, the decision, together with a report of the hearing, shall be brought before the next Governing Body meeting. A decision that the student be permanently withdrawn from the course requires, as a final stage, confirmation by the Governing Body. The student will be given 5 working days' notice of the date of the meeting of the Governing Body and may before that date submit in writing a plea in mitigation of the sanction.

4.3.5.15 The decision of the Governing Body shall be communicated to the student within 3 working days. Details of any external appeal mechanisms available to the student are in Section G.

4.3.5.14 In cases where a student is required to withdraw permanently from his or her course because of University Regulations, this shall be reported to Governing Body by the Senior Tutor.

4.3.6 Students who find themselves subject to these formal procedures, especially once they reach stage 4.3.5 above, may wish to seek advice and support from the officers of the Junior Common Room or from the Oxford SU Advice Service (https://www.oxfordsu.org/).

4.3.7 When Formal Academic Disciplinary Process ceases. A student will cease to be subject to the Formal Academic Disciplinary Process set out in this section in any of the following cases:

4.3.7.1. If while the student is on report (stages 4.3.2 and 4.3.3 above) he or she exhibits an improvement in academic performance which in the opinion or his or her Supervising tutor and of the Senior Tutor justifies taking the student off report; or

4.3.7.2. If the performance of the student in the penal collections (stage 4.3.4 above) indicates an improvement in academic performance which in the opinion or his or her Supervising tutor and of the Senior Tutor justifies taking the student off report; or

4.3.7.3 If the College's decision as a result of the procedure set out in 4.3.5 above has the effect of removing the student from report, either because the student has been permanently withdrawn from the course, or because it has been decided that no further sanction is required.

4.4 Appeal from a decision of an Academic Disciplinary Committee

Any student who is the subject of a decision by an ADC may appeal against that decision under the College Appeals Procedure set out in Section G.

5. Suspension policy and Procedures Relating to Maternity and Paternity Leave

5.1 Introduction

5.1.1 The following sets out the general principles and process the College uses to make suitable provision for those cases in which a student reading for a degree is in medical or other difficulties, or would like to take maternity or paternity leave, and are required to take a temporary break in their studies ('suspend'), such that they will not be able to complete their course according to the originally expected schedule, or where a student is required to interrupt their studies under the action of the Fitness to Study Policy (see Section 7 below), the Academic Disciplinary Procedure (see Section 4 above), or the Disciplinary Procedure (Section D). Thus, 'suspension' covers situations where an interruption in studies is imposed on the student.

5.1.2 Students are admitted to take degrees within a fixed period of time (usually three or four years for an undergraduate degree) and are expected to complete the course within that period without interruption. Situations may arise where some form of suspension is necessary or required in the interests of the student's welfare. Sometimes the nature of the situation may be such that 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 successfully to participate in the relevant course.

5.1.3 Situations where a student requests to take a period away from their studies at their own instigation ('suspension') are covered by the Suspension Policy and Procedures (Section 6).

5.2 Support for Students, Deadlines and Communication

5.2.1 Students whose situations are or may be covered by this Suspension Policy will be encouraged in the first instance to consult the relevant sources of support available to them in the College and the University. In the College these include their Subject Tutor, the Senior Tutor/Tutor for Graduates, the College Medical Practice, the Welfare Lead, Junior Deans and MCR/JCR Welfare Officers. Further information is available in the College's Student Handbook and on the University's website.

5.2.2 In order that cases are dealt with as quickly as possible so that delay does not aggravate any difficulties with academic progress, this Suspension Policy includes various deadlines with which the College and the student must make every reasonable effort to comply. The normal method of any written communication to the student will be by email to the student's personal ox.ac.uk email address (or to the email address supplied by the student to the College for such purposes) as well as via the pigeonhole of the student (for students in residence only). An email will be regarded as having been delivered to the recipient at the time of sending.

5.3 General Principles

5.3.1 Definition of Suspension

Subject to 5.3.2 below, any imposed interruption of full-time studies, including when imposed by the College under disciplinary procedures, is a suspension for the purposes of this Policy. 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.

5.3.2 Grounds for Suspension

The College may require a student's suspension for the following reasons:

5.3.2.1 Where a student is required to suspend their studies as a result of action of the Fitness to Study Policy (see Section 7 below).

5.3.2.2 Where a student is required to suspend their studies as a result of action under the Academic Disciplinary Procedure (see Section 4 above) or the Disciplinary Procedure (Section D).

5.3.2.3 Where a student withdraws from a University exam with the intention of taking it at a later date they will be deemed to be suspending their studies unless suspension has been agreed on medical, compassionate or fitness to study grounds and will accordingly be required to meet any conditions for return set out in 5.6 below before being allowed to return for the purposes of preparing for the exams.

5.3.2.4 Plagiarism (see 4.2.8 above).

5.4 Process leading to Suspension

The process leading to imposition of suspension for each case is set out under the respective Policy and Procedures; see the Fitness to Study Policy (Section 7 below), the Academic Disciplinary Procedure (Section 4 above), or the Disciplinary Procedure (Section D).

5.5 Use of College facilities during Suspension

5.5.1 A suspended student is not expected to be in College or to use College or University facilities, and needs permission from the Senior Tutor/Tutor for Graduates to visit or use facilities other than email or online resources.

5.5.2 Suspended students who are resident in College will be required to vacate their accommodation immediately.

5.5.3 A suspended student may be given permission to visit College occasionally to consult with Supervising or Subject Tutors/College Advisers or other College Officers.

5.5.4 Unless directed otherwise as a condition of suspension, the College will normally continue to authorise the student's University Card so that the student's email account continues to function and the student is able to access online resources.

5.5.5 Students who suspend study once having started their Final Honour School exams or just before will be considered to be suspended until the end of Week 4 of Trinity Term the following academic year and will be responsible for making their own arrangements for accommodation.

5.5.6 Whilst suspended students should focus on their recovery, in the run up to resuming study they may contact their tutors to form an academic plan of return and contact the Welfare Advisor to discuss reintegration to College life.

5.6 Conditions for return into residence after a period of Suspension

The College will set conditions to be met before a student who suspends may return to study. The conditions may be medical criteria, or other as appropriate, but in all cases the criteria should be clearly set out at the time when suspension commences and communicated in writing to the student and be in accordance with the appropriate policy which has resulted in suspension.

5.6.1 Medical conditions for return

5.6.1.1 In cases in which suspension is required on medical (fitness to study) grounds the College will require certification of fitness to study as a condition of return.

5.6.1.2 A student who has been required to suspend on medical (fitness to study) grounds should keep the Academic Administrator up to date with their medical progress, and they should contact the Academic Administrator three months before they are due to return to study to confirm that this is still their intention. It is the responsibility of the suspended student to organise and submit a letter from the College Doctor (and their consultant if appropriate) at least a month before returning to study.

5.6.1.3 A suspended student who believes that they cannot reasonably be expected to consult the College Doctor 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/Tutor for Graduates in writing, no later than three weeks before the first day 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 at the discretion of the Senior Tutor/Tutor for Graduates, to be exercised on reasonable grounds. Both the decision of the Senior Tutor/Tutor for Graduates and the grounds for a decision 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 grounds for refusing the request are reasonable, the appeal procedure under Section G applies.

5.6.1.4 A student required to suspend on medical grounds who believes that the original period of suspension was insufficient to enable them to return to College may request an extension and provide medical opinion from the College Doctor that an extension is likely to enable the student successfully to return. In such a case, if the College believes the grounds for requesting an extension of the period of suspension are justified, the College cannot approve an extension but can only refer the request to the University in accordance with University procedures for a request for extension of time to complete studies.

5.6.2 Academic conditions for return

5.6.2.1 The College may set academic conditions to be achieved in order for a student who is suspended to return to College where academic discipline has been a concern. Suspension is a temporary interruption of the student's course, and both the College and the student must be confident that the student is able to return to full time study and to progress at an appropriate academic level.

5.6.2.2 Undergraduate students required to suspend on the grounds of academic discipline will be required to sit a collection (or collections) on the material covered in their last term or two terms of study and to achieve a mark agreed by their Supervising Tutor and the Senior Tutor, which will usually be a mark of 60% in all papers. The student is responsible for contacting the Academic

Administrator to arrange the sitting of the collection(s). The collection(s) must be sat at least six weeks before their return to study.

Please note that no conditions of return apply for those who have suspended on the grounds of maternity, paternity or adoption leave.

5.6.3 Failure to meet conditions for return

5.6.3.1 If the student fails to meet any conditions for their return, then (subject to the outcome of any appeal they may launch under 5.7 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 College. Pending any appeal, the student remains a member of the College but is to be allowed back into residence only at the discretion of the Principal.

5.6.3.2 In the event of a failed appeal, the student's membership is regarded as having ceased at the time at which they failed to meet the condition for return, not at the time of determination of the appeal. Subject to the exception in 5.6.1.4 above, the College does not allow for repeated attempts at meeting any conditions for return.

5.6.3.3 Where the Senior Tutor/Tutor for Graduates, after consulting with the student's Subject Tutor/College Adviser, judges that the student has failed to meet any condition for their return, or the student 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/Tutor for Graduates on behalf of the College, within 5 working days of the failure having come to the attention of the Senior Tutor/Tutor for Graduates.

5.6.3.4 In the case of dispute about whether any condition for return has been met by the student, the appeal procedure under 5.7 below applies.

5.6.4 Further conditions to be met after return.

5.6.4.1 In cases where the College Doctor has certified a student fit to study after a period of suspension, but has indicated that the student's fitness to study should be kept under review, the Senior Tutor/Tutor for Graduates shall ensure that such review take place at regular intervals.

5.6.4.2 Should that review indicate that a student who has returned from a period of suspension is once again unfit to study, the Fitness to Study Panel may if it deems it appropriate, terminate the student's membership of the College.

5.6.4.3 In the event that the College Doctor certifies that a student should only be allowed to return into residence following a period of suspension if they satisfy certain conditions relating to medical supervision or treatment, and the student then fails to meet these conditions, the Fitness to Study Panel may, if it deems it appropriate, terminate the student's membership of the College. Pending any appeal under 5.7 below the student remains a member of the College.

5.6.5 Content of communication from the College Doctor

5.6.5.1 **Doctor's opinion.** Where the College Doctors provide the Senior Tutor/Tutor for Graduates with an opinion for the purposes of this Policy, that opinion shall 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 student's fitness to return to study.

5.6.5.2 **Certificate of fitness to study**. Where the College Doctors provide the Senior Tutor/Tutor for Graduates with a certificate of fitness to study for the purpose of this Policy, 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 their 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;

(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 5.6.4 above, after their return to College.

5.6.6 Doctor-patient confidentiality

5.6.6.1 In cases in which the College Doctors are to communicate any matter (whether an opinion or a certification) directly to the Senior Tutor/Tutor for Graduates, the student may be required to grant to the College Doctors a limited waiver of doctor-patient confidentiality for that purpose.

5.6.6.2 The Senior Tutor/Tutor for Graduates 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 5.6.4 above or for the purpose of 5.7.3.2 below, and when such further communication is required a similar obligation to preserve confidentiality will be attached to the communication.

5.6.6.3 Should the student fail to grant a waiver of confidentiality to the College Doctors, the College may continue this procedure based on any information already in its possession. In exceptional and rare cases of grave emergency or severe incapacitation, the College Doctors may exercise their right to follow their normal professional practice in communicating to the Senior Tutor/Tutor for Graduates without first obtaining from the student a waiver of doctor-patient confidentiality. In such cases the Senior Tutor/Tutor for Graduates undertakes to preserve the confidentiality of any matter communicated exactly as if it were under a waiver of confidentiality.

5.7 Appeals

5.7.1 Appeals against imposition of suspension If a student is unhappy with a decision to impose a period of suspension under the Fitness to Study Procedures, Academic Discipline Procedure, Student Disciplinary Procedure or Complaints Procedure the student may appeal the decision in accordance with the College Appeals Procedure set out in Section G.

5.7.2 Appeals against the conditions for return

5.7.2.1 Any student who has a suspension imposed upon them may appeal against the imposition of any condition for return on the ground that the condition is not appropriate to their case.

5.7.2.2 The student exercises the right of appeal under this provision by giving notice of appeal in writing, and giving reasons for an appeal, to the Senior Tutor/Tutor for Graduates within 7 days of the student's being informed under 5.6 above of the decision to require them to suspend and of the imposition of conditions for return.

5.7.2.3 The Senior Tutor/Tutor for Graduates may decide:

(a) to dismiss the appeal against the imposition of condition(s) as being without basis or vexatious; or

(b) to request the Principal to convene the Appeal Committee in accordance with the College's Appeals Procedure set out in Section G (details of any external appeal mechanisms which may be available to the student are also in Section G); or

(c) to refer the College's decision to the University Fitness to Study Panel.

5.7.2.4 The student may appeal a decision to dismiss the appeal (under 5.7.2.3 (a)) to CCAT and/or the OIA (details are in section G).

5.7.3 Appeals upon failure to satisfy conditions for return

5.7.3.1 Any student who has a suspension imposed upon them may appeal against the coming into effect of the consequences of their failure to meet any condition for their return, or any condition to be met after return, but only on one or more of the following grounds:

(a) that the Senior Tutor/Tutor for Graduates unreasonably refused to allow the student a second or belated attempt, under 5.6.1.3 above, to satisfy a fitness to study condition;

(b) that the Senior Tutor/Tutor for Graduates was mistaken in their judgement under 5.6.3.3 above that the student failed to meet one or more of the academic conditions; or

(c) that any medical evidence on which the College based their decision is disputed.

5.7.3.2 In an appeal on the ground of (c) above, the final decision, against which an appeal may not be made, shall be taken by a doctor of the College Medical Practice who was not involved in the original consultations or submissions of evidence. The student may be required to visit the doctor if an appeal on this ground is launched.

5.7.3.3 The student exercises the right of appeal under this provision by giving notice of appeal in writing to the Senior Tutor/Tutor for Graduates within 7 days of the student's being informed under 5.6.3.3 above that they have failed to meet the conditions required for their return to College.

5.7.3.4 in relation to an appeal on grounds (a) or (b) of 5.7.3.1, the Senior Tutor/Tutor for Graduates may decide:

(a) to dismiss the appeal against the imposition of condition(s) as being without basis or vexatious; or

(b) to request the Principal to convene the Appeal Committee in accordance with the College's Appeals Procedure set out in Section G.

(c) Details of any external appeal mechanisms available to the student from the decision to dismiss the appeal in (a) or the decision of the Appeal Committee are also in Section G.

6. Suspension Policy and Procedures

6.1 Introduction

6.1.1 The following sets out the general principles and process the College uses when a student at their own request wishes to take a year away from their studies ('suspend'). A student must have the permission of the College to suspend.

6.1.2 A temporary interruption in a student's studies ('suspension') may be required and so be imposed on the student by the College or University under the action of the Fitness to Study Policy (see Section 7 below), the Academic Disciplinary Procedure (see Section 4 above), or the Disciplinary Procedure (Section D). These situations are covered by the Suspension Policy and Procedures (Section 5 above).

6.2 Support for Students, Deadlines and Communication

6.2.1 Students who wish to suspend will be encouraged in the first instance to consult the relevant sources of support available to them in the College and the University. In the College these include their Subject Tutor, the Senior Tutor/Tutor for Graduates, the College Medical Practice, the Welfare Lead, Junior Deans and MCR/JCR Welfare Officers.

6.2.2 In order that cases are dealt with as quickly as possible so that delay does not aggravate any difficulties with academic progress, this Suspension Policy includes various deadlines with which the College and the student must make every reasonable effort to comply. The normal method of any written communication to the student will be by email to the student's personal ox.ac.uk email address (or to the email address supplied by the student to the College for such purposes) as well as via the pigeonhole of the student (for students in residence only). An email will be regarded as having been delivered to the recipient at the time of sending.

6.3 General Principles

6.3.1 Definition of Suspension

An interruption of full-time studies for up to three academic terms is a suspension for the purposes of this Policy.

6.3.2 Grounds for Suspension

6.3.2.1 The College will permit a student's suspension where the Senior Tutor/Tutor for Graduates is satisfied that:

(a) a suspension is necessary on serious medical or compassionate grounds or on grounds that the Senior Tutor considers to be exceptional; and

(b) the circumstances are such that it is expected that the student will be able to resume their studies at the end of the period of suspension at the same point as when they suspended.

6.3.2.2 A period of suspension to cover maternity leave should be arranged in consultation with the Senior Tutor/Tutor for Graduates. Paternity or parental leave the birth or adoption of a child should also be arranged in consultation with the Senior Tutor/Tutor for Graduates.

6.3.2.3 For the avoidance of doubt, students are not able to suspend without the Senior Tutor/Tutor for Graduates being satisfied that the suspension is necessary and supported by appropriate cause. As a general rule, the College discourage students from suspending, as experience suggests that the students usually achieve worse results after a year away from full-time study, or worse, do not return at all.

6.3.2.4 Suspension is not allowed on academic grounds (for example, for students who are struggling with their course and have fallen behind in their work) unless a student can prove genuinely exceptional circumstances.

6.3.2.4 In the case of graduate students, the College will normally be guided by the decision of the relevant department or faculty.

6.4 Period of Suspension

6.4.1 Undergraduate students A suspension is normally for three academic terms so that the student returns to their study at the same point as when they suspended. The following are the only exceptions:

6.4.1.1 If the Senior Tutor, having taken into account the views of the student's Supervising Tutor and the College Doctor or other circumstances, judges that the circumstances warrant it, a student who applies for suspension before the start of Hilary full term of their 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;

6.4.1.2 If the Senior Tutor, having taken into account the views of the student's Supervising Tutor and the College Doctor or other circumstances, judges that the circumstances warrant it, a student who applies for suspension in his or her final term of study may be permitted to return at the beginning of Trinity term of the following academic year;

6.4.1.3 If the Senior Tutor, having taken into account the views of the student's Supervising Tutor and the College Doctor or other circumstances, judges that the circumstances warrant it, a student who has already missed a substantial amount of work during a period in which they were not suspended may be granted an suspension of less than one year so as to allow resumption of work at the point at which, effectively, it was abandoned.

6.4.1.4 No student may be granted a period of suspension for longer than 3 academic years

6.4.2 Graduate students In addition to taking account of the views of the student's College Advisor and the College Doctor or other circumstances, the Tutor for Graduates will also seek guidance from the student's department or faculty as to an appropriate period of suspension.

6.5 Application for suspension

6.5.1 The Application process

6.5.1.1 An application for suspension should be made to the Senior Tutor/Tutor for Graduates in writing by the student stating their reasons and the date from which they wish their suspension to start.

6.5.1.2 Except where the opinion of the College Doctor has been (or will shortly be) sought by the student or has been (or will shortly) be communicated direct by the College Doctor to the Senior Tutor/Tutor for Graduates, evidence supporting the proposed suspension should be included with an application.

6.5.1.3 In the event that the Senior Tutor/Tutor for Graduates doubts the adequacy of the evidence supplied, they may require additional evidence to be supplied and/or require the student to obtain the opinion of the College Doctor. This evidence is to be communicated directly to the Senior Tutor/Tutor for Graduates.

6.5.2 Consideration of application

An application for suspension made under 6.5.1 will be considered by the Senior Tutor/Tutor for Graduates who will arrive at a recommendation after consulting with the student's Supervising Tutor/College Adviser and, if appropriate, with the College Medical Practice. In the case of an application by a graduate student, the Tutor for Graduates will also consult the student's department or faculty.

6.6 Use of College facilities during suspension

6.6.1 A suspended student is not expected to be in College or to use College or University facilities, and needs permission from the Senior Tutor/Tutor for Graduates to visit or use facilities other than email or online resources.

6.6.2 Suspending students who are resident in College will be required to vacate their accommodation immediately.

6.6.3 A suspended student may be given permission to visit College occasionally to consult with Supervising Tutors/College Advisers or other College Officers.

6.6.4 Unless directed otherwise as a condition of suspension, the College will normally continue to authorise the student's University Card so that the student's email account continues to function and the student is able to access online resources.

6.7 Conditions for return into residence after a period of Suspension

The College will set conditions to be met before a student who suspends may return to study. The conditions may be medical criteria, or other as appropriate, but in all cases the criteria should be clearly set out at the time when suspension commences and communicated in writing to the student.

6.7.1 Medical conditions for return

6.7.1.1 In cases in which suspension has been granted on medical grounds the College will require certification of fitness to study as a condition of return.

6.7.1.2 The suspending student should keep the Academic Administrator up to date with their medical progress, and they should contact the Academic Administrator three months before they are due to return to study to confirm that this is still their intention. It is the responsibility of the suspending student to organise and submit a letter from the College Doctor (and their consultant if appropriate) at least a month before returning to study.

6.7.1.3 A suspended student who believes that they cannot reasonably be expected to consult the College Doctor 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/Tutor for Graduates in writing, no later than three weeks before the first day 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 at the discretion of the Senior Tutor/Tutor for Graduates, to be exercised on reasonable grounds. Both the decision of the Senior Tutor/Tutor for Graduates and the grounds for a decision 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 grounds for refusing the request are reasonable, the appeal procedure under 6.8 below applies.

6.7.1.4 A student who has suspended on medical grounds and who believes that the original period of suspension was insufficient to enable them to return to College may request an extension and provide medical opinion from the College Doctor that an extension is likely to enable the student successfully to return. In such a case, if the College believes the grounds for requesting an extension of the period of suspension are justified, the College cannot approve an extension but can only refer the request to the University in accordance with University procedures for a request for extension of time to complete studies.

6.7.2 Academic conditions for return

6.7.2.1 To assist the student to prepare for resumption of their studies after a period of suspension, the College may set academic conditions to be achieved in order for a student to return to College. These would be optional unless academic discipline was a factor in the suspension. It is the responsibility of the student to demonstrate that on their return they will be able to resume their studies and progress in their course at an appropriate academic level. Satisfaction of academic conditions provides evidence to assist the Senior Tutor/Tutor for Graduates in their assessment of the student's fitness to return to College to resume their course.

6.7.2.2 Where Undergraduate students who suspend are required to sit a collection (or collections) on the material covered in their last term or two terms. The student is responsible for contacting their Academic Administrator to arrange the sitting of the collection(s). The collection(s) must be sat at least six weeks before their return to study.

6.7.3 Failure to meet conditions for return

6.7.3.1 If the student fails to meet any conditions for return, then (subject to the outcome of any appeal they may launch under 6.8 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 College. Pending any appeal, the student remains a member of the College but is to be allowed back into residence only at the discretion of the Principal.

6.7.3.2 In the event of a failed appeal, the student's membership is regarded as having ceased at the time at which they failed to meet the condition for return, not at the time of determination of the appeal. Subject to the exception in 6.7.1.4 above, the College does not allow for repeated attempts at meeting any conditions for return.

6.7.3.3 Where the Senior Tutor/Tutor for Graduates, after consulting with the student's Supervising Tutor/College Adviser, judges that the student has failed to meet any condition for their return, or the student 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/Tutor for Graduates on behalf of the College, within 3 working days of the failure having come to the attention of the Senior Tutor/Tutor for Graduates.

6.7.3.4 In the case of dispute about whether any condition for return has been met by the student, the appeal procedure under 6.8 below applies.

6.7.4 Further conditions to be met after return

In cases where the College Doctor has certified a student fit to study after a period of suspension, but has indicated that the student's fitness to study should be kept under review, the Senior Tutor/Tutor for Graduates shall ensure that such review take place at regular intervals.

6.7.5 Content of communication from the College Doctor

6.7.5.1 **Doctor's opinion.** Where the College Doctors provide the Senior Tutor/Tutor for Graduates with an opinion for the purposes of this suspension procedure, that opinion shall 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.

6.7.5.2 **Certificate of fitness to study**. Where the College Doctors provide the Senior Tutor/Tutor for Graduates with a certificate of fitness to study for the purpose of this suspension procedure, the certificate shall state:

1. 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 their studies at the date of certification;
2. 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;
3. where the student is not certified fit to study, the main medical explanation or explanations for that being the case;
4. 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 6.7.4 above, after their return to College.

6.7.6 Doctor-patient confidentiality

6.7.6.1 In cases in which the College Doctors are to communicate any matter (whether an opinion or a certification) directly to the Senior Tutor/Tutor for Graduates, the student may be required to grant to the College Doctors a limited waiver of doctor-patient confidentiality for that purpose.

6.7.6.2 The Senior Tutor/Tutor for Graduates 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 6.7.5 above or for the purpose of 6.8.3.2 below, and when such further communication is required a similar obligation to preserve confidentiality will be attached to the communication.

6.7.6.3 Should the student fail to grant a waiver of confidentiality to the College Doctors, the College may continue this procedure based on any information already in its possession. In exceptional and rare cases of grave emergency or severe incapacitation, the College Doctors may exercise their right to follow their normal professional practice in communicating to the Senior Tutor/Tutor for Graduates without first obtaining from the student a waiver of doctor-patient confidentiality. In such cases the Senior Tutor/Tutor for Graduates undertakes to preserve the confidentiality of any matter communicated exactly as if it were under a waiver of confidentiality.

6.8 Appeals

6.8.1 Appeals against refusal of Suspension

Suspension instigated by the student is a special concession granted out of compassion or for medical reasons and is not a right of a student. 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 College might reasonably be expected to reach a different determination. The College may, however, decline to accept, and hence consider, a re-application which the Senior Tutor/Tutor for Graduates judges to be in substance a mere repetition of a recently refused application. If a student is unhappy with the decision of the Senior Tutor/Tutor for Graduates in relation to a request for suspension the student may appeal in accordance with the College Appeals Procedure set out in Section G.

6.8.2 Appeals against the conditions for return

6.8.2.1 Any student granted suspension may appeal against the imposition of any condition for return on the ground that the condition is not appropriate to their case.

6.8.2.2 The student exercises the right of appeal under this provision by giving notice of appeal in writing, and giving reasons for an appeal, to the Senior Tutor/Tutor for Graduates within 7 days of the student's being informed under 6.7 above of the decision to allow their request for suspension and of the imposition of conditions as to return.

6.8.2.3 The Senior Tutor/Tutor for Graduates may decide:

to dismiss the appeal against the imposition of condition(s) as being without basis or vexatious; or

1. to request the Principal to convene the Appeal Committee in accordance with the College's Appeals Procedure set out in Section G.
2. Details of any external appeal mechanisms which may be available to the student from the decision to dismiss the appeal under (a) or the decision of the Appeal Committee are also in Section G.

6.8.3 Appeals upon failure to satisfy conditions for return

6.8.3.1 Any student granted a suspension may appeal against the coming into effect of the consequences of their failure to meet any condition for their return, or any condition to be met after return, but only on one or more of the following grounds:

(a) that the Senior Tutor/Tutor for Graduates unreasonably refused to allow the student a second or belated attempt to obtain certification of fitness to study under 6.7.1.3 above; or

(b) that the Senior Tutor/Tutor for Graduates was mistaken in their judgement under 6.7.3.3 above that the student failed to meet one or more of the academic conditions; or

(c) that any medical evidence on which the College based their decision is disputed.

6.8.3.2 In an appeal on the ground of (c) above, the final decision, against which an appeal may not be made, shall be taken by a doctor of the College Medical Practice who was not involved in the

original consultations or submissions of evidence. The student may be required to visit the doctor if an appeal on this ground is launched.

6.8.3.3 The student exercises the right of appeal under this provision by giving notice of appeal in writing to the Senior Tutor/Tutor for Graduates within 7 days of the student's being informed under 6.7.3.3 above that they have failed to meet the conditions required for their return to College.

6.8.3.4 The Senior Tutor/Tutor for Graduates may decide:

1. to dismiss the appeal against the decision that the condition(s) for return have not been met as being without basis or vexatious; or
2. to request the Principal to convene the Appeal Committee in accordance with the College's Appeals Procedure set out in Section G.
3. Details of any external appeal mechanisms which may be available to the student from the decision to dismiss the appeal under (a) or the decision of the Appeal Committee are also in Section G.

7. Fitness to Study Policy and Procedures

7.1 Introduction

The following procedure will be followed when there are concerns about the fitness to study of a student, either undergraduate or graduate, on account of medical, psychological or emotional problems. Whilst the focus of this procedure is the fitness of the student to study, its ambit is of necessity wider as a student's lack of fitness may have a serious impact upon the welfare or ability to study of other members of the College community. When making decisions the College will take account of the welfare of the student in the context of the demanding academic requirements of Oxford degree courses. For undergraduates, the Senior Tutor will normally act as the College lead on fitness to study matters, while for postgraduate students, the Tutor for Graduates will normally do so. In the case of graduate students, fitness to study has aspects which may require both College and Department involvement, depending on the precise situation. This Fitness to Study Policy should be read together with the College's other policies and regulations, particularly those regarding Academic Discipline (Sections 3 and 4 above), Suspension (Section 6 above) and Academic Standards (Section 1 above).

7.2 Definition of Fitness to Study

For the purposes of this Procedure, 'Fitness to Study' is as defined in the University's Statute XIII (Statute XIII: Student Members: Other Provisions | Governance and Planning (ox.ac.uk)), Part B. It means an undergraduate or graduate student's fitness:

(a) to commence a distinct course of academic study; or

(b) to continue with their current course of academic study; or

(c) to return to their current or another course of academic study; or

his or her ability to meet:

(d) the reasonable academic requirements of the course or programme; and/or

(e) the reasonable social and behavioural requirements of a student member (whether resident in College or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or University or College staff (not withstanding adjustments required by law).

7.3 Circumstances under which a student's Fitness to Study may be brought into question

These include (but are not restricted to) the following:

7.3.1 The student informs the College of their own concerns.

7.3.2 Serious concerns about the student emerge from a third party (for example, a medical professional, a tutor, a member of the College staff, a member of a University Department, friend, etc.) which indicate that there is a need to address the student's fitness to study.

7.3.3 The student has told a member of the College that they have a problem and/or provided information which indicates that there is a need to address their fitness to study.

7.3.4 The student's disposition is such that it indicates that there may be a need to address an underlying mental health problem, for example if they have demonstrated moods swings, shown signs of depression, or become withdrawn.

7.3.5 The student exhibits behaviour that would otherwise be dealt with as a disciplinary matter, but is considered to be possibly the result of an underlying physical or mental health problem.

7.3.6 The student's academic performance or behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health problem. (Academic Disciplinary Procedures (Sections 3 and 4 above) apply when there are no underlying physical or mental health problems).

7.4 Support for Students

7.4.1 Students whose situations are or may be covered by this Fitness to Study Policy will be encouraged in the first instance to consult the relevant sources of support available to them in the College and the University. In the College these include their Subject Tutor, the Senior Tutor/Tutor for Graduates, the College Medical Practice, the Welfare Lead, Junior Deans and MCR/JCR Welfare Officers.

7.5 The Fitness to Study Procedure: Introduction

The Fitness to Study Procedure detailed below has three stages:

Stage 1 (7.6 below): emerging or initial concerns are identified;

Stage 2 (7.7 below): continuing or initial serious concerns about an individual student's health, safety or mental wellbeing are raised;

Stage 3 (7.8 below): persistent or significant concerns are raised about a student's health, safety or mental wellbeing that pose a risk:

(a) to the student's academic progress, *and/or*

(b) of disruption to College life, *and/or*

(c) of an unacceptable adverse effect upon other student(s).

Depending upon the perceived severity of the situation and seriousness of any perceived risks, action may be initiated at any of the three stages.

7.6 Informal action by the College: Stage 1

7.6.1 If early intervention in terms of support and guidance as outlined in 7.4 above is unsuccessful, then normally the Supervising Tutor or Senior Tutor/Tutor for Graduates will attempt to resolve the matter by informal discussions with the student. If the Fitness to Study issue is related to academic or behavioural deficiency as in 7.2(d) or 7.2(e) above, the student will be made aware of the precise deficiency and/or the circumstances that has caused concerns to be raised.

7.6.2 A student in this situation will be given the opportunity to explain their own views on the matter, and will be encouraged to use one or more of the support services offered by the University. It may be necessary to obtain independent corroboration as to whether the support offered bas been taken up, and the student will be responsible for providing this.

7.6.3 It is hoped that in most cases issues can be resolved at this stage. A review period may be determined by agreement between the Supervising Tutor/College Advisor or Senior Tutor/Tutor for Graduates and the student. At the end of the period a meeting will be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted and no further action will be taken. If, however, the concerns have not been addressed satisfactorily, either a further review period will be agreed, or the case will be moved to the next Stage of the Procedure.

7.6.4 A record will be made of the informal discussions, advice and any undertakings made by the College or the student, and a note retained on the student's personal file. Copies of all documents will be made available to the student, and a letter setting out what has been agreed will be given to the student.

7.6.5 If the student is unable to unwilling to cooperate with this process or to modify their behaviour, then more formal action under Stage 2 of this Procedure may be considered appropriate.

7.7 Case Review Group: Stage 2

7.7.1 If the Senior Tutor/Tutor for Graduates considers that the action taken under Stage 1 has not been successful, or that the case is too serious to be dealt with informally, they may invoke Stage 2 of the Procedure.

7.7.2 The Senior Tutor/Tutor for Graduates will convene a Case Review Group to meet with the student as soon as practicable. This Group will include the student's Supervising Tutor/College Advisor and the Senior Tutor/Tutor for Graduates, and may include as appropriate the Academic Administrator, the Dean and a member of the College Welfare Support Team. The College may ask one or more expert advisers to join the Case Review Group. At the meeting the student may be accompanied by a friend or other adviser. A support worker may also accompany a disabled student.

7.7.3 The student and the Senior Tutor/Tutor for Graduates should inform each other of those attending the meeting at least 24 hours in advance of the meeting. The Academic Administrator will be the point of contact with the student and will ensure that the Senior Tutor/Tutor for Graduates is kept informed of all communications. Communication with the student will be in writing, normally by email to the student's personal ox.ac.uk email address (or an email address supplied by the student for such purposes), as well as via the pigeonhole of the student. An email will be regarded as having been delivered to the recipient at the time of sending.

7.7.4 Before the meeting, a medical assessment may be sought from the College Medical Practice, and the student will be encouraged to consent to this. The medical assessment may be used to determine the following matters:

1. the nature and extent of any medical condition from which the student may be suffering;
2. the student's prognosis;
3. the extent to which it may affect their fitness to student and manage the demands of student life;
4. any impact it may have or risk it may pose to others;
5. whether any additional steps should be taken by the College, in light of the medical condition, to enable the student to study more effectively;
6. whether the student will be receiving any ongoing medical treatment or support.

7.7.5 The student will be asked to authorise full disclosure to the College of the results of any medical examination. Such information disclosed will constitute 'sensitive data' for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. If the student refuses to undergo a medical examination, or disclose results, the College may continue this Procedure based on any information already in its possession.

7.7.6 The student will be given at least 5 working days days' notice of the convening of the Case Review Group meeting and will be informed of the purpose of the meeting. This period may be shortened in case of emergency on the advice of the Senior Tutor/Tutor for Graduates. The student will be provided with any documents that will be considered by the Group, and asked to provide any documentation for the Group to consider at least 3 working days in advance of the meeting.

7.7.7 The purpose of the meeting will be to ensure that:

7.7.7.1 the student is made fully aware of the nature of the concerns that have been raised;

7.7.7.2 the student's views are heard and taken into account;

7.7.7.3 the best way to proceed is agreed upon;

7.7.7.4 the student is fully aware of the possible outcomes if difficulties remain.

7.7.8 The Case Review Group may decide:

7.7.8.1 that no further action is required; or

7.7.8.2 formally to monitor the student's progress for a specified period of time. In this case an action plan will be agreed with the student, outlining any steps that the student will need to take, and/or any support to be provided to the student. Regular review meetings with the student will need to be arranged with a nominated member of the College staff to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided. The student will be informed that the consequences of any breaches of the action plan will normally involve fitness to study being considered at Stage 3 of this Procedure; or

7.7.8.3 to recommend that special academic arrangements or support are put in place. Such recommendations should be agreed between the student and the College and also, in the case of a graduate student, with his or her department as may be deemed appropriate. The student will be informed that unless these arrangements remedy the concerns to the College's satisfaction, the case may be considered at Stage 3 of this Procedure; or

7.7.8.4 with the consent of the student, to agree that the student's studies be suspended for a period of time, subject to application to the relevant University authority as appropriate; or

7.7.8.5 to refer the case to the Principal to be considered under Stage 3 of this Procedure. This will be appropriate only in the most serious of cases, where, for example, evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that suspension, exclusion or permanent withdrawal of the student from his or her course may be the appropriate course of action, or where a particular course of action has been recommended but the student does not agree.

7.8 Fitness to Study Panel: Stage 3

7.8.1 This stage of the Procedure will be implemented only after a referral from a Stage 2 Case Review Group, or where in the opinion of the Senior Tutor/Tutor for Graduates, sufficiently serious concerns are raised to warrant consideration of the student's suspension, exclusion (from the premises and facilities of the College) or permanent withdrawal from his or her course and loss of membership of the College and University. Such action might be necessary where, for example, there is a potentially severe threat to the health, safety of the student or of others, or to the normal working of the College.

7.8.2 In the first instance, the Senior Tutor/Tutor for Graduates, in consultation with the Principal, will consider whether interim suspension (see 7.8.1 above) or exclusion (see 7.8.1 above, including exclusion from College accommodation) of the student is appropriate, pending the decision of the Fitness to Study Panel.

7.8.3 The Senior Tutor/Tutor for Graduates will then ask the Principal to convene a Fitness to Study Panel which will usually be chaired by a senior member of the College's Governing Body with no previous involvement in the case and will normally have at least three members, who may be drawn from the Governing Body, and may include professional advisers.

7.8.4 The Chair will fix a date for a formal meeting of the Fitness to Study Panel to hear the case, and will invite the student (who may be accompanied by a friend or adviser) to attend to discuss the concerns and all relevant issues. If requested by the Chair, a member of the administrative staff will act as Secretary to the Panel. The hearing may go ahead in the absence of engagement from the student. The student is to be given a minimum of 14 days' notice of the panel convening and is required to indicate at least 5 working days in advance whether they will be attending in-person, online or making a written submission. If we don't hear from the student by this deadline then the College may decide the format of the hearing.

7.8.5 Wherever possible, the student will be given at least 14 days' notice of the meeting of the Fitness to Study Panel. The student will be informed of the purpose of the hearing. The student will also be provided with any documents to be considered at the meeting and asked to provide any documentation he or she may wish the Panel to consider at least 5 working days in advance of the meeting. The Academic Administrator will be the point of contact with the student and will ensure that the Panel Chair is informed of all communications. Communication with the student will be in writing, normally to the student's personal ox.ac.uk email address (or to the email address supplied by the student for such purposes), as well as via the pigeonhole of the student. An email will be regarded as having been delivered to the student at the time of sending. The College should submit a copy of all paperwork they wish to be considered to the student and the panel at least 5 working days ahead of the meeting and the combined submission will be shared with all parties within 3working days of this deadline.

7.8.6 The student may be accompanied at the meeting by a friend or other adviser. A disabled student may also be accompanied by a support worker where required. The student and the Panel Chair should inform each other of those attending the meeting at least5 working days in advance of the meeting. The panel should confirm whether they will be summoning any others (witnesses) to attend the meeting and request any further information from all parties no later than 3 working days ahead of the hearing.

7.8.7 The purpose of the meeting will be to consider the evidence available, including the student's perception of their fitness to study and of the concerns that have been raised in accordance with 7.3 and 7.8.1 above, and to reach an appropriate decision, action plan or other outcome.

7.8.8 The Fitness to Study Panel will order its proceedings at its discretion, in accordance with the principles of natural justice. It may call witnesses and may also institute inquiries to assist its deliberations which may include requesting further medical assessments of the student's fitness to study. It will also consider any previous fitness to study assessments. The Chair will ensure that all parties have access to all documents which it considers. The decision it arrives at shall be confirmed by the Chair after obtaining a collective decision from members of the Panel.

7.8.9 The Chair of the Fitness to Study Panel will notify the student in writing of the Panel's decision, with reasons, within 14 days of the meeting of the Panel. The Chair will liaise with the Academic Administrator to ensure that where possible, appropriate pastoral support is made available to the student at the time the decision is communicated.

7.8.10 The decision may include one or more of the following:

(a) To formally monitor the student's progress for a specified period of time. The Panel will provide the student with an agreed action plan, outlining any steps that the student will need to take and/or any support to be provided to the student for addressing the concerns identified. Regular review meetings with the student will be arranged with a nominated member of staff to ensure that the action plan is being appropriately followed and/or that reasonable support is being provided. The student will also be informed of the consequences of any breaches of the action plan.

(b) A suspension of studies is agreed with the student (in the case of graduate students, following consultation with the appropriate University department).

(c) A recommendation that the College exercises its authority to suspend or exclude the student.

(d) A recommendation that the College refers the case to the University Fitness to Study Panel. Please note that the University may decline to hear the case.

(e) Any other action considered to be appropriate and proportionate.

7.8.11 Any decision regarding suspension (see 7.8.10 (c) above) or exclusion (see 7.8.10 (c) above) will be communicated by the Senior Tutor/Tutor for Graduates to the University.

7.8.12 In cases where a suspension of studies is recommended, the College's Suspension Policy and Procedures (see Section 5 above) will be followed.

7.9 Appeal

Any appeal from the decision of the Fitness to Study Panel shall be dealt with in accordance with the College Appeal Procedure set out in Section G. Details of any external appeal mechanisms which may be available to the student are also in Section G.

7.10 Crisis Situations

7.10.1 It is possible that a student may pose such an extreme risk that emergency assistance is needed outside these procedures. In a situation where it is believed that a student's behaviour or condition presents an immediate risk to the student or to others, the Emergency Services should be contacted by dialling 999. The College Bursary (01865 271006) should also be informed.

7.10.2 The Bursary should, immediately after dealing with the Emergency Services, alert the Dean that there is an emergency situation.

7.10.3 The Bursary should, as soon as possible, notify the Academic Administrator that there is an emergency situation. The Academic Administrator will relay details to the Senior Tutor/Tutor for Graduates.

7.10.4 The persons witnessing the student's behaviour should be asked not to leave the scene until they have briefed the Emergency Services, bearing in mind the primary necessity to ensure their own safety.

7.10.5 The College Bursary will keep as full a record as possible of the action taken by the Emergency Services and pass this on to the Academic Administrator after the emergency situation has concluded. The Dean or the Senior Tutor/Tutor for Graduates (as appropriate) will ensure that contact is made at the appropriate level of detail with the student and the student's Supervising Tutor/Graduate Advisor, and that appropriate arrangements are made with regard to follow up.

G. College Appeal Procedure

1. Introduction

This section sets out the normal procedure that will be followed when there is an appeal by a student from

1.1 A decision of a Disciplinary Committee under Section D7.

1.2 A decision of a Complaints Committee under Section E3.

1.3 A decision of an Academic Disciplinary Committee under Section F4.4.

1.4 A decision in relation to conditions for return from their suspension under Section F5.7.

1.5 A decision in relation to conditions for return from suspension under Section F6.8.

1.6 An appeal against a decision of the Fitness to Study Panel under Section F7.9.

1.7 A decision in relation to the outcome of a formal complaint of harassment made against a student under the Harassment Policy: hmcharassmentpolicy210622pdf (ox.ac.uk).

2. Appeal Procedure: general points

2.1 While there are many aspects of this Appeal Procedure which are common to all appeals listed in Section 1 above, there are some differences. These are made clear in the relevant parts of Section D, Section E, Section F and the Harassment Policy (hmcharassmentpolicy210622pdf (ox.ac.uk)).

2.2 An appeal under this procedure will be by way of review and not rehearing. The function of the College Appeal Committee is to consider the fairness of the original decision; not to consider the whole matter afresh.

2.3 Pending the completion of this Appeal Procedure the original decision shall be binding, but the Principal may stay the effects of the decision.

2.4 When, in this regulation, communication with a student in writing is required, the normal method is by email to the student's University email address, and (for students in residence) by paper copy in the student's pigeon-hole. An email will be regarded as having been delivered to the recipient at the time of sending.

3. College Appeal Procedure

3.1.1 If a student is unhappy with a decision referred to in Section 1.1, 1.2, 1.3, 1.6 or 1.7 above, they may appeal that decision by giving notice of appeal in writing to the Principal not later than 7 days following receipt of the letter communicating the decision. The notice must set out the grounds for the appeal; the reason for and details of the appeal may vary according to the type of decision appealed against, and are set out in the relevant parts of Sections D, E and F.4. The appeal must not only point to which grounds they wish to appeal on but also provide details on how the grounds apply to their case.

3.1.2. In the case of a decision referred to in Sections 1.4 or 1.5 above, where an appeal by the student to the Senior Tutor/Tutor for Graduates has not been granted, the Senior Tutor/Tutor for Graduates shall request the Principal to convene a College Appeal Committee. The student may appeal to that Committee by giving notice in writing to the Principal not later than 5 workings days following receipt of the letter communicating the decision of the Senior Tutor/Tutor for Graduates. The notice must set out the grounds for appeal; the reason for and details of the appeal may vary according to the type of decision appealed against, and are set out in the relevant parts of Sections F.5 and F.6.

3.2 The student may appeal on the following grounds only:

1. that fresh evidence relating to the facts has become available since the date of the decision. Evidence available but not considered before the decision was made may only be presented with the leave of the College Appeal Committee;
2. that the procedures for arriving at the decision were not correctly followed;
3. that the decision is unduly harsh or unfair.

3.3 All College Appeal Committees are convened by the Principal and will consist of three senior members of the College who have not previously been involved in investigating the allegations. In relation to an appeal from a decision of the Disciplinary Committee, the Academic Disciplinary Committee, or in relation to suspension, at least two members of the College Appeal Committee shall be teaching fellows holding a College or University post. The Principal shall appoint one of the members of the Committee as the Chair.

3.4 The Chair will fix a date for a formal meeting of the College Appeal Committee to consider the case. The student will be notified in writing of the date of the meeting at least 5 working days before the meeting date. 5 working days before the meeting date the student will be provided with a copy of any document to be considered at the meeting and in turn must provide any document they may wish the College Appeal Committee to consider. All such documentation is limited to documents relevant to the grounds of appeal.

3.5 The student shall be entitled to make submissions to the College Appeal Committee in person or by electronic link. The student may be represented by any current member of the College, senior or junior (except anyone who has been involved in the matter), or a representative of Oxford SU, or may ask the Principal to appoint a member of the Governing Body to represent them with 3 working days notice. Any such representative may not speak at the meeting on behalf of the student. The student and any Fellow acting on behalf of the College shall also be allowed to make written submissions.

3.6 The meeting may proceed if the student fails to attend as notified or to make a submission.

3.7 The purpose of the meeting will be to consider the grounds of appeal and make any relevant decision. The Chair of the College Appeal Committee shall decide the procedure to be followed, in the light of this purpose and the principles of natural justice. The Committee may call witnesses and may institute inquiries to assist its deliberations.

3.8 Having considered the matter, the College Appeal Committee will agree its decision by vote; in the event of a tied vote the Chair shall exercise a casting vote. The College Appeal Committee may affirm or vary the original decision in order to reach an appropriate outcome, taking into account the interests of the College and the student. If the decision is varied, the College Appeals Committee shall consult the Academic Administrator on the practicality of the proposed variation before agreeing its final decision.

3.9 The decision of the College Appeals Committee, and the reasoning behind it, will be notified to the student in writing within 3 working days of the decision. The decision will also be reported to the Governing Body.

3.10 An unsuccessful appeal from a decision of the Disciplinary Committee or the Academic Disciplinary Committee that the student be permanently withdrawn from the course requires, as a final stage, confirmation by the Governing Body. The student will be given 5 working days' notice of the date of the meeting of the Governing Body and may before that date submit in writing a plea in mitigation of the penalty. The decision of the Governing Body will be communicated to the student within 3 working days of the meeting.

3.11 If the student is unhappy with the decision of the College Appeal Committee, then depending on the issue the student may be able to request that the decision is considered by the Appeal Panel of the Conference of Colleges (CCAT). The student may appeal to the CCAT not more than 5 days after the decision of the College Appeal Committee. The Conference of Colleges may be contacted via its Secretariat in the University Offices, or at Welcome to the Conference of Colleges, in the University of Oxford.

3.12 Once the College and any relevant University appeals procedures have been exhausted the student will be given a Completion of Procedures letter by the College. At that point the student may appeal to the Office of the Independent Adjudicator (Office of the Independent Adjudicator for Higher Education - OIAHE), Second Floor, Abbey Gate, 57–75 Kings Road, READING RG1 3AB; telephone O118 959 9813. There is a time limit for such appeals. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIA. However, complaints relating to matters of academic judgement (i.e. about academic performance or admissions) cannot be dealt with by the OIA.

College Appeal Procedure for offences involving sexual misconduct, violence or coercive behaviour.

Where an appeal is brought against a decision of a Disciplinary Committee under section D 6.18 (relating to offences involving sexual misconduct, violence or coercive behaviour) the procedure set out in this Section is modified in the following ways.

G 3.5 The student shall be entitled to make submissions to the College Appeal Committee in person or by electronic link. The student may be represented by any person they choose, including a legally qualified person (except anyone who has been involved in the matter), Any such representative may speak at the meeting on behalf of the student. The student and any Fellow acting on behalf of the

College shall also be allowed to make written submissions. The College may also be represented by any person, including a legally qualified person

The student shall be entitled to make submissions to the College Appeal Committee in person or by electronic link. The student may be represented by a person of their choosing (except anyone who has been involved in the matter), Any such representative may speak at the meeting on behalf of the student. The student and any Fellow acting on behalf of the College shall also be allowed to make written submissions. The College may also be represented by any person, including a legally qualified person

G 3.6 The purpose of the meeting will be to consider the grounds of appeal and make any relevant decision. The Chair of the College Appeal Committee shall decide the procedure to be followed, in the light of this purpose and the principles of natural justice. The Committee may call witnesses and may institute inquiries to assist its deliberations. If the ground or one of the grounds of appeal is fresh evidence, the student can apply to the Appeal Committee for permission to call witnesses.