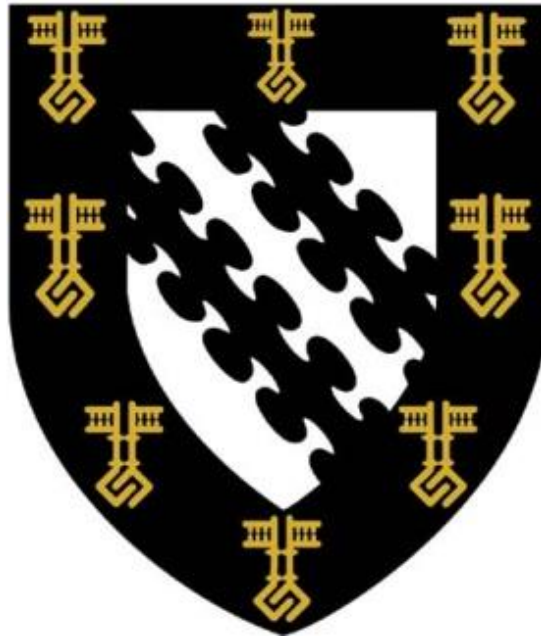


EXETER COLLEGE



RULES FOR STUDENT MEMBERS

The Red Book

OCTOBER 2022

The Red Book 2022

Introduction: About the Red Book

This book is a guide written for students at Exeter College. It is a compilation of official rules and information, which will guide you through the coming year at Exeter. It is important that you read it, and that you understand and abide by the rules that have been put in place to ensure that the college can function as a cohesive academic community. It is also important that you keep this Red Book in a safe place, as much of the information contained in the pages that follow may not be relevant to you now, but is likely to become useful as you progress through the academic year. The rules in the Red Book bind all Junior Members (i.e. undergraduate, graduate, and visiting students) except where they are specifically marked as relating only to a sub-set of Junior Members (e.g. undergraduates only).

The Red Book is re-issued at the start of each academic year, so even if you are not a fresher you should still read it for the new rules and updated information that it contains. The Red Book is maintained on behalf of the Governing Body by the Academic Dean, and any suggestions for additions should be sent to academic.dean@exeter.ox.ac.uk.

The rules contained in this handbook do not change mid-year, but sometimes the information is updated mid-year as necessary. The latest version will always be found on the college website www.exeter.ox.ac.uk/students/the-red-book-and-the-green-guide-2/ together with the College Handbook (the Green Guide) for Students, which complements the Red Book and which contains useful information about how the college works. A copy will have been placed in your pigeonhole at the start of your course, and you can access the latest version throughout the year, and for the remainder of your course, online via the above link.

The University also publishes its own student handbook, which forms part of each student's contract with the University, and which is online at: www.ox.ac.uk/students/academic/student-handbook?wssl=1.

ALTERNATIVE FORMATS

If you require this publication in an alternative format, please contact the Academic Office at academic.office@exeter.ox.ac.uk.

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Communications from College

All official information from college, including communications from your Tutors, will be sent to your college e-mail address (@exeter.ox.ac.uk), or placed in your pigeonhole in the Porters' Lodge.

It is a college rule that you must:

- check your college e-mail daily during Full Term, and frequently in the vacations;
- ensure that your e-mail quota is not exceeded, so that you receive messages promptly;
- if you prefer to use another e-mail system, ensure that your college e-mail is forwarded to you so that you receive it promptly and reliably;
- check your pigeonhole and the notice-boards at the Porters' Lodge frequently during Full Term, and make suitable arrangements with the Head Porter for the handling of your mail during University vacations and when you finish your degree.

It is a college rule that you must inform the Academic Office of your mobile phone number and your next of kin by 1 October in your first year, in case of emergencies, and that you must update this information within one week of it changing at any point thereafter. This can be done through the University's Student Self-Service System.

Annual Registration

Every Junior Member of the college is required to complete the University enrolment process annually via student self-service by 16.00 on Friday of Week 1 of Michaelmas Term.

Residence – being in Oxford

College Residence Requirements

Undergraduates

Undergraduates must arrive in Oxford no later than noon Thursday of Week 0, and must stay until Saturday of Week 8 each term. This is a college rule. Sometimes Tutors will require students to arrive earlier in Week 0 to attend meetings or academic commitments. In some subjects (e.g. Biochemistry, Chemistry), "extended terms" apply and undergraduates must be in Oxford for longer periods. New undergraduates must arrive no later than Sunday of Week 0 in their first term, so that they can attend induction events.

Returning to Oxford after Thursday of Week 0, or leaving Oxford before Saturday of Week 8 is not allowed, unless permission has been granted in advance. This is a college rule. A student who wishes to return to Oxford later than their Tutors require, or who wishes to leave Oxford before Saturday of Week 8, must first talk with their college Tutors. If the college Tutors agree, then the request, accompanied by the Tutors' consent, should be forwarded to the Academic Dean (academic.dean@exeter.ox.ac.uk). No student may return late or leave early without the prior permission of the Academic Dean.

Graduates

Graduates must arrive in Oxford no later than the time recommended by their Department or Faculty. College induction events for new graduates take place during Week 0 of Michaelmas Term.

All students

If you are not going to be living in college-owned accommodation in term time you must notify the college of your term-time address before 1 October in that year. You can update your address details via the University Student Self Service System (evision.ox.ac.uk). If you change address during the academic year, you must update your address details on the Student Self Service within one week of moving.

University Residence Requirements

Information about University residence requirements can be found in the University Student Handbook (www.ox.ac.uk/students/academic/student-handbook?wssl=1)

Academic Rules: Undergraduates

Academic Work

Your principal focus is your academic work. Attendance at all the academic commitments required by your college Tutors is compulsory – this includes not just tutorials and classes in Exeter and other colleges, but also meetings about your work, and lectures, seminars, and practical work in departments and faculties. These academic commitments must always take precedence over your non-academic commitments. If you are too unwell to attend a tutorial or other academic commitment, or you have some other problem in attending, then you must let your Tutor know directly and, if possible, well in advance.

College Rule on Academic Work

Undergraduates are required:

- a. To attend, at the agreed times, tutorials and such classes or other instruction as their Tutors arrange or prescribe, except where permission on adequate grounds is obtained, in advance, from the Tutor(s) concerned;
- b. To provide, punctually, written work of a quality and quantity to satisfy their Tutors;
- c. To take such collection papers and University examinations as their Tutors require;
- d. To submit in tutorials, in any and all collections, and in University examinations only work which is solely their own work, and so to adhere to college and University rules against plagiarism;
- e. To meet with their Tutors during 0th week, ascertaining the times either from the notice board in the Lodge or via an email from their Tutor;
- f. To attend Rector's Collections, and/or Report Reading with their Tutors, when required to do so at the end of a term;
- g. To devote a substantial part of every vacation to study;
- h. To discuss regularly with their Tutors their programme of extra-curricular activities, especially if they plan to run for a major JCR office, or take on heavy sporting commitments;
- i. Unless they have Senior Status, to pass the First Public Examination (further information [below](#)) before the start of the academic year after their matriculation (or at the end of their second Hilary Term in the case of those reading Classics).

College Rule on Plagiarism

Plagiarism is a particular form of unsatisfactory academic work, which involves students submitting work that is *not* solely their own (see Academic Work Rule (d), above).

Plagiarism is the copying *or paraphrasing* of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form is covered under this definition.

Collusion, involving the unauthorised collaboration of students (or others) in a piece of work, is another form of plagiarism.

The college and the University regard plagiarism as a serious form of cheating.

Furthermore, it is a disciplinary offence to supply material for another student to plagiarise.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations (if plagiarism is detected in University exams), or under the college's Academic Discipline Procedures (if plagiarism was detected as part of your termly college work). Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University and college.

Plagiarism is not tolerated either within college or within the University as a whole. If you are unsure how to acknowledge a source, you should first speak to your Tutor.

The University monitors a range of essay sources (e.g. online databases and personal essay writing services), and penalties for plagiarism are severe. Likewise, Tutors may monitor submitted tutorial work or collections against such a range of sources.

The regulations apply to all work, whether in examination conditions or not, and any submitted material may be checked for plagiarism, whether it has been done in examination conditions or not.

The University regulations on plagiarism can be found in Section 7.7 of the University's Student Handbook (www.ox.ac.uk/students/academic/student-handbook?wssl=1). Further information about plagiarism, and how

to avoid it, is available at www.ox.ac.uk/students/academic/guidance/skills/plagiarism, and in departmental and faculty course handbooks (which are available online), and in the college's *Study Skills for Undergraduates* booklet, copies of which are provided to all new students ahead of their arrival.

Written Collections

On Thursday afternoon, and Friday morning and afternoon of Week 0, students sit written collections, which are practice examinations based (usually) on the work done in the previous term. These exams are sat in various locations around the college under strict, invigilated, examination conditions.

Arrangements for these vary by subject, and Tutors will tell you which collections you are due to sit at the end of the previous term. A collections timetable, giving details of sessions and rooms, is circulated by e-mail to students by the middle of Week 0. Attendance at written collections is compulsory, unless you are given explicit permission by your Tutor(s), in advance and for good cause, not to attend: your Tutor(s) should notify the Academic Dean, via the Academic Office, of such permission. "Good cause" does not mean prioritising your non-academic commitments, even where these are internal to the College, for example preparing for the College Ball in Trinity Term. (Should permission be granted for the postponement of a written collection, it must be sat at the earliest possible time that term as stipulated by the Tutor(s) concerned).

Written collections are serious mock examinations, and are treated as such by the college. All work presented in collections must be the student's own. Plagiarism or cheating of any kind in collections will be treated as a serious violation of college rules and will result in instigation of the college Academic Disciplinary Procedures.

Unsatisfactory Academic Work

The college is committed to helping you achieve your potential in your studies, and if in your academic work you appear to be performing below your potential, the college will intervene, either informally or formally, to help you raise your performance.

If you are struggling with your academic work, your Tutor will normally raise this directly with you, and will help you overcome your difficulties.

If you are repeatedly absent from tutorials, classes, or practical work, or if you fail without good reason to hand in your work on time – or at all – and your Tutor is particularly concerned, they will raise their concerns with the Academic Dean.

The procedures followed in the case of unsatisfactory work by undergraduates are described below. The purpose of these procedures is to address the reasons for you not achieving your academic potential and to help put you back on course.

Failure in the First Public Examination

Each undergraduate student (unless granted Senior Status) is required to pass the First Public Examination in order to continue with their degree and be admitted by the University to the Final Honour School.

A student who fails to pass the First Public Examination at the first attempt shall be permitted to re-enter for the examination on one further occasion, in accordance with the special regulations governing re-sits for the course in question. The University will allow a student, after failure to pass the First Public Examination at the first attempt, to re-sit, and, unless exceptional circumstances apply, the college will require that re-sit to take place on the next available occasion. A student who needs to re-sit one or more papers will be contacted by the Academic Dean, who will ask Tutors to provide reasonable assistance to the candidate in preparation for their re-sit.

A student who fails to pass the First Public Examination following a re-sit will be contacted by the Academic Dean, who will inform them that they are to be sent down unless they have grounds to appeal to the University's Education Committee for a further exceptional opportunity to re-sit the examination. A student who is granted by the University such a further exceptional opportunity to re-sit will be permitted to do so by the college.

The following points should be noted:

- a. Re-sits for Honour Moderations in Classics (Literae Humaniores) are not available until the following year, and a candidate in this position shall be required to go out of residence pending their re-sit examinations;
- b. If a student has been given permission by the University's Education Committee for a further exceptional re-sit, the student will be required to go out of residence pending their re-sit examinations;

- c. If a student has been given permission to suspend their studies under the college's Fitness to Study Policy before completing the First Public Examination, the next available occasion for the purposes of re-sitting the First Public Examination will be the next occasion on which the student is fit to study.

A student who has failed the First Public Examination after all the re-sits permitted by the University shall as a consequence automatically be sent down by the College. There is no right of appeal within the college to being sent down for failing to pass the First Public Examination; rather the student should, if they wish, appeal their failure in the First Public Examination to the University.

Other Instances of Unsatisfactory Academic Work

Local Stage

If a Tutor becomes aware that an undergraduate has produced work of an unsatisfactory quantity or quality, or if the student fails without reasonable excuse to attend an academic commitment, then they would normally raise this directly with the student and agree a course of action to follow.

Note: if a Tutor becomes aware of serious academic misconduct or an exceptionally poor performance in a College Collection, the issue may be taken directly to the Formal Stage. Instances of gross academic misconduct may be referred to a panel hearing under these procedures without the need for the preceding stages to be completed.

Informal Stage

If on more than one occasion an undergraduate produces work that the Tutor considers inadequate in quantity or quality or fails to attend academic commitments, and the Tutor considers that these instances are serious enough to take the matters further, the Tutor informs the Academic Dean. Unsatisfactory academic performance is also reported to the Academic Dean following written collections, at Rector's Collections, and following end-of-term Report Reading. The student's Tutor will discuss their academic performance with them, explore possible reasons for the academic underperformance, and set out their expectations for how things need to change over the coming weeks. The Tutor will write to the student and the Academic Dean, stating that the student is being informally warned for their academic underperformance. That warning shall specify: the track record of unsatisfactory work, specific actions the student will need to take to improve their academic work, and a reasonable time-frame over which these improvements should be achieved. A student will be given a minimum of three weeks falling in Weeks 0–8 of Term in which to improve; a longer period may be appropriate depending upon the nature of the problem identified and the level of improvement required.

On hearing of a bad academic report on an undergraduate, the Academic Dean will ask a member of the Undergraduate Adviser Panel to discuss the matter with the student. The Adviser will discuss with the student the help that the student may need to effect the required improvements in their work. It may be suggested that the student access study skills resources, seek wellbeing advice from the College Welfare Team or the University Counselling Service, or explore assessment via the Disability Advisory Service. The Adviser reports back to the Academic Dean who then discusses further with the subject Tutors. The Academic Dean may also invite the student to meet with them to discuss the matter. Often, no further steps are considered necessary.

Formal Stage

If the student does not produce the improvements required by the informal warning in the time period specified, then the Academic Dean and the subject Tutors will discuss whether to issue a formal academic warning. The student will be invited to participate in that discussion and will be expected to attend, though the meeting may proceed in the absence of the student if the Academic Dean is satisfied that the student had proper notice of the date and time of the meeting and there is no, or insufficient, evidence that the student's non-attendance is outwith their control; when attending, the student may be accompanied by another person who must be a current member of College. That meeting will explore the reasons for the continued academic underperformance of the student. Relevant help will be identified and advice on how to obtain that help will be offered; expectations about the quality and quantity of academic work to be produced by the student will be set.

The outcomes of this discussion will be either that the informal warning is extended (with actions required of the student specified and new time period for improvement set), or that the student will be issued with a First Formal Warning. The issue of a First Formal Warning is in the power of the Academic Dean. A First Formal Warning will be necessary when in the judgement of the Academic Dean, on the advice of the Tutors, extending

the informal warning is unlikely to achieve the expected improvements in a reasonable period of time, and so the seriousness of the College's concern needs to be escalated and the College's expectations reinforced.

Issue of a First Formal Warning

A First Formal Warning will be communicated to the student in writing. It will set out the College's reasonable expectations of the student in terms of effort (including completing and submitting academic work and attendance at academic commitments) and achievement (in terms of number of completed assignments and the quality of the work submitted to Tutors and marks achieved in Collections). It will specify the time period over which any improvement will be monitored, which will be a minimum of three weeks all of which must fall within Full Term. The consequences of a failing to achieve the expected levels of effort and achievement in the specified period of time will be explained: a student who fails to fulfil the expectations set out in a First Formal Warning can expect to be placed on Academic Probation.

A First Formal Warning will remain in place for 12 months from the date of the warning. The Academic Dean will report the issue of a First Formal Warning to the Cases Committee.

Issue of a Second Formal Warning ("Academic Probation")

If the student fails to fulfil the conditions set out in the First Formal Warning during the period of time specified, the Academic Dean will convene a review meeting to consider whether the breaches require the issuing of a **Second Formal Warning**, placing the student on Academic Probation.

The student, the student's College Tutors, and relevant members of the welfare team will be invited to the review meeting. The student may be accompanied by another person who must be a current member of College. The meeting may proceed in the absence of the student if the Academic Dean is satisfied that the student had proper notice of the date and time of the meeting and there is no, or insufficient, evidence that the student's non-attendance is outwith their control.

The review meeting will discuss the reasons for the issuing of the First Formal Warning, and the progress (or otherwise) against the conditions set out in that warning, including the reasons for any lack of progress. The Academic Dean will set out to the student their situation. The student will be invited to make known to the Academic Dean all relevant circumstances. Tutors' input will be invited on any relevant issue. Where welfare problems are cited but are not sufficient to cause the academic disciplinary process to be paused, the input of the College's Welfare Team, or other relevant authorities, will be sought.

At the meeting the Academic Dean will specify to the student what is expected in the future. The outcome of the meeting will be: (i) (if sufficient progress has been made during the operational period of the First Formal Warning), an extension to the First Formal Warning and a revision of its expectations; (ii) (if little or no progress has been made during the operational period of the First Formal Warning, or there is no realistic prospect that an extension will mean that full progress can be achieved), the issuing of a Second Formal Warning and the placing of the student on Academic Probation. In the latter case, the consequences of continued unacceptable academic work during a period of Academic Probation will be specified. These are:

(a) If the undergraduate's fault has been non-attendance or failure to produce written work, the student will be told that continuation of the fault beyond the date of a Second Formal Warning will render them liable to be summoned to a hearing, the outcome of which may be that they are sent down. There is no minimum period over which such "attendance failures" need to be monitored before the hearing is triggered; but a Second Formal Warning will specify the nature of the behaviour required and the time period over which it will be required.

(b) If the fault has been unsatisfactory work (i.e. work below the level which fulfils the potential of the individual concerned, or work which is plagiarised), the student will be told that satisfactory reports are expected in future, and that the college may impose 'Special Collections'. A Second Formal Warning based on achievement issues will specify the time-frame over improvement will be monitored, which will be a minimum of five weeks, at least three of which will fall in Full Term.

The issue of a Second Formal Warning is in the power of the Academic Dean, who will set down the terms of such a warning to the student in writing. Academic Probation resulting from a Second Formal Warning will last for 12 months from the date of the warning. The Academic Dean will report to the Cases Committee the issue of a Second Formal Warning.

Special Collections

Should an undergraduate fail to respond to a Second Formal Warning, issued on the grounds of achievement, with improved performance (e.g. continue to produce poor work,), the Cases Committee will normally determine that they must sit Special Collections. Minimum notice of three weeks, two of which must fall in Weeks 0–8 of Term, shall be given to the student before they sit Special Collections. These will be sat under invigilated examination conditions. Normal tutorial work will continue alongside the student's preparation for Special Collections. Normally, a requirement to achieve a second-class performance will be specified. Should this standard not be reached, 'Penal Collections' will follow in which the same standard will be required (see below).

Penal Collections

Failure to comply with conditions of academic performance required in Special Collections will normally result in Penal Collections. If Penal Collections are to be set, the Academic Dean will send the student a letter, giving a minimum of four weeks' notice, at least two of which must fall in Weeks 0–8 of Term, specifying the times, the subjects, and the level of performance required in the Penal Collections. Normal tutorial work will continue alongside the student's preparation for Penal Collections. Normally a second-class performance will be required. (Such Penal Collections will be marked by two Assessors external to the college, who will be appointed by the Academic Dean. These Assessors will be kept uninformed of the identity of the candidate, and of the circumstances of the case, but will be informed of the stage in the course that the student has reached, and be instructed to take this into account when deciding on an appropriate mark. Double-blind marking will be used, and the final mark will be the average of the two marks awarded.) The Penal Collections will be sat under invigilated examination conditions.

Failure to comply with conditions of attendance specified by a Second Formal Warning or failure in Penal Collections

If the conditions of attendance specified by the Second Formal Warning are not kept, or the result of any Penal Collection is judged below the level required (such judgement always being the independent judgement of the two external markers, as stipulated above), the Cases Committee will convene a panel of three Fellows (including at least two Tutorial Fellows; excluding the Academic Dean, the student's subject Tutor(s), and any other conflicted persons). The Panel will decide whether or not (a) the undergraduate shall be sent out of residence (and if so what shall be the conditions applying to them whilst out of residence, and what academic conditions should be set for their return), or (b) to recommend to the Governing Body that the undergraduate shall be sent down.

The student will be informed well in advance of the hearing before the Panel, and provided with a clear written statement of the grounds for the hearing, and with copies of all supporting evidence (e.g. marks of any 'Penal Collection', tutors' reports). The student will be required to see a member of the Undergraduate Adviser Panel before the hearing, and to take other advice if desired. The student, or a member of the Undergraduate Adviser Panel (or another college representative at the student's request), may attend the hearing; if the student attends, they may be accompanied by another student or member of the college. The student will be allowed to bring forward material considerations and mitigating circumstances (including, but not confined to, medical evidence).

The student, the student's Tutor(s) and any officer involved in the presentation of the case against the student will withdraw before a decision is made. The Chair of the Panel will ensure that a full and careful record is made of the proceedings, clearly setting out the grounds for action, the factors that were taken into account, the final decision and the means by which that decision was reached. The Panel's decision will in all cases be reported to the Cases Committee and to the undergraduate, and in the cases where action is recommended to Governing Body will be sent to the Governing Body for final decision.

Rescinding Formal Warnings due to good progress or other good cause

Formal Warnings remain in force for 12 months from the date of issue. However, if the Academic Dean, following consultation with the undergraduate's Tutor(s), is satisfied that the undergraduate's progress has been so much improved that the Formal Warning is no longer necessary – for example because the student's academic effort and achievement have reached the expectations set and that this level has been sustained – the Academic Dean may agree to end the Formal Warning early. Such a decision will be reported to the Cases Committee. The ending of a Second Formal Warning does not necessarily end the First Formal Warning that preceded it (if the latter is still in its operational period: a separate decision to rescind each warning would be required).

An undergraduate who is subject to a Formal Warning and who wishes for it to be rescinded early may apply in writing to the Academic Dean, who will review the request and will convene a review meeting with Tutors and the student where necessary to make a decision about this request.

If following the issue of one or more Formal Warnings, matters come to light about the circumstances of the student concerned which show that their academic failures were due to non-academic issues (e.g. medical or personal problems) which the student could not reasonably have disclosed prior to the issue of the formal warning(s), then the student concerned should bring them to the attention of the Academic Dean. In such circumstances, it shall be open to the Academic Dean, on the basis of the evidence submitted, to rule: (a) that the Formal Warning or Warnings still stand; (b) that the Formal Warning or Warnings should be rescinded; (c) that the Formal Warning or Warnings should be not only rescinded but deleted from the student's academic record on the grounds that had the information been available earlier then no such warning(s) would have been issued.

Appeals

An undergraduate who feels aggrieved at the Local Stage may complain in writing to the Academic Dean.

An undergraduate who feels aggrieved by action taken at the Informal Stage may complain in writing to the Academic Dean.

An undergraduate who feels aggrieved by action taken by the Academic Dean may complain in writing to the Cases Committee (via the Chair, who is the Rector).

An undergraduate shall have a right of appeal to the Major Appeals Committee (see flow chart below) relating to a decision of a panel convened by the Cases Committee made under this academic disciplinary procedure.

- If the decision of a Panel convened by the Cases Committee is to send a student out of residence, the penalty decided shall take effect immediately after an appeal has been heard, or the time for appeal has expired.
- If the decision of a Panel convened by the Cases Committee is to send them down, immediately after an appeal has been heard or the time for appeal has expired, the Governing Body shall review the decision(s) and determine whether or not to accept the advice of these committees. Any penalty confirmed or modified will have effect immediately upon the Governing Body making its determination.

Evidence of satisfactory & sustained improvement in the student's work would halt the procedure at any stage.



Fitness to Study Policy (for Undergraduates)

1. Introduction

- 1.1 Purpose.** This Fitness to Study Policy (FtSP) exists to enable the college to make suitable provision for those rare cases in which its junior members (students) are in medical or other difficulties which require them to take a temporary break from their studies, such that they will not be able to complete those studies according to the originally anticipated schedule. The college's concern is for the welfare of its students. Obviously, as an academic institution, it wishes to enable its students to fulfil their academic potential and it therefore sees breaks in study (including postponements of examinations) as undesirable, and allowable only in exceptional cases, and even then only within strict limits. Students admitted for a course of study of fixed or limited duration are expected to complete the course of study within that duration, without interruption, unless a significant situation arises that makes that impossible. However, the college recognizes that such suspensions of status will sometimes be necessary and in the interests of the student's welfare, and it will do everything it can to ensure that the student understands the process of applying for and returning from suspension of status and receives support throughout this process. Sometimes the nature of this situation may be such that, regrettably, the course of study cannot be completed at all. The interruption may be too prolonged or too repeated to allow for the measure of continuity that is necessary successfully to participate in the relevant course. Again, the college will seek to be as supportive as possible throughout such a process.
- 1.2 Support for students.** Students whose situations are or may be covered by this FtSP have a number of sources of support available to them, including the Welfare Dean and the Junior Deans, the Welfare Officer, the Chaplain, their college Tutors, student peer supporters, the University Counselling Service, Oxford SU sabbatical officers, relevant JCR officers, and the College Doctors.
- 1.3 Definitions.** In what follows 'the applicant' means the person who is applying for (or who has applied for) suspension of status, whether the student or not. 'The student' means the undergraduate member of college for whom suspension of status is sought or to whom suspension of status has been or will be granted or upon whom suspension of status has been or will be imposed. 'A student' (without initial capital letter) means any undergraduate member of the college. 'The Doctor' refers to the medical professional being consulted, making assessment or submitting certificates or other evidence.
- 1.4 Doctors.** The college has an arrangement with the College Doctors whereby they will provide opinions and certifications for the purpose of this FtSP. This arrangement is explained in more detail in section 3 below. It still allows for students to consult the College Doctors confidentially for the normal range of advice and support. The FtSP is intended not to affect the normal interactions of students with the College Doctors acting as their general medical practitioners. Whilst it is expected that in most cases the student will consult the College Doctors, they may consult, be assessed by and obtain relevant certificates from another doctor of the student's choosing. In that case they would need to consent to their medical information being shared with the College Welfare Officer. The student should inform the Academic Dean of their Doctor's contact details so that the Academic Dean can ensure that the Doctor is informed about the FtSP. The student may also choose, after having visited a doctor, to not request a certificate of Fitness to Study from that doctor. The opinion of a doctor from Dr Kenyon & Partners, 19 Beaumont Street, must be sought, however, if requested by the Cases Committee.
- 1.5 Deadlines.** The college aims to deal with cases covered by this FtSP as quickly as possible so that delay does not aggravate any difficulties with academic progress. Accordingly, this FtSP includes various deadlines with which the college and the student must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time. All time periods mentioned (whether expressed in hours, days, or weeks) are to be read inclusively.
- 1.6 Form of communication.** Where this FtSP requires communication to the applicant or the student in writing, the normal method is by email to the recipient's personal ox.ac.uk email address (or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the college for such purposes) as well as via the college pigeonhole of the student or applicant. Where this FtSP requires communication to the Academic Dean in writing, the normal method is by email to the email address academic.dean@exeter.ox.ac.uk. The email is regarded as having been delivered to the recipient at the time of sending.

2. General Principles

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

2.2 Grounds of suspension of status. The college will permit a student's suspension of status only where the Cases Committee is satisfied that

- a. a suspension of status is necessary on medical or compassionate grounds (such as injury, physical or mental illness, very recent bereavement, urgent need for the student to act as a carer towards a close family member, or maternity/paternity/adoption leave); and
- b. that the circumstances are such that the student can reasonably be expected to be able to resume their studies at the end of the period of suspension of status. This would be confirmed by College Doctors when the grounds for suspension of status are medical.
- c. For the avoidance of doubt the college will not grant suspension of status solely on the ground that the student is or feels ill-prepared for examinations.

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

- a. if the Cases Committee, having taken into account the views of the Academic Dean and the student's college Tutors, judges that the circumstances warrant it, a student who has already missed a substantial amount of work during a period in which they studies were not suspended under this FtSP may be granted a suspension of status of less than one year so as to allow resumption of work at the point at which, effectively, it was abandoned; subject to the Committee's permission, the student may return at the beginning of the vacation preceding that Term;
- b. if the Cases Committee, having taken into account the views of the Academic Dean and the student's college Tutors, judges that the circumstances warrant it, a student whose studies are suspended under 2.4(c), below, may have their year of suspension of status calculated from the beginning of the Term in which their suspension of status is imposed, or from the start of the next Term, notwithstanding that the suspension of status will then be, in effect, longer than or shorter than one year.

2.4 Initiating suspension of status. Suspension of status is normally at the student's application.

However, in the following three classes of cases – and only in the following three classes of cases – suspension of status may be imposed upon a student by the Cases Committee:

- a. Where a student is subject to disciplinary proceedings (whether academic or non- academic) and makes, or proposes to make, a defence of a kind that also discloses a possible medical ground of suspension of status (which may be supported by evidence from a consultation with a doctor of the student's choosing), the disciplinary proceedings may be temporarily stayed at the initiative of the Cases Committee and the student may be required to attend the College Doctors for an assessment of fitness to study according to the special procedure laid out in 3.3, below. If the student is then certified unfit to study by the College Doctors a suspension of status may be imposed upon the student by the Cases Committee, with or without the student's consent. If the student refuses to attend the College Doctors for an assessment of fitness to study as required under this provision, or otherwise fails to attend despite reasonable efforts by the college to require the student to do so, then their defence may be disregarded for the purpose of determining the disciplinary outcome by the officer or committee then having charge of the disciplinary proceedings. Where a student who had previously been subject to academic disciplinary proceedings is allowed, or required, to suspend their status on medical grounds, the Cases Committee may impose academic conditions as a condition of their return into residence, in addition to the requirement to provide medical evidence of fitness to study;
- b. Where a student is subject to disciplinary proceedings (whether academic or non- academic) and makes, or proposes to make, a defence of a kind that also discloses a possible compassionate ground of suspension of status, the disciplinary proceedings may be temporarily stayed (at the initiative of the panel or committee then having charge of the disciplinary proceedings) and the student may be required to provide proof of this compassionate ground. Where a student who had previously been subject to academic disciplinary proceedings is allowed or required to suspend their status on compassionate grounds, the Cases Committee may impose academic conditions as a condition of their return into residence;
- c. Where, in exceptional circumstances, and where in the judgment of the Welfare Dean or the Academic Dean, having consulted the student's college Tutors, a student's physical or mental condition is such as to give rise to grave concerns for their safety and well-being or the safety or well-being of those around the student, the Welfare Dean or the Academic Dean (as the case may be) may require certification of fitness to study by the college Doctors to be provided to the Academic Dean under the special procedure set out in 3.3, below. This certification of fitness to study would need to be agreed jointly between the College Doctors and the College welfare team, who would convene a meeting to discuss the case. If the student is certified unfit to study by the College Doctors a suspension of status may be imposed upon the student by the Cases Committee with or without the student's consent. If the

student fails to attend the College Doctors for an assessment of fitness to study as required under this provision then that will be treated for the purpose of this provision as a case in which the student was certified unfit to study by the College Doctors. In any case falling under this provision the Academic Dean together with the Welfare Dean is empowered to impose a suspension of status provisionally on the student, pending certification of fitness to study by the College Doctors, and without awaiting a decision by the Cases Committee. In any case in which a suspension of status is imposed provisionally and the imposition is subsequently confirmed by the Cases Committee under this provision, the date of provisional imposition shall qualify as the date of imposition of the suspension of status for the purposes of 2.3(d), above. If the College Doctors certify that a student is unfit to study, the College expects that the student discuss with the welfare team a plan for treatment and/or support during the year away from College. If the College Doctors certify that the student is fit to study but prescribe further medical treatment, the student is obliged to pursue such treatment if they are to remain on course.

2.5 Medical conditions as to return. In cases in which suspension of status has been granted on medical grounds the college will require certification of fitness to study as a condition of return. Where, in the professional judgment of the College Doctors, certification of fitness to study requires attendance at the College Doctors' surgery, such attendance forms part of the relevant condition as to return, whether expressed or not. If the student has received treatment or therapy, the medical practitioner overseeing the treatment would need to provide a report to the College Doctors before a decision on whether the student is fit to return to study can be made.

2.6 Failure to meet conditions as to return. If the student fails to meet any condition as to return, then (subject to the outcome of any appeal they may launch under 4.4, below) the student ceases forthwith to be a member of the college, and this is an automatic consequence of the failure rather than a new determination by the Cases Committee or the Academic Dean. Pending any appeal under 4.4, below, the student remains a member of the college, but is to be allowed back into residence only at the discretion of the Cases Committee. 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 as to return, not at the time of determination of the appeal. Subject to the exception in 3.4, below, the college does not allow for repeated attempts at meeting any conditions as to return.

2.7 Further conditions to be met after return. In cases where the College Doctors have certified a student fit to study after a period of suspension of status, but have indicated that the student's fitness to study should be kept under review, the Academic Dean and the Welfare Dean shall ensure that such review take place at regular intervals. Should that review indicate that a student who had returned from a period of suspension of status was once again unfit to study, the Cases Committee may, if it deems it appropriate, terminate the student's membership of the college. In the event that the College Doctors certify that a student should be allowed to return into residence following a period of suspension of status only if they satisfy certain conditions relating to medical supervision or treatment, and the student then fails to meet those conditions, the Cases Committee may, if it deems it appropriate, terminate the student's membership of the college. Pending any appeal under 4.4, below, the student remains a member of the college.

3. Procedures in more detail

3.1 Form of application. An application for suspension of status is to be made to the Academic Dean in writing by the student, or (in cases where the student is unable) by someone acting on their behalf. Except where the opinion of the College Doctors has been (or will shortly be) sought by the student or by the applicant and has been (or will shortly be) communicated direct by the College Doctors to the Academic Dean, evidence supporting the proposed suspension of status and showing the ground of it is to be included with the application. Evidence will normally be the opinion of the College Doctor; but in a case of maternity/paternity will be the official NHS maternity documentation (i.e. the MAT B1 form), and in a case of caring for an unwell parent evidence will include medical details from the parent's doctors. In the event that the Academic Dean doubts the adequacy of the evidence supplied, the Academic Dean may require additional evidence to be supplied and/or require the applicant to obtain the opinion of the College Doctors, to be communicated direct to the Academic Dean.

3.2 Determination of application. An application for suspension of status under 3.1 is to be considered by the Academic Dean who is to arrive at a recommendation after consulting with the Welfare Dean and the student's college Tutors. The Academic Dean's recommendation is to be put to the Cases Committee in writing and supported by a brief statement of reasons, at its next available meeting, which may be a special meeting called for the purpose of determining the application for suspension of status only. Members of the Cases Committee will be supplied with copies of the application letter and the supporting evidence if and only if one or more of the following circumstances obtains:

- a. if, and to the extent that, the applicant so requests; or
- b. if, and to the extent that the Academic Dean believes it necessary and proportionate, for the proper consideration of their recommendation; or
- c. where the Cases Committee is minded to reject the application (either in accordance with or contrary to the recommendation of the Academic Dean), at the request of any member of the Cases Committee.

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

- 3.3 Special procedure.** Where the college seeks to impose a suspension of status on the student under 2.4 above, the committee or officer responsible for initiating the imposition under 2.4 shall write to the student requiring the student to make contact with the College Doctors for the purpose of obtaining a certificate of fitness to study, to be communicated direct to the Academic Dean and Welfare Dean by the College Doctors. Fitness to study would then have to be agreed jointly with the Doctors and the College welfare team. The letter to the student shall state the grounds, under this FtSP, for setting such a requirement and shall specify a reasonable time (not exceeding three weeks) for the student to obtain the certificate. Within 48 hours of receipt of certification, the Academic Dean is to notify the committee or panel or officer responsible under 2.4 above of the verdict of the College Doctors and welfare team. If the verdict is that the student is not unfit to study, any stayed disciplinary proceedings will be resumed. If the verdict is that the student is unfit to study, then a report on the case will be made by the Academic Dean to the Cases Committee in writing recommending that the student's status be suspended under this procedure. The suspension of status would take effect upon ratification by the Cases Committee at its next available meeting, which may be a special meeting called for the purpose of ratifying the Academic Dean's recommendation. The Cases Committee is required to ratify the recommendation of the Academic Dean except in cases in which, in the judgment of the Cases Committee, the special procedure set out here was not correctly followed. The student shall be entitled to make a written representation to the Cases Committee via the Academic Dean, but only to draw attention to any respect in which, in the student's opinion, the special procedure was not followed. If the Cases Committee determines that the special procedure was not followed it may, where in its judgment this would not prejudice the student's position, require the special procedure to be restarted, but if it does not so require then any stayed disciplinary proceedings will be resumed. The decision of the Cases Committee is to be communicated by the Academic Dean within 3 working days to the student in writing and, in the event that the suspension of status is to be imposed, the Academic Dean is to make timely arrangements for it to take effect. In cases in which disciplinary proceedings resume under this special procedure, any time limits or deadlines applicable to those proceedings shall be calculated without counting the days during which the proceedings were stayed, unless there was unreasonable delay on the part of the college or its Doctors, in which case the days during which the proceedings were stayed shall be counted in calculating any time limit or deadline for action by the college or its officers or its committees (but not in calculating any time limit or deadline for action to be taken by the student). The determination of whether a delay was unreasonable shall be made by the panel or committee then having charge of the disciplinary proceedings.
- 3.4 Return into residence.** Where certification of fitness to study is required as a condition of a student whose status has been suspended, return into residence it shall be the responsibility of the student to consult the doctor for the purpose of certification. That consultation is to take place no earlier than 14 weeks and no later than 4 weeks before the first day of the Full Term in which the student's return is anticipated. A student whose status has been suspended who believes that they cannot reasonably be expected to consult the College Doctors in accordance with the timetable above, or who wishes to have a second attempt following a failed attempt to obtain certification of fitness to study, may apply to the Academic Dean in writing, no later than 3 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 Academic Dean, to be exercised on reasonable grounds. Both the decision of the Academic Dean and its grounds are to be communicated to the student in writing within 7 days of any such request. In the case of any dispute as to whether the Academic Dean's grounds for refusing the request are reasonable, the appeal procedure under 4.4 below applies.
- 3.5 Failure to meet conditions.** Where the Academic Dean, after consulting with the student's college Tutors and Welfare Dean, judges that the student fails to meet any condition as to their return set under this FtSP, or fails to meet any condition to be satisfied after return, notice of that failure, and of the consequence, will be given in writing to the student by the Academic Dean acting on behalf of the Cases Committee, within 3 working days of the failure's having come to the attention of the Academic Dean. In case of dispute about whether any condition as to return has been met by the student, the appeal procedure under 4.4 below applies.
- 3.6 Content of communication from the College Doctors.** Where the College Doctors provide the Academic Dean with an opinion for the purposes of this FtSP, that opinion will include such detail of the student's medical or medically-related conditions as are necessary, in the opinion of the College Doctors, for their opinion to count as helpful evidence for the college in determining the success of an application of suspension of status. Where the College Doctors provide the Academic Dean with a certificate of fitness to study for the purpose of this FtSP, 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, in the briefest terms;
- d. where the student is certified fit to study, any proviso to the effect that in the opinion of the College Doctors continuing review of the situation is required or continuing treatment or medication is required, or any similar proviso that will enable the college to set suitable conditions for the student to meet, under 2.7 above, after their return to college.

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

4. Appeals

4.1 Appeals against refusal of suspension of status. Suspension of status instigated by the student is a special concession granted out of compassion, not a right of the student. There is therefore no right of appeal against the refusal of an application to suspend status. 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 Cases Committee might reasonably be expected to reach a different determination. The Cases Committee may, however, decline to accept, and hence consider, a re-application which the Academic Dean judges to be in substance a mere repetition of a recently refused application. There is no right of appeal against such a judgment of the Cases Committee.

4.2 Appeals against imposition of suspension of status. There is no appeal against the imposition of a suspension of status by the college under the special procedure in 3.3 above, except on the ground that a procedure in this FtSP was not correctly followed. The student exercises the right of appeal under this provision by giving notice of appeal in writing to the Rector within 7 days of the student's being informed under 3.3 above of the decision to impose a suspension of status upon them. The Rector may extend the 7 day time limit in this provision by any number of days in their discretion (up to a maximum of 84 days) in cases in which, in their judgment, the health of the student was such at the time of suspension of status that they could not reasonably have been expected to exercise their right of appeal within 7 days.

4.3 Appeals against conditions as to return. Any student granted a suspension of status, or who has a suspension of status imposed upon them, may appeal against the imposition of any condition as to return on the ground that the condition is not appropriate to their case. The student exercises the right of appeal under this provision by giving notice of appeal in writing to the Rector within 7 days of the student's being informed under 3.2, above, of the decision to allow their request for suspension of status, or under 3.3, above, of the decision to impose a suspension of status upon them. The Rector may extend the 7 day time limit in this provision by any number of days in their discretion in cases in which, in their opinion, the health of the student was such at the time of suspension of status that they could not reasonably have been expected to exercise their right of appeal within 7 days.

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

- a. that the Academic Dean unreasonably refused to allow the student a second or belated attempt, under 3.4, above, to satisfy a fitness to study condition; or
- b. that the Academic Dean was mistaken in their judgment under 3.5, above, that the student failed to meet one or more of the conditions; or
- c. that the evidence that the committee based their decision on is disputed. In this latter case the final decision, against which an appeal may not be made, shall be taken by a doctor of Dr Kenyon & Partners,

19 Beaumont St Surgery, who was not involved in the original consultations or submission of evidence. The student may be required to visit the doctor if an appeal on this ground is launched.

- 4.5 An appeal under 4.2, 4.3, or 4.4, above,** is to be made to the Rector. The Rector shall refer any appeal, within 48 hours of receiving it, to the Major Appeals Committee (see Red Book) for determination.
- 4.6 Representation of Cases Committee at an appeal.** Within 4 days of an appeal being lodged, the Cases Committee is to nominate a person (“the Cases Committee Representative”) to make a case before the Rector in favour of the position taken by the Committee. The Cases Committee Representative may be the Academic Dean or any member of Cases Committee.
- 4.7 Date of hearing.** Within 7 days of an appeal being lodged, the Major Appeals Committee shall fix a date for a hearing. The hearing is to take place within one calendar month. Subject to that one month limit, the date should be fixed in consultation with the student and the Cases Committee Representative.
- 4.8 Hearing details.** At least 7 days before the hearing the Academic Registrar will:
- write to the student and the Cases Committee Representative to confirm the date, time and location of the hearing;
 - provide the student, and the Cases Committee Representative with a bundle containing copies of any relevant documents, including (but not limited to) the application for suspension of status if any, the supporting evidence if any, any relevant correspondence between the Academic Dean and the student, any record or note of any certification by or opinion of the College Doctors and the minute of any relevant meeting of the Cases Committee.
- 4.9 Assistance and representation.** The student shall also be informed by the Academic Registrar that they are entitled to be represented or accompanied at the MAC hearing by one other person (‘the friend’). At least 72 hours before the hearing, if the student wishes to be accompanied, they shall inform the Academic Registrar of the identity their friend. It is the responsibility of the student to inform their friend, if any, of the arrangements for the hearing. Unless the Major Appeals Committee agrees that exceptional circumstances prevent it, the student must attend the hearing for the appeal to be heard. This is so even if the student has asked a friend to speak on their behalf.
- 4.10 Additional evidence.** Because the grounds of appeal under this FtSP do not generally raise disputed questions of fact, it is not normally expected that witnesses or additional documentary evidence will need to be adduced. However, there may be rare cases in which such evidence will be relevant. In such cases evidence may be brought to the appeal hearing.
- 4.11 Regulation of procedure.** The Major Appeals Committee has the power (having regard to the requirements of natural justice) to regulate the procedures governing preparations for the hearing, and the hearing itself, including the order in which representations are to be heard, so as to ensure that the process is fair and reasonable and, so far as possible in view of the gravity of the situation, informal and flexible.
- 4.12 Notification of decision by the Major Appeals Committee.** The decision of the Major Appeals Committee is announced by notice in writing to the student and to the Cases Committee Representative. The decision will not be announced until at least the next working day after the hearing. The Major Appeals Committee may however take up to five days after the hearing to reach and to announce a decision. Within ten days of the hearing, the Major Appeals Committee will produce a written report setting out their findings and recommendations, and the reasons for them.
- 4.13 Possible disposals by the Major Appeals Committee.** In the event of a successful appeal, the Major Appeals Committee may, at their discretion, remit the case for further consideration by the Cases Committee or Academic Dean (as the case may be) or substitute or confirm or vary any determination that the Cases Committee or Academic Dean (as the case may be) was or would have been entitled to make under this FtSP, complete with its consequences.
- 4.14 Finality and further appeals.** The decision of the Major Appeals Committee is final and not open to further appeal within the college. The Major Appeals Committee may, though, at their discretion, refer the case for consideration by the University’s Fitness to Study Panel.

Adopted by the Governing Body, June 2014

Non-Academic Rules

University Cards (Bod Card)

It is a college AND University rule that **you must not, under any circumstances, lend your card to anyone else, even for a short time:** to do so is a serious disciplinary offence.

Course Fees¹

Course fees are payable to the college annually in advance. They are due to be paid in full at the Accounts Office no later than 16.00 on Thursday of Week 1 of the Full Term in which your academic year starts (for most courses, this means Week 1, Michaelmas Term). If you are likely to have difficulty paying your course fees, you should talk with the Bursar as far in advance of the payment deadline as you can.

Outstanding Fees and Graduation

Students with unpaid tuition fees outstanding by the due date determined in the University Examination Regulations can expect to be suspended from their course unless a prior arrangement for deferral of payment has been granted by the Cases Committee. If any tuition fees are outstanding at the end of a student's course, they will not be permitted to graduate until those fees are paid in full.

Graduate Continuation Charge

A Continuation Charge is a charge levied by the college on graduate research students (those reading for: DPhil, MLitt, MSc (by research), EngD, MSt Legal Research, MSt Socio-Legal Research, MPhil Law) after they have reached the end of their standard period of fee liability (www.ox.ac.uk/students/fees-funding/fees/#d.en.12070). This charge is levied on all graduate research students who started their research programme in or after September 2012 and who are also liable for the University's Continuation Charge. The current college Continuation Charge is set at 25% of the University's Continuation Charge per term (half this for part-time students), payable at the start of each term.

Separately, the University also levies a Continuation Charge, and further information is available at www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge.

Battels

"Battels" is the name for your college bill for domestic charges and other levies, excluding academic fees. All Junior Members are required to pay their Week 0 Battels at the Accounts Office by **4.00pm on Thursday of Week 1 of the term** in question; year-end Battels (delivered in Week 10, Trinity Term) must be paid by the date stipulated on the statement. Students are responsible for ensuring that they have received their Battels statement each term, and for paying bills on or before the deadline set for payment. An administration charge of at least £30 is levied for late payment. *If you are likely to experience difficulty in paying your Battels on time, please talk with the Bursar about your difficulties in advance of the deadline, to see if they can help you. If you are in difficulty, you may be able to agree payment details with them and avoid the charge for late payment.*

Outstanding Battels and Graduation

Students who finish their course, and who still owe money to the college (Battels) or to the University for things other than tuition fees (including library fines or invoices for replacement books), are not in good standing with the college unless permission to defer payment has been granted by the Cases Committee. This means that the college will not, if asked, certify that a student is in good standing, and the college reserves the right to refer to these debts, where relevant, in reference checks. Former students not in good standing with the college may be denied access to Old Members' events and other college facilities.

The college will seek to recover all outstanding debts, including those (if any) that remain at the end of a student's course.

Working for money during Term-time

Undergraduates

It is not usually possible to combine undergraduate study in Oxford with paid work during term time. A student who feels that they need to do paid work should gain the permission of their college Tutor(s) in advance to do

¹ Detailed financial information relating to both new, and returning students is published on the University Website and is available here www.ox.ac.uk/students/fees-funding

so, and should also ensure that they have consulted the Academic Registrar about Financial Assistance grants and loans which might alleviate their need to do paid work in term time.

College Library

The **Library Rules** are posted in the library and on the college website: www.exeter.ox.ac.uk/students/library/.

Computing

Regulations for Computer Use.

All users of computing equipment and computer software owned and/or controlled by the college and/or University (including computer networks and systems accessed via the college network) and all users of any personally owned computing equipment which is connected to the college network must comply with the regulations issued by the IT Fellow (see below), and by the University. The IT Fellow or Computing Systems Manager may withdraw permission to use equipment or services at any time, pending investigation by the college or the University of alleged unauthorised use, or alleged abuse of any system.

Students are reminded that all college regulations and the Disciplinary Code (including but not limited to conduct, harassment, and breach of criminal codes) will also apply to use of the computing facilities and the computing network. Specifically, use of the network or other resources for criminal acts, such as the distribution of copyright material without the copyright owner's consent, is forbidden. It should be noted that accessing any web sites or other electronic material of a pornographic nature is also expressly forbidden.

The college has fully subscribed to, and endorses, all of the regulations and guidelines relating to the use of Information Technology, issued by Oxford University, and those rules imposed on the University by external bodies as a condition of access to their facilities – these can be viewed online at www.it.ox.ac.uk/rules. **All Junior Members must comply with these rules and regulations when accessing computing facilities, including transmitting data over the University network from their personally owned devices.**

The college's Information Security Policy and Acceptable Use Policy, which apply to all Members of college, are published at:

www.exeter.ox.ac.uk/governance/.

Exeter College IT Fellow's Regulations

(Issued by the IT Fellow, Exeter College, August 2014)

Security Updates

Computers and devices connected to the Exeter College networks are expected to be kept fully up-to-date with any security-related patches and updates provided by the Operating System manufacturer. For many computers this will happen automatically by default. For advice please contact the Computing Department.

Any computers or devices running older operating systems which have been withdrawn from security support by their vendor will not be permitted to connect to the Exeter College network (e.g.: Windows 2000/XP, Apple OS 10.6, 10.7, 10.8).

Anti-Virus Software

Computers connected to the Exeter College network must have installed working and reputable anti-virus software, for the protection of both the individual and the college as a whole. Such software should be kept up-to-date, which will often happen automatically. This requirement extends to both Windows and Macintosh computers equally. Users of Linux systems may discuss their exact requirements with the Computing Manager, but will usually be asked to install a package if freely available (such as 'Sophos', see below).

Members of the University are entitled to download the 'Sophos' anti-virus package for free at:

<http://register.ox.ac.uk/software>

Peer-to-Peer Software

While 'peer-to-peer' software on systems connected to the Exeter College network is allowed, this should NOT be used to transmit, download or stream any illegal or copyrighted material as per the College Acceptable Use Policy and University IT Rules. Any fines issued to the College for illegally downloading copyrighted material may be passed onto the Student.

Students are reminded that use of any college or University facilities in breach of Criminal Codes is strictly prohibited.

University Regulations

Exeter College subscribes fully to all computing regulations and guidelines issued by Oxford University – these can be viewed online at: www.it.ox.ac.uk/rules

Accommodation

Terms of the College Rental Agreement

Junior members who wish to vacate College accommodation before the end of an academic year must give 8 weeks' notice. Rent continues to be payable during the notice period. Only the Cases Committee has the authority to waive all or part of these charges.

Accommodation charges will continue to be levied after the notice period until the keys are returned to the Porters' Lodge or Accommodation Manager, as appropriate.

All students must sign a licence agreement **BEFORE** taking up residence and are bound by its terms. Any breach of the agreement will result in disciplinary action. Room keys will not be issued until receipt of the signed licence agreement.

You must keep your room key on you at all times and ensure that your door is locked when you leave your room. Those who repeatedly request the use of the spare key will be fined. You must return your room key when you vacate your room at the end of each Term: failure to return your key will result in a lock change, the College reserves the right to charge you reasonable costs for the materials and labour required, and may result in a rental charge per day. If you lose your room key the College reserves the right to charge you reasonable costs for the materials and labour required to replace the lock.

Rents

Rents and Charges (including water rates in the case of college houses and flats) are payable termly in advance and will be levied in respect of the accommodation first assigned. If you change rooms in mid-term, the adjustment will be made at the start of the following term. If you vacate a college room mid-term you will normally be charged for it until the start of the following term. Freshers are charged automatically from the Sunday of 0th week in Michaelmas Term and the Thursday of 0th week in Hilary and Trinity Terms. Students arriving early or staying up for the vacation, with permission from the Accommodation Manager, will be charged at the daily rate.

Vacation Residence

Junior Members who need to be in Oxford for longer than the Standard Rent period for their room can apply for vacation residence. Application forms are circulated by e-mail on Wednesday of Week 3, and must be completed and returned no later than Wednesday of Week 6. Junior Members who are granted vacation residence outside their Standard Rent period and who live on the main college site on Turl Street are normally required to move rooms.

Guests staying in College Accommodation

Students are allowed to have occasional overnight visitors on the condition that they stay no longer than two nights consecutively and no more than two nights in a seven-day period. All guests must be signed in via the appropriate Guest book in order for the college to comply with Safety and Fire Regulations. Guest Books can be found as follows: College – Guest Book at the Lodge; Stapeldon House and Exeter House – Guest Book in the Pavilion at Exeter House. A single **guest room** is available on the Turl Street site.

Catering

Dining Hall

No food or drink from outside college may be brought into Hall without the prior permission of the Catering Manager.

The College Bar

Failure to behave in a way that allows the bar to be a friendly place for all members of college, or to abide by any direction given by the Bar Manager, will be considered a disciplinary offence, and will be referred to the Sub-Rector and the Junior Deans.

Social Entertainments in College

The JCR may hold up to three Bops in Michaelmas Term, and up to two in Hilary Term (with the last to be held before the end of fourth week), in the Undercroft Bar, subject to the approval of the Sub-Rector. Prospective dates for each term must be submitted to the Sub-Rector no later than three weeks before the start of that term. Bops may not be held on the last day of term. Guests are limited to one per attending JCR member; names of guests must be submitted to the Junior Deans at least 24 hours in advance of the start of the Bop. JCR members are responsible for the behaviour of their guests while on College property. Guests are not permitted at the first and last Bops held in College during the year. JCR Bops must be ticketed, with a strict limit, as determined by the Sub-Rector, placed on ticket numbers. Students who do not hold tickets may not congregate in the vicinity of the Bop. Drinks are limited to the Undercroft Bar and to any other space designated by the Sub-Rector for that purpose; they must not be consumed elsewhere in the Front Quadrangle during the Bop. These regulations are subject to any necessary amendment or augmentation by the Sub-Rector. Events/parties held in the Fellows' Garden, Hall or in student rooms also require the permission of the Sub-Rector or Junior Deans. Event Booking forms are available at the Lodge.

The MCR arranges social events for its members from time-to-time, with permission of the Sub-Rector and/or the Junior Deans. Events in Trinity Term are prohibited during the examination period of Weeks 4 to 10.

All persons present are expected to abide by all college rules for the duration of such events.

Health and Safety/Security

Every Member of college shares responsibility for Health and Safety around college, and for their security, and that of all their fellow Members of the college and their possessions.

College Doctors

It is a college rule that all undergraduate students must register with the College Doctor (Dr Kenyon & Partners, 19 Beaumont Street), or another medical practitioner of their choice in Oxford, unless granted exemption by the Sub-Rector. To notify the college that you will be registering with another Oxford-based medical practitioner, or to request exemption, please e-mail your request, along with the details of your preferred GP (name, practice, address, and telephone number) to academic.registrar@exeter.ox.ac.uk.

Safety

Junior Members of the college are reminded that they have a statutory duty to take responsible care for their own health and safety, and for that of others affected by their actions. *Anyone observing unsafe practices on college premises, or who has suggestions to make concerning safety generally, should notify the Bursar.*

Fire Safety

DETAILED INSTRUCTIONS ON THE ACTION TO TAKE IN THE EVENT OF FIRE ARE DISPLAYED IN ALL STUDENT ROOMS ON COLLEGE PREMISES. YOU MUST STUDY THEM CAREFULLY, AND YOU MUST KNOW HOW TO ESCAPE FROM YOUR ROOM. YOU MUST KEEP FIRE EXITS CLEAR AT ALL TIMES.

When the fire alarm sounds in any college property all students, staff, and visitors are required to evacuate the buildings **immediately**, and to go to the designated assembly point. Failure to respond to an alarm will be treated as a serious disciplinary matter.

Safety in Sport

Junior Members participating in rowing or other sports do so at their own risk and must take all proper care to ensure their own safety and that of those participating with them.

Security, Gates and Access to College

The Turl Street gate is locked during term at 20.00 or at such earlier hour as the Sub-Rector or Junior Deans may direct. Electronic access when the door is locked is by use of your University Card.

Rules Pertaining to Student Conduct

College has a wide range of rules and stipulations which are set out in this Red Book as requirements for Junior Members. These rules and stipulations exist to ensure the good functioning of an academic institution, and to regulate a crowded and busy space.

The college's Disciplinary Code is detailed in the College Bylaws and can be viewed at pages 30-42 below or at www.exeter.ox.ac.uk/governance; details of other specific non-academic rules are provided below.

Drugs

Students found using or possessing illegal drugs in a College or University context will be subject to disciplinary action. Such action may, depending on context, include a requirement to engage with drug education or support.

Students struggling with drug addiction are encouraged to seek support and information from the College Nurse, the College Doctors, and the University Counselling Service.

Students found to be manufacturing, selling, offering or giving drugs in a College or University context will be dealt with severely.

The Proctors' guidance on dealing with cases involving the misuse of drugs can be found at [Appendix 1](#). Students should be sure to consult this Appendix.

Drink Spiking

Drink spiking (adding drugs or alcohol to someone's drink without their knowledge or permission) is illegal and against College and University rules. The College will deal severely with any student found to have engaged in drink spiking.

Any student who is concerned that their drink, or another's drink, may have been spiked should inform College staff immediately.

Smoking

Smoking is not permitted anywhere on college property, including Cohen Quad and the off-site houses/hostels, except when standing in designated areas outdoors, which can be identified by the presence of special cigarette bins. Cigarette stubs should be placed in these bins, and anyone found throwing them on the ground will be subject to disciplinary action. It is against the law to smoke in substantially-enclosed areas, including the under-cover area around the Porters' Lodge and the Turl Street entrance, the marquee erected in the front quad, the covered area inside the Broad Street gate, the under-cover areas at the entrance to Staircase 9 / Bursary and Palmer's Tower, and the under-cover area just outside the main entrance of the Cohen Quad.

Conduct on College Premises

"College premises" include not only the college itself but also all properties in Oxford owned or leased by the college which are in the use of Junior Members.

Drunk and Disorderly Behaviour

Drunk and disorderly behaviour is an offence at all times within the College. Offenders may be required by the Sub-Rector, Junior Deans, or Porter on duty to leave the College premises or retire to their rooms immediately.

Noise

Excessive noise must not be made on college premises so as to cause a nuisance to others. Failure to observe this may incur disciplinary action by the Sub-Rector or Junior Deans.

Littering

Littering is prohibited on all College sites.

Conduct in Rooms on College Premises

Junior Members should ensure that the common rooms, and communal spaces including but not limited to kitchens, are kept clean and tidy. If this is not done, access may be withdrawn (i.e. the room in question will be locked until such time as arrangements are made with the Junior Deans for cleaning by the Common Room) and may lead to the collective fining of the Common Room if repeated.

Sleeping in public rooms, including the GCR, JCR and MCR, is expressly forbidden.

Any personal possessions left in these rooms will be removed.

Student Rooms

Accommodation in college premises may not be used except by those to whom it is assigned by the college. Requests for change of accommodation must be made to the Sub-Rector.

Members of the college are held accountable for any disturbance which occurs in their rooms, and for the behaviour of their guests on college premises. Students are requested not to congregate and converse loudly in the quad after 11pm, as the stone walls amplify sounds causing disturbance to others.

Furnishings must not be removed from rooms without the agreement of the Domestic Bursar. Decorations must not be defaced or altered. The cost of rectifying any loss or damage to college property will be charged to the occupant of the room concerned. With the exception of personal electronic equipment such as laptops, tablets, mobile phones, rechargeable headphones, etc., no other electrical equipment of any sort can be brought into College without authorisation from the Domestic Bursar. This includes but is not limited to fridges and freezers, microwave ovens, heaters, television sets, electrical blankets. The College will be offering several drop-in sessions where you will be able to leave your personal electronic equipment for PAT testing free of charge. The dates will be circulated via email, social media and via posters displayed around the College.

All such equipment will be liable to safety testing and articles found to be unsafe will be impounded until the owner can arrange for their repair or removal. Overloading, meddling with or otherwise misusing electrical installations is prohibited, as is the use of multiple adaptors, trailing extension leads, frayed flexes, do-it-yourself additions or poorly maintained appliances. Cooking, other than toast, is not permitted in bedrooms or studies on college premises, and toasters must be kept on a metal tray. No kettles or toasters are permitted in Cohen Quad as cooking must take place in communal kitchens.

Refrigerators and television sets may be installed only with the Domestic Bursar's prior permission.

The hanging, throwing or dropping of anything out of college windows, including but not limited to banners, bags containing food, drink, etc., or the placing of food and drink in guttering is strictly prohibited.

Under no circumstances should Junior Members have candles or other naked flames on college premises.

Unless specific permission has been given by the Sub-Rector, Junior Members must vacate their rooms on the date specified in their rental agreement.

Prohibition on Climbing on College Roofs

Junior Members are not allowed on the roofs, parapets or top-floor balconies of the college. Climbing on to the roof is extremely dangerous, can damage the building and is disruptive to students living on the top floors. Anyone found on the roof, or attempting to gain access to the roof, will be dealt with severely by the Sub-Rector and the Junior Deans.

Prohibition on Fireworks and Firearms

Fireworks and firearms (including replica firearms) are forbidden on college premises.

Prohibition on Keeping Pets

No pets are allowed in college.

Fire Alarms

Other than in an emergency, it is a criminal offence wilfully to set off, to damage or to misuse any fire alarm bell, smoke- or heat-detector, fire extinguisher or any other emergency appliance. Such offences will attract substantial disciplinary sanction, and the Sub-Rector or Junior Deans will also take such action as they deem appropriate to recover the cost of repair and of the refilling of fire extinguishers.

Activation of the automatic fire alarm system without due cause (e.g. by use or misuse of toasters) is a college offence.

Fire exits in rooms must be kept clear of obstructing furniture etc.

Use of the Fellows' Garden and the Front Quadrangle

The Fellows' Garden is open to Junior Members from 09.00 until 20.00. The only permitted games are croquet and bowls; these may be played there between 13.30 and 20.00. Bowls may be played in Trinity Term, Weeks 0 – 9. Croquet may be played throughout the year, weather and ground conditions permitting. The Head Lodge Porter (or their deputy) has discretion to decide whether or not the ground conditions are suitable for play. A refundable deposit of £10 is payable at the Lodge for croquet equipment. In Trinity Term, Weeks 0-9, the JCR President must ensure that the croquet playing area is marked out, before play can commence. Games must finish by 20.00.

Furniture may not be taken into the garden from college rooms. Light lunches and tea may be taken into the garden. The permission of the Use of the Fellows' Garden Committee and the Sub-Rector or Junior Deans is required before any play, concert or party may be held in the garden. Applications should be submitted to the Domestic Bursar in writing at least two weeks before the Governing Body meeting prior to the event, giving full details.

Junior Members are not allowed on the grass of the Front Quadrangle.

Glasses and crockery may not be left in the Front Quadrangle or the Fellows' Garden, but must be returned immediately after use to the Servery or, when the Servery is closed, to the Undercroft Bar. No litter or newspapers are to be left in the quadrangles or the garden.

Prohibition of Ball and Throwing Games

No ball games, nor any games involving throwing of any object (including but not limited to Frisbees), are allowed anywhere on college premises with the exception of bowls and croquet at the designated times in the Fellows' Garden.

Bicycles

Bicycles must be registered at the Lodge between the hours of 09.00 and 16.30 Monday to Friday and will be marked with the college crest and a number. Students living at Cohen Quad must register their bicycles with the Cohen Quad Front Desk between the hours of 09.00 and 17.00 Monday to Friday. Students living in Exeter College accommodation on Iffley Road (including graduates residing at Exeter House) must register their bicycles with the Hostel Supervisor between the hours of 07.30 and 15.00 Monday to Friday. Failure to register a bicycle will result in it being removed and disposed of. At the Turl Street site, bicycles may only be parked on the racks in the Back Quadrangle. They are not to be left on the staircases, in rooms, under Palmer's Tower, in the passageway to the Rector's garden, blocking access to the Chapel, or anywhere else in college, nor are they to be brought inside any of the hostels. At the Cohen Quad site, the bike racks are located at the back of the building and access is via the gate on Worcester Place. Bicycles should not be left against the glass doors or brought into the building. Bicycles found elsewhere, including the Fellows' or staff bicycle racks, will be impounded and may be recovered only on application to the Porter, and on payment of a fine of £10. This arrangement applies to term and the two short vacations. Bicycles left in college over the long vacation will be disposed of, unless prior notification has been given to the Bursar. No bicycle may be ridden within the walls of the college.

Motor Vehicles

Motor vehicles, including motorcycles, may not be brought into college by Junior Members or persons visiting them. Oxford City Council will not give residents' parking permits to anyone living in designated student accommodation, which includes Exeter House and Stapeldon House. Much of Oxford is now subject to controlled parking. A student with a mobility disability can apply to the Cases Committee for special dispensation to park a mobility vehicle on college property.

Music

Music (including but not limited to amplified music) must not be played on college premises so as to cause a nuisance to others. Failure to observe this may incur disciplinary action by the Sub-Rector or Junior Deans. Except for college services, the Chapel organ and piano may be played only between the hours of 10.00 and 21.00.

Student Parties

Within College accommodation, a gathering of six or more individuals in a study bedroom, single set or double set constitutes a party. This number is inclusive of the resident(s). At the Iffley Road friendship houses, any

gathering which includes eighteen or more individuals (inclusive of residents) will also be taken to constitute a party.

Junior Members may hold **parties** on college premises only with the permission, obtained **at least 48 hours in advance**, of the Sub-Rector or Junior Deans. Permission must be applied for on an event booking form, available from the Porters' Lodge or Cohen Quad front desk. Parties must be confined to the rooms for which permission is given, and neighbours should be informed of the event as a courtesy. Parties in Trinity Term are prohibited during the examination period. Parties for which permission has been given must end no later than 11.00 pm (11.30 pm on Fridays and Saturdays).

Private or club parties in the Undercroft Bar require the permission of the Sub-Rector at least a week in advance. Club drinks in the Undercroft Bar may be held during term time **only if** the captain of the club obtains the permission of the Sub-Rector or Junior Deans by the Saturday of Week 1 in that term. **The captain of the club will be responsible for the general conduct of the members** of the club during the event. All visiting team members should report to the Porters' Lodge on arrival. Any behaviour that interferes in any way with the enjoyment of other persons present, or any failure to abide by the requests of the Bar Manager, will result in forfeiture of the privilege of holding 'club drinks' or any other 'parties' in the bar.

Student-organised Club and Private Dinners

Permission from the Sub-Rector or Junior Deans to hold a **Club or private dinner** should be sought, giving at least fourteen days' notice in advance. Once permission has been obtained, detailed arrangements should be made with the Catering Manager as soon as possible. In the case of dinners arranged by college clubs, **a Senior Member must be present throughout the dinner**. The Senior Member may, at their absolute discretion, restrict the amount of alcohol being consumed and may ask any student whose behaviour is unacceptable to leave the dinner. **No drinking games of any kind (including but not limited to 'sconcing' or 'portraits' or 'shoeing') will be allowed during these dinners**. Any failure to abide by this rule will result in loss of the privilege of any club, or organization, or individual, of holding any such dinners for at least one year.

"Trashing" After Public Examinations

Trashing after examinations is not permitted outside College, under University Regulations.

Inside College, students may take part in trashing after examinations in the Front Quad only. Only water may be used for the purpose of trashing (i.e. nothing else, including but not limited to alcohol of any kind, may be used). The students responsible for trashing must clean up any water spills immediately. Failure to do so, or the use of any substances other than water for the purpose of trashing, will result in disciplinary action.

Students who have been trashed outside College, and who have the detritus of trashing still on their person, may not enter College until it has been cleaned off. Such cleaning must not leave mess or litter in the street. Failure to abide by these requirements will result in disciplinary action.

Disciplinary Powers and Procedures

The college's Disciplinary Procedures and Disciplinary Code are set out in the College Bylaw on Discipline (VIII.4-VIII.6 which can be found at pages 30-39 below or at www.exeter.ox.ac.uk/governance. Apart from its provisions for appeal to the Major Appeals Committee, the Bylaw does not concern breaches of academic discipline, for which see [above](#).

Appeals

The college's Disciplinary Appeals Procedures are set out in the College Bylaw on Appeals (VIII.7) which can be found at pages 39-42 below or at www.exeter.ox.ac.uk/governance. Apart from its provisions for appeal to the Major Appeals Committee, the Bylaw does not concern breaches of academic discipline, for which see [above](#).

College's disciplinary bylaw (Bylaws VIII.4-7)

4. COLLEGE DISCIPLINE: Non-Academic Misconduct

Definitions

- 4.1. In the rest of Bylaw VIII, the following definitions apply
- a) *Suspension of Status: this is a period in which the College "stops the clock" for all elements of a Student's degree studies, including residence and fees. A student whose status is suspended is not (unless explicitly allowed to do so) permitted to use College facilities by their own right, to occupy College accommodation, to be in receipt of grants or loans or awards from College, or to receive tuition.*
 - b) *Sent out of Residence: suspension of status imposed by the College as an outcome of a panel hearing under academic disciplinary procedure. The College will, at the time of sending a student out of residence, specify which, if any, College facilities the student can access during their period of suspension of status.*
 - c) *Rustication: suspension of status imposed by the College for non-academic reasons. A student who is rusticated will have all access to College premises and facilities withdrawn, subject to any exceptions agreed by the Sub-Rector.*
 - d) *Sent Down: to be sent out of residence permanently. A Student who is sent down has their course of study terminated by the College (and therefore by the University). The Student's name remains on the books of the College and University (i.e. they become an Old Member of the College).*
 - e) *Expulsion: the termination of the membership of the College, and therefore the irrevocable termination of any degree course, or other studies, for which the person is at that time engaged. Someone who has been expelled from membership of the College is not considered an Old Member, and does not receive any of the rights and privileges of an Old Member. The College may rule that a Student who has been expelled from the College has access to the College restricted for a set period or until further notice.*

Responsibility for Discipline

- 4.2. The Governing Body is responsible for maintaining and regularly reviewing policies, codes and processes relating to discipline, harassment and the appeals process. For the avoidance of doubt, it may delegate such responsibilities to one or more committees from time to time.
- 4.3. College discipline is the responsibility of the Cases Committee, but its day-to-day administration is the duty of the Sub-Rector assisted by the Junior Deans.

Conduct of Student Members

- 4.4. Student Members of the College shall observe a standard of conduct appropriate to the purpose of the College as an academic and residential community.
- 4.5. In particular, Student Members of the College shall observe the rules included in the current Handbook for Students (the Red Book), and shall observe the Disciplinary Code (Bylaw VIII.6).

General Principles

- 4.6. In this Procedure the person making a report is referred to as the "reporter" and the person who is alleged to have breached the Disciplinary Code or other College Rules is referred to as the "subject".
- 4.7. Reports will usually be dealt with confidentially by all parties involved and details will not be disclosed except where it is necessary to do so to carry out a fair investigation, to effect a precautionary measure or the outcome, to protect members of the College, and/or to comply with the College's legal obligations. The identity of the reporter will usually be disclosable to the subject; relevant members of staff, including tutors, will be informed when a student is rusticated, sent down, or expelled, and the HR manager may be informed where a report is made by a member of staff.

- 4.8. In cases of alleged bullying or harassment, students making a report of an alleged breach may, depending on the seriousness of the alleged behaviour, be encouraged to follow the initial stages of the College's harassment code in the first instance. The Welfare Dean can advise students on the operation of the harassment code. Reporters of alleged bullying or harassment may also be directed to the College's No Contact Arrangement policy.
- 4.9. All College staff involved in this procedure will act with impartiality and discretion.
- 4.10. All students and staff involved in this procedure are required to act reasonably and fairly towards each other and to respect the College's procedures.
- 4.11. Time limits, as set out in the rest of this bylaw, should usually be met by all parties. Time limits may only be extended by the relevant decision-maker where it is necessary to do so in order to ensure a fair outcome. It will usually be necessary to extend time limits for complex cases and/or where external specialists are required. Where time limits are extended, the subject (and the reporter, where appropriate) should be kept updated about the progress of the case.
- 4.12. Throughout any disciplinary procedure the College will bear in mind its obligations towards both the subject and the reporter. Students will be directed to College and University welfare services where appropriate.
- 4.13. Anonymous allegations will only be considered under this procedure in exceptional circumstances where there are compelling reasons to do so. While some investigation may be possible in certain cases, it will usually be very difficult to proceed with disciplinary action because of the need to allow the subject to respond to the allegation. If a witness to alleged misconduct does not agree to the subject knowing their identity, it may not be appropriate to rely on their evidence.
- 4.14. Malicious or vexatious allegations may result in disciplinary action against the reporter.
- 4.15. Students involved in procedures under this Bylaw are not normally allowed to have legal representation. In disciplinary cases heard by a Disciplinary Panel, and appeals heard by the Major Appeals Committee, reasoned requests for such representation may be made, and will be considered.
- 4.16. If a case falls across more than one College procedure, the College will deal with the matter as flexibly, fairly and proportionately as possible.
- 4.17. Where an allegation of a breach of College discipline is made against more than one student, the College will seek to deal with the case consistently and fairly.
- 4.18. The standard of proof is "on the balance of probabilities". This means that the Sub-Rector and/or the Disciplinary Panel will conclude that there has been a breach of the Disciplinary Code or other College Rules if they are satisfied that it is more likely than not that the conduct which is alleged to be a breach of the Disciplinary Code or other College Rules occurred. In determining whether or not a breach of the Disciplinary Code or other College Rules has occurred, the burden of proof will be on the College. In determining a penalty, the burden of proof for the setting out of any mitigating factors will be on the subject.
- 4.19. Non-compliance with a penalty imposed under this procedure will constitute a disciplinary offence in its own right, and may attract further penalties accordingly, up to and including rustication and expulsion. Cases of alleged non-compliance may be dealt with by the Sub-Rector under Section 5.2, or referred by the Sub-Rector to the Rector to be heard by a Disciplinary Panel under Section 5.5.
- 4.20. In determining a penalty under this Bylaw the Sub-Rector or Disciplinary Panel may take into account any mitigating and/or aggravating factors (including where there is a hate element related to a protected characteristic¹) when determining the appropriate penalty. When the Sub-Rector or Disciplinary Panel find that a hate element related to a protected characteristic was present in the breach, they will, on announcing penalty, be obliged to specify an uplift that has been given to the penalty to mark that finding of hate.

¹ Protected characteristics include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including ethnic or national origin, religion or belief, sex and sexual orientation.

- 4.21. Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for misconduct, and may be considered an aggravating factor.
- 4.22. No member of College staff involved in this procedure should have any conflict of interest in the matter or should act if there is any reasonable perception of bias. If the Sub-Rector is unavailable to act, the Rector will appoint an appropriate substitute.
- 4.23. Any decision to be made or action to be performed by the Rector may be made or performed by a fellow of the College appointed by the Cases Committee, in the event that the Rector is absent, has a conflict of interest, or is otherwise unable to undertake the action within a reasonable time.
- 4.24. Any Student Member who has been rusticated by the University will be rusticated for the same period by the Cases Committee; and the Cases Committee will advise the Governing Body to expel any Student Member who has been expelled by the University. In these cases, the Student Member will not be given a hearing.
- 4.25. A student who is subject to rustication as a result of this disciplinary procedure, or who is suspended as a precautionary measure (under Paragraph 5.1b), may not access College properties, facilities, or events (including those taking place outside Oxford) without the express written permission of the Sub-Rector
- 4.26. Where a Student Member has been found to have breached the Disciplinary Code or other College rules, an official record will be kept. Where this was a decision taken by the Sub-Rector or by the Rector following appeal, this record shall remain on file for six months. Where this was a decision taken by a Disciplinary Panel or by the Major Appeals Committee, this record shall remain on file for 18 months after the expiry of any punishment.
- 4.27. Previous breaches held on file shall not be considered during the disciplinary proceedings except in the case of determining the penalty, if any, to be imposed.
- 4.28. This Procedure makes provision for the subject to appeal from adverse disciplinary decisions taken by the Sub-Rector or Disciplinary Panel. The reporter is not a party to disciplinary proceedings and does not have a right of appeal from the outcome of a disciplinary decision. If the reporter is a student and is dissatisfied with the action taken under this Procedure they may make a complaint under the College's Student Complaints procedure. Any complaint will be addressed by individuals who have not previously been involved in the report
- 4.29. Students reporting a complaint of sexual misconduct against another student can access support from the University's Sexual Harassment and Violence Support Service. This may involve a specialist advisor offering support at each stage throughout the disciplinary process, including accompanying the relevant student to interviews and hearings, if appropriate. Support for students who are the subjects of such reports is available from Student Welfare and Support Services or the Oxford SU Student Advice Service.
- 4.30. *University Authorities and the Police*
 - a) Where this Procedure applies and the subject's situation also constitutes a proper basis for disciplinary steps to be taken by the University Proctors, and such steps have been proposed or initiated, any steps proposed or initiated under this procedure may be stayed until the conclusion of Proctorial proceedings. Disciplinary steps may subsequently be taken under this Procedure notwithstanding that Proctorial proceedings have been discontinued or that Proctorial charges have been dismissed, and no finding of fact by the Proctors or absence of any such finding will bind the College.
 - b) Where this Procedure applies and the subject's situation also constitutes a proper basis for investigation by the police or by any other public authority, or for any other steps to be taken towards prosecution in the criminal courts, and such steps have been proposed or initiated (or their imminent proposal or initiation can reasonably be foreseen), any steps proposed or initiated under this Procedure will usually be stayed until the conclusion or abandonment of the investigation or prosecution.

- c) The Sub-Rector may refer a matter to the police or seek guidance from the police or other public safety agencies where the report concerns criminal conduct and/or where there is a significant imminent risk of harm to students or staff. In deciding whether to do so, the Sub-Rector should take into account the wishes of the reporter.
- d) Where the alleged victim of an alleged criminal offence is a member of the College, the College will provide that person with necessary support, including supporting them in their decision about reporting the matter to police.
- e) Disciplinary steps may subsequently be taken under this Procedure notwithstanding that criminal proceedings have not been commenced or have been discontinued or that criminal charges have been dismissed. The College will not treat discontinuance or dismissal of such proceedings as evidence that the subject did not breach the Code of Discipline in the manner alleged.
- f) The fact that proceedings under this Procedure are stayed pending the outcome of criminal investigation or prosecution will not prevent the Sub-Rector from taking safeguarding and/or precautionary measures referred to in Paragraph 5.1.b of this Procedure.
- g) Where a student is found guilty of a breach of University regulations or a criminal offence, the College may subsequently pursue the same matter under this procedure and attach its own penalty to the same breach or offence, making due allowance for any penalty or other measure already imposed by the Proctors or by the courts. The College also retains the right, following any Proctorial finding against or criminal conviction of the Student as well as in any other circumstances, to take steps to ensure the peace of the College and the safety of its members, which are not regulated by this Procedure.
- h) If a student member accepts a caution for, is charged with, or is convicted of an alleged offence for which the statutory maximum penalty on conviction is imprisonment, they shall promptly inform the Sub-Rector in writing.
- i) If a student member has accepted a caution for or has been convicted of a criminal offence for which the statutory maximum penalty on conviction is imprisonment (and whether or not such a sentence was in fact imposed on the student member) the Sub-Rector will refer the matter to the Cases Committee, which may impose such penalty or other conditions as it thinks fit, up to and including a recommendation to Governing Body of expulsion. The Committee may, if it chooses, invite the student to make written representations to it before it determines a penalty.

5. Disciplinary Procedure

5.1. Preliminary stages of the disciplinary procedure

- a) Alleged breaches of College discipline may be reported by any member, employee or agent of the College, acting on their own behalf or following a complaint made by any other person, who has good reason to believe that a Student Member has breached the Disciplinary Code or other College Rules. This person shall refer the matter to the Sub-Rector as soon as reasonably possible, naming the Student member and giving details of the alleged breach.
- b) The Sub-Rector may at any time impose temporary precautionary measures on the subject (and, where appropriate, the reporter) for as long as disciplinary proceedings remain in operation. Such precautionary measures do not indicate any finding of misconduct and are not penal in nature. Precautionary measures should only be made following a risk assessment, and may include (without limitation):
 - (i) a temporary No Contact Order (which may also be imposed on the reporter),
 - (ii) a ban from, or time constraints on, accessing particular College buildings or services,
 - (iii) recommending a ban from, or time constraints on, accessing particular University buildings or services (subject to endorsement by the University),
 - (iv) alternative teaching arrangements,

- (v) moving the subject to alternative College accommodation, and
- (vi) where no other option is appropriate, a temporary suspension of status, to be reviewed periodically.

Precautionary measures are particularly likely to be appropriate in cases involving a risk to any individual's mental or physical health, issues of a highly sensitive or confidential nature and/or where there is a threat of significant disruption to academic study or other College activities.

The Sub-Rector will promptly provide the subject and, where appropriate, the reporter, with written reasons for any precautionary measures imposed. Any student upon whom precautionary measures are imposed may ask the Sub-Rector to review them, and, if the request is refused, may apply to the Rector at any time for the precautionary measures to be reviewed

- c) Upon receipt of a report of an alleged breach of College discipline the Sub-Rector will determine whether to initiate the College's disciplinary procedure. The Sub-Rector will not normally initiate the College's disciplinary procedure (but retains discretion to do so in exceptional circumstances) in cases where:
 - (i) the alleged breach does not fall under the scope of this bylaw.
 - (ii) the allegation is vexatious and/or frivolous.
 - (iii) the alleged misbehaviour, except in cases of alleged sexual misconduct, occurred more than 6 months previously.
 - (iv) there are ongoing criminal, regulatory or other proceedings in relation to the same matter.
 - (v) there are ongoing disciplinary or other proceedings within the University in relation to the same matter.
 - (vi) the allegation has already been decided under this procedure.
- d) Following a decision to initiate disciplinary proceedings, the Sub-Rector will determine whether to hear the matter under Section 5.2 (Disciplinary Proceedings before the Sub-Rector), or to proceed to Formal Investigation (Section 5.3). Disciplinary Proceedings before the Sub-Rector will be appropriate in cases in which the Sub-Rector considers that, if established, the alleged breach of discipline would appropriately be addressed by the penalties set out in Paragraph 5.2.e below. Formal Investigation will be appropriate in cases in which the Sub-Rector considers that, if established, the alleged breach of discipline may appropriately be addressed by a penalty of rustication or expulsion. Formal Investigation may also be appropriate in other cases, at the discretion of the Sub-Rector. This determination will usually be made within ten working days of receiving the report. If necessary, in order to make this determination the Sub-Rector may undertake preliminary inquiries as appropriate.

5.2 Disciplinary Proceedings before the Sub-Rector

- a) The Sub-Rector may take any step reasonably and proportionately required to investigate and to assemble relevant evidence.
- b) The Sub-Rector shall summon the subject to an interview, giving at least 24 hours' notice. The summons shall give particulars of the alleged breach of the Disciplinary Code and/or other College rules. Failure to attend such an interview without giving good reason shall constitute a disciplinary offence in its own right.
- c) At the interview the Sub-Rector shall inform the student of the alleged breach of the Disciplinary Code or other College rules, and provide them with an opportunity to answer the case against them.
- d) If the Sub-Rector finds the charge proved, they may impose such penalty, if any, as they think fit, short of rustication or recommendation of expulsion.
- e) Disciplinary penalties that may be imposed by the Sub-Rector include any one or more of:

- (i) A written warning
- (ii) A requirement to write a letter of apology
- (iii) Written work and/or other written assignment
- (iv) Community service
- (v) A requirement to attend a programme of education or training
- (vi) A fine, not to exceed £300 (not including any compensation order)
- (vii) A compensation/repairation order
- (viii) A no contact order
- (ix) A restriction from entering certain parts of the College estate, or from accessing or attending certain College facilities or events
- (x) Moving the subject to alternative College accommodation
- (xi) Removal of the right to occupy College accommodation in future years
- (xii) A requirement that the subject is to report to the Sub-Rector at such intervals and for such period as the Sub-Rector may determine with a view to keeping the subject's conduct under review

The Sub-Rector will consider the range of available penalties and impose a penalty that is appropriate and proportionate in all the circumstances

- f) At any time after the initiation of disciplinary proceedings before the Sub-Rector, and before a determination is reached, the Sub-Rector may pause proceedings and proceed to a Formal Investigation under Section 5.3. Following the conclusion of such an investigation, the Sub-Rector may adopt any of the routes permitted at Paragraph 5.3.o).
- g) The Sub-Rector shall in all cases take an adequate written note of the proceedings at the interview and any evidence presented. Another member of College staff may sit in on the interview to take notes.
- h) a student who is summoned to an interview with the Sub-Rector fail to attend without providing good reason, the Sub-Rector may make a determination in their absence.
- i) If, as a result of this procedure, a student is found to have breached the disciplinary code or other College Rules, the Sub-Rector will write to the student within one week setting out (i) which provisions of the Disciplinary Code or other College Rules have been broken, (ii) details of the penalties imposed, if any, and (iii) information regarding the right to appeal.
- j) If appropriate, the reporter will be informed of the outcome.

5.3. Formal Investigation of Alleged Breaches of College Discipline

- a. A Formal Investigation may be initiated by the Sub-Rector under the terms of Paragraphs 5.1.d or 5.2.f of this Bylaw.
- b. Any investigation undertaken under these regulations shall be carried out with all reasonable expedition and in a manner which is just, fair, and proportionate in the light of all the circumstances.
- c. The Investigator will be either the Sub-Rector, or a person appointed by them, who may or may not be a member of the College, at the Sub-Rector's discretion.
- d. Once a formal investigation is initiated, the Sub-Rector or appointed investigator will write to the subject setting out the details of the allegation
- e. The Investigator may take any step to investigate and to assemble relevant evidence. This will usually include interviewing the reporter, and interviewing the subject, as well as interviewing any witnesses. The Investigator shall have the power to summon any member of the College to help in their inquiries.
- f. The subject will be informed of the interview time and location of an interview at least two days before it is due to take place.
- g. The subject may be accompanied to an interview by any other member of the College.
- h. Before interviewing the subject the Investigator will explain that the subject does not have to answer questions and that any responses or documents provided may be used in evidence

against them. If the subject refuses to answer questions this may be taken into account in subsequent disciplinary proceedings, with the proviso that it would not be appropriate to draw negative inferences from a subject exercising the right to silence in cases where the reported conduct could constitute a criminal offence. If the reported conduct could constitute a criminal offence, the Investigator will explain that the police might be able to obtain any records from the disciplinary process in a future investigation.

- i. The Investigator will give the subject the opportunity to respond to the case against them, including an opportunity to put forward oral and/or written or documentary evidence, and to make representations. Representations may include, but are not limited to, representations regarding any response to the allegation, justification, or excuse for the breach of discipline under investigation, and mitigating factors that may bear on disposal of the case.
- j. Interviews may be recorded, and notes may be taken. Following an interview, a statement will be written up, and the person interviewed will be sent a copy and will be invited to amend or agree it.
- k. A member of College staff may sit in on the meeting to take notes.
- l. Interviews may take place in-person or online, at the discretion of the Investigator.
- m. Once the reporter and the subject have both been interviewed and have reviewed and agreed their statements, each will usually be given the opportunity to comment on the other person's account. Confidential information which is not about the disputed facts may be redacted.
- n. On completion of their investigation, the Investigator will make a written report including any written or documentary evidence, notes of meetings, and usually including a conclusion as to whether on the evidence a finding that the subject committed the breach(es) of discipline could be justified.
- o. Following the completion of a formal investigation, the Sub-Rector shall decide to either:
 - (i) Take no further action;
 - (ii) Initiate, or return to, Disciplinary Proceedings before the Sub-Rector (5.2); or
 - (iii) Refer the Investigation Report to the Rector for consideration by a Disciplinary Panel. This will usually be appropriate in cases in which the Sub-Rector considers that, if established, the alleged breach of discipline may appropriately be addressed by a penalty of rustication or expulsion. Such a referral may also be appropriate in other cases, including where there are substantial questions of fact to be decided.

The subject and the reporter will be informed of the Sub-Rector's decision.

- 5.4. Special considerations for formal investigations into allegations of sexual misconduct
 - a. A specially trained and/or experienced investigator may be appointed for carrying out such investigations.
 - b. Any investigator considering allegations of lack of consent should enquire as to the steps taken to obtain consent, including how the subject knew or believed the reporter of the allegation was (i) consenting to the sexual behaviour and (ii) continued to consent.
 - c. Decision-makers and support staff at all stages of the procedure in such cases should be mindful that:
 - (i) Reports of sexual misconduct and/or violence are more likely to exceed the six-month timeframe, than other types of misconduct.
 - (ii) Delays in reporting, or reluctance to involve the Police, should have no bearing on determining the veracity of the report.
 - (iii) The College does not have the legal investigatory powers of the Police and cannot make a determination on criminal guilt. A College investigation can determine only whether a breach of the Disciplinary code or other College Rules has occurred.
 - d. Appropriate welfare support will be offered to both parties in such an investigation.

5.5. Disciplinary hearing before a Disciplinary Panel

- a. This procedure is initiated by the Sub-Rector referring an investigation report to the Rector for consideration by a Disciplinary Panel (5.3.0), or by the Rector under paragraph 7.8.
- b. A Disciplinary Panel will consist of three people appointed by the Rector for the purposes of considering the investigation report. Panel members must either be members of the College Governing Body or be people who have been approved by the Governing Body as being suitable Disciplinary Panel members. The Rector will appoint one of the members as Chair of the Disciplinary Panel. The panel will not include the Rector, the tutor(s) of either party, or anyone previously involved in the case.
- c. A Disciplinary Panel may be appointed to consider a single case or a group of cases. Where more than one case involving the same subject has been referred to the Disciplinary Panel, the Disciplinary Panel may decide to consolidate the cases.
- d. The Rector will write to the subject and the reporter informing them of the identities of proposed Disciplinary Panel members and stating that if they have any objection to the appointment of any of the members, they must set out the reasons for their objections in an email to the Rector within 2 working days. If the Rector considers that the grounds for objecting are valid, they will aim to appoint an alternative panel member within 3 working days of the objection being made.
- e. A member of College staff shall act as secretary to the Panel.
- f. The report will be considered by the Disciplinary Panel at a meeting which will normally be attended by the subject and the Investigator.
- g. It is expected that all relevant witness evidence will have been obtained by the Investigator and will be contained in the Investigation report. In many cases it will not be necessary for the Disciplinary Panel to hear directly from witnesses in order to reach a decision. On receipt of the Investigation Report the Panel Chair will consider whether it would be appropriate to invite any witness, including the reporter, to attend the meeting.
- h. The Chair will write to the subject informing them of the proposed date of the Disciplinary hearing which will be no less than 14 days after the date of the email. The Chair will: set out the allegation against the subject, referring to the relevant provision(s) of the Disciplinary Code or other College rules; provide a copy of the Investigator's Report and any other evidence which will be considered by the Disciplinary Panel; set out the names of the members of the Disciplinary Panel and anyone else who will be present for some or all of the meeting, identifying the capacity in which they will be attending; inform the subject of the right to be accompanied by a member of the College acting as supporter; and inform the subject that they can expect the members of the Disciplinary Panel to ask them questions. The Chair will ask the subject to confirm their attendance at the meeting and whether they wish to call any witnesses. In the event that the subject is unable to attend the Disciplinary hearing on the proposed date or chooses not attend they should write to the Chair promptly, providing reasons for their inability to attend and/or decision not to attend. The Chair may either propose an alternative date for the Disciplinary hearing or may confirm that the Disciplinary hearing will proceed on the proposed date and may proceed in the absence of the subject.
- i. If the subject wishes to call witnesses to the Disciplinary hearing, they must write to the Chair within 7 days identifying the witnesses and explaining the reasons why they consider attendance to be necessary. The Chair will consider whether it is appropriate for those witnesses to attend the Disciplinary hearing to give evidence.
- j. If the Chair decides that it would be appropriate to invite witnesses to the Disciplinary hearing, they will consider whether any particular arrangements are required to safeguard the interests of the witnesses. Such arrangements may be put in place at the discretion of the Chair but may include: separate waiting areas for the reporter and the subject; the reporter bringing a supporter to sit with them while addressing the Panel and answering questions; the reporter

- addressing the Panel from behind a screen; the reporter responding to questions via online-link from a different location. Such measures are likely to be required in sexual misconduct cases. Appropriate welfare support will be offered to both reporter and subject in such cases.
- k. The Chair will determine the procedure for the hearing, so as to ensure a hearing that is fair, and, so far as possible in view of the seriousness of the case, informal and flexible. The subject may make oral and/or written representations to the Disciplinary Panel, and the Panel may ask questions of the subject, the Investigator and any witnesses.
 - l. The subject will not be permitted to ask questions directly, but will be provided with the opportunity to put questions to witnesses through the Chair. Where the reporter attends the hearing, the Chair will ensure that the reporter and the subject have an appropriate opportunity to comment on any evidence the other has provided.
 - m. The Secretary to the Disciplinary Panel will attend and take notes of the meeting, and/or the meeting may be recorded.
 - n. After the Disciplinary hearing the Disciplinary Panel will deliberate in the absence of any other person, apart from the Secretary to the Panel. Before determining whether a breach of discipline has been established it will satisfy itself that reasonable and proportionate efforts have been made by the Investigator to obtain the relevant evidence which is necessary to determine the issues in the case from the subject and from others, whether orally or in writing; assess the relevance, reliability and credibility of the evidence; satisfy itself that the subject has had a fair opportunity to answer the case against them; satisfy itself from the evidence obtained that, on the balance of probabilities, it has been shown that the breach of discipline was committed by the subject; and identify the form of disposal which it is minded to adopt, subject to further representations by the subject.
 - o. Decisions of the Disciplinary Panel shall be made by a simple majority vote.
 - p. If the Disciplinary Panel determines that a breach of discipline has been established, it will notify the subject promptly, and in any event within 7 days of that determination, the reasons for it, and the disposal it is minded to adopt. It will invite the subject to make representations to the Disciplinary Panel within 3 working days of notification of the determination, regarding the appropriate disposal. Such representations may be made orally or in writing, at the choice of the subject. The Disciplinary Panel may also request the provision of a written statement of the impact of the subject's conduct from the reporter or any other person.
 - q. Disciplinary penalties that may be imposed by a Disciplinary Panel include any one or more of:
 - (i) A written warning
 - (ii) A requirement to write a letter of apology
 - (iii) Written work and/or other written assignment
 - (iv) Community service
 - (v) A requirement to attend a programme of education or training
 - (vi) A fine
 - (vii) A compensation/reparation order
 - (viii) A no-contact order
 - (ix) A restriction from entering certain parts of the College estate, or from accessing or attending certain College facilities or events
 - (x) Moving the subject to alternative College accommodation
 - (xi) Temporary or permanent removal from College accommodation
 - (xii) Removal of the right to occupy College accommodation in future years
 - (xiii) A requirement that the subject is to report to the Sub-Rector at such intervals and for such period as the Disciplinary Panel may determine with a view to keeping the subject's conduct under review
 - (xiv) Rustication
 - (xv) Recommendation to Governing Body of expulsion

The Disciplinary Panel will consider the range of available penalties and impose a penalty that is appropriate and proportionate in all the circumstances.

- r. The Panel shall report its determination and disposal to the Rector as soon as possible, supported by written reasons. Notice of the Panel's determination and disposal will be given in writing to the subject by the Rector within 3 working days of receipt of the Panel's report, supported by a copy of the Panel's report. The decision letter will inform the subject of their right of appeal and refer them to the relevant parts of this procedure. The reporter will be informed of the outcome of the proceedings.
- s. Should the subject fail to attend the Disciplinary Meeting without offering good reason, the Meeting may proceed in their absence. Should a witness fail to attend without explanation, the Disciplinary Panel will determine whether to adjourn and reschedule or to proceed in the absence of the witness.

5.6. Disciplinary proceedings before the Governing Body

- a. The Governing Body may expel a Student Member from membership of the College, on the advice of the Cases Committee (under Paragraph 4.29.i), a Disciplinary Panel, or the Major Appeals Committee.
- b. The subject shall have no right to make further representations (whether oral or written) to the Governing Body.

6. Disciplinary Code

6.1. No student member of the College shall intentionally, negligently or recklessly:

- a) disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College;
- b) disrupt or attempt to disrupt the lawful exercise of freedom of speech by members or employees of the College, by visiting speakers, or by any others who have protected freedom of speech;
- c) obstruct or attempt to disrupt any employee or agent of the College in the performance of their duties;
- d) damage, deface or destroy any property of, or in the custody of, the College or of any member, officer or employee of the College, or knowingly misappropriate such property;
- e) occupy or use or attempt to occupy or use any property of the College except as may be authorised by the University or College authorities concerned;
- f) forge or falsify expressly or impliedly any University certificate or document or knowingly make false statements concerning standing or results obtained in examination;
- g) engage in any activity likely to cause injury or to impair safety;
- h) engage in violent, indecent, disorderly or threatening or offensive behaviour or language;
- i) engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;
- j) disobey a reasonable instruction given within their authority by an officer or an employee or an agent of the College;
- k) refuse to disclose their name and other relevant details to an officer or an employee or an agent of the College in circumstances where it is reasonable to require such information to be given;
- l) possess, use, offer or sell or give drugs to any person, the possession or use of which is illegal;
- m) engage in the harassment of or sexual misconduct towards any member, visitor, employee or agent of the College;

- n) engage in verbal abuse, physical abuse and/or disorderly behaviour not amounting to harassment that is significantly distressing to any member, student, visitor, employee of agent of the College;
- o) engage in conduct in breach of the Statutes and Regulations of the University published from time to time;
- p) engage in conduct in breach of any College Rules governing student conduct published in the Red Book
- q) engage in conduct in breach of any College regulations regarding the use of the College Library;
- r) in any other conduct which is detrimental to the interests of the College;

6.2. An alleged breach of the Disciplinary Code or other College rules may be the subject of disciplinary steps under the Procedure only if the subject is alleged to have committed the alleged breach in their capacity as a member of the College. A breach of discipline will be treated as having been committed in that capacity if:

- a) it was committed on or near College premises; or
- b) it was committed on or near the premises of another college or on or near University premises and a reasonable request is received from the Dean or other competent official of that other college, or from the University Proctors or the Head of a University Department or the Chair of a University Faculty Board as the case may be, to deal with the matter as an offence against College discipline; or
- c) it was committed during College activities away from College premises; or
- d) it was committed during activity associated with post-examination celebrations; or
- e) it was committed during activity identifiable with the College; or
- f) it was committed when studying at a partner organisation; or
- g) it was committed on social media against any other member of the College; or
- h) it threatens to bring the College into disrepute among reasonable people; or
- i) it was committed by the use of College facilities (such as computer networks) or privileges (such as intercollegiate internal mail); or
- j) it was committed by the use of University facilities (such as computer networks) or privileges (such as a University Card) and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or
- k) it was committed against the College or any other member of the College

6.3. 'Sexual misconduct' means any behaviour of a sexual nature, or which is sexually motivated, which takes place without consent where the individual alleged to have carried out the misconduct has no reasonable belief in consent. This may include behaviour carried out over any medium, including online. Sexual misconduct includes but is not limited to:

- a) Sexual intercourse or engaging in a sexual act without consent
- b) Attempting to engage in sexual intercourse or engaging in a sexual act without consent
- c) Sharing private and personal sexual images or video footage belonging or relating to another person without consent
- d) Touching inappropriately through clothes without consent
- e) Inappropriately showing sexual organs to another person
- f) Making unwanted remarks of a sexual nature

6.4. Consent is defined as the free agreement by choice to participate in a sexual act where the individual has both the freedom and the capacity to make that choice. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent, or from the absence of objection. Consent may be withdrawn at any time.

7. Appeals

Appeals generally

- 7.1. Student Members have rights of appeal to the Rector against disciplinary decisions of the Sub-Rector, and to the Major Appeals Committee against the disciplinary decisions of a Disciplinary Panel or its advice to the Governing Body to expel a Student Member. There is no right of appeal against a decision to suspend or send down a Student Member for failure to pay fees that are due, or for failure to pass the First Public Examination in the time allowed by the College.

Appeal to the Rector

- 7.2. The subject may appeal to the Rector against a disciplinary decision made by the Sub-Rector under Paragraph 5.2.i above.
- 7.3. The appeal is a review of the Sub-Rector's decision and is limited to the grounds set out in Paragraph 7.4 below.
- 7.4. The grounds upon which the subject may appeal are that:
- a) There was bias, or a reasonable perception of bias, on the part of the Sub-Rector;
 - b) The Sub-Rector acted unfairly or failed to follow this Procedure;
 - c) The subject has new material that it was not reasonably practicable for them to provide earlier in the process, which would be likely materially to have affected the outcome;
 - d) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made;
 - e) The penalty imposed was disproportionate.
- 7.5. Any appeal must be made by sending a notice of appeal to the Sub-Rector within 7 days of notification of the Sub-Rector's decision. The notice of appeal must set out the ground(s) upon which the subject is appealing and explain why the subject considers that the particular ground of appeal is established. At the same time the subject should provide a copy of the Sub-Rector's decision under Paragraph 5.2.i above and any other documentary evidence which is relevant to their grounds of appeal. The Sub-Rector will refer the appeal to the Rector.
- 7.6. The subject should state in their notice of appeal whether they are requesting an oral appeal meeting with the Rector.
- 7.7. The Rector may invite the subject to an appeal meeting, and will normally do so when the subject has requested it.
- 7.8. The Rector may: confirm the Sub-Rector's determination; confirm the Sub-Rector's determination as to breach of discipline but vary the penalty imposed by reducing or increasing it (provided that the Rector will not impose a penalty of rustication or expulsion); require the Sub-Rector to reconsider their determination as to breach of discipline; reverse the determination of the Sub-Rector as to breach of discipline; or refer the report to a Disciplinary Panel under Section 5.5.
- 7.9. The Rector will determine the appeal as soon as reasonably practicable and will normally inform the subject of their decision, and the reasons for it, in writing within 7 days of the determination. Where appropriate, the reporter will be informed of the decision.

The Major Appeals Committee

- 7.10. The subject may appeal to the Major Appeals Committee against any determination of a Disciplinary Panel that involves the imposition of a penalty and against any penalty imposed and against a recommendation to Governing Body of expulsion.
- 7.11. The appeal is a review of the Disciplinary Panel decision and is limited to the grounds set out in Paragraph 7.13 below.
- 7.12. Any disciplinary measures appealed against do not come into effect pending determination of the appeal. Precautionary measures may continue to apply pending the determination of an appeal.
- 7.13. The grounds upon which a subject may appeal are that:
- a) There was bias, or a reasonable perception of bias, during the procedure;

- b) There was unfairness or a failure to follow this Procedure;
 - c) The subject has new material that it was not reasonably practicable for them to provide to provide earlier in the process, that would have been likely to make a material difference to the outcome;
 - d) There was an error of interpretation of any of the provisions of this procedure;
 - e) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or
 - f) The penalty imposed was disproportionate.
- 7.14. Any appeal must be made by sending a notice of appeal to the Rector within 7 days of notification of the Disciplinary Panel's determination. The notice of appeal must set out the ground(s) upon which the subject is appealing and explain why the subject considers that the particular ground of appeal is established. At the same time the subject should provide a copy of the Disciplinary Panel's reasoned determination and any other documentary evidence which is relevant to their grounds of appeal.
- 7.15. The Major Appeals Committee shall consist of three people appointed by the Rector for the purposes of considering the appeal, who shall either be fellows of the College, fellows of another College or other Colleges of the University of Oxford, or other persons approved by Governing Body for such a purpose. The Rector shall appoint as chair one of the three members of the Committee. The panel will not include the tutor(s) of either party, or anyone previously involved in the case.
- 7.16. The Rector will write to the subject and the reporter informing them of the identities of proposed Major Appeals Committee members and stating that if they have any objection to the appointment of any of the members they must set out the reasons for their objections in an email to the Rector within 2 working days. If the Rector considers that the grounds for objecting are reasonable they will aim to appoint an alternative panel member within 3 working days of the objection being made.
- 7.17. The Committee will be assisted by a member of College staff who will act as Secretary to the Committee ('the Secretary').

Consideration of the Appeal by the major Appeals Committee

- 7.18. The Rector will nominate a person ('the College Representative') to make a case before the Major Appeals Committee in support of the implementation of the disciplinary measure. Within 3 working days of their appointment, the College Representative will provide to the subject and the Secretary a written response to the grounds of appeal. The response must state whether the College Representative is requesting an oral hearing. Any request must be supported by reasons. The reporter will be notified that an appeal has been commenced.
- 7.19. Within 2 working days of the College response the subject must confirm in writing whether they are requesting an oral hearing. Any request must be supported by reasons.
- 7.20. The Major Appeals Committee Chair will determine whether an oral hearing is appropriate and, if it is, the Secretary will fix a date for a hearing. The hearing will normally take place no later than 14 days after the appointment of the Major Appeals Committee. The date should be fixed in consultation with the subject, the College Representative, and the members of the Major Appeals Committee.
- 7.21. At least 7 days before the hearing the Secretary will:
- a) write to the Major Appeals Committee members, the subject, and the College Representative to confirm the date, time, and location of the hearing;
 - b) provide the Major Appeals Committee members, the subject, and the College Representative with a bundle containing all documents relevant to the appeal.
- 7.22. If the subject or the College Representative wishes the Major Appeals Committee to take account of any additional material or written submissions, copies must be provided to the Secretary at least 5 days before the hearing. The Secretary will ensure that it is circulated to the Major Appeals Committee and the other party as soon as possible. Any documentation submitted after this time

will not be considered by the Committee unless the Chair decides that exceptional circumstances warrant its inclusion.

- 7.23. The Major Appeals Committee Chair will determine the procedure for the hearing of the appeal, so as to ensure a hearing that is fair, and, so far as possible in view of the seriousness of the case, informal and flexible. If (exceptionally) any witnesses are heard, questions will be asked of them by the members of the Major Appeals Committee.
- 7.24. The Major Appeals Committee members will deliberate on their decision following any hearing. Where the appeal is considered without a hearing the Major Appeals Committee members will meet to deliberate and will be provided by the Secretary with the documents set out in Paragraph 7.22 above. The Secretary will provide the subject and the College Representative with at least 7 days notice of the date on which the Major Appeals Committee will meet and any additional material must be submitted in accordance with Paragraph 7.23 above.
- 7.25. The appeal will be determined by a simple majority vote.
- 7.26. The decision of the Major Appeals Committee shall be provided in writing to the Rector, the subject, and the College Representative within 7 days of the conclusion of any hearing. The Major Appeals Committee will produce a written report setting out its conclusions and the reasons for them. In case of a majority decision, the decision and the reasons will be those of the majority. The reporter will be notified of the outcome.
- 7.27. The Major Appeals Committee may uphold the implementation of the disciplinary penalty, set aside the penalty and remit the matter to the Disciplinary Panel, or substitute any alternative disposal which was open to the Disciplinary Panel. A Major Appeals Committee may impose a more severe disciplinary measure than that which was imposed by the Disciplinary Panel.
- 7.28. The decision of the Major Appeals Committee is final and not open to further appeal within the College.

Further appeals

- 7.29. This section applies to Further Appeals beyond the Rector, the Major Appeals Committee, or following a disciplinary decision by Governing Body.
- 7.30. A determination by either the Rector following an appeal against a decision of the Sub-Rector, or the Major Appeals Committee following an appeal against a decision of a Disciplinary Panel, represents the completion of procedures within the College. Following such a determination, a Completion of Procedures Letter will be sent to the student within 28 days. Where advice is tendered to the Governing Body, completion of procedures occurs once the Governing Body has made its decision. On completion of procedures within the College, a student member may appeal to the Conference of Colleges' Appeals Tribunal (CCAT), of which Exeter is a member. The student should file such an appeal with the Secretariat of the Conference of Colleges within five days of the ad hoc Committee's determination. Information on the procedure for applying to the Tribunal is available from the Exeter College Academic Office. On completing consideration of a complaint, the Tribunal will issue its decision and this concludes the College procedures for the formal examination of a complaint.

Office of the Independent Adjudicator.

- 7.31. If a complaint remains unresolved after the CCAT procedures have been exhausted a student may ask for the complaint to be reviewed by the Office of the Independent Adjudicator for Higher Education (OIAHE; see www.oiahe.org.uk for further information). Application forms and guidance notes are available from Exeter College's Academic Office. Please note that complaints relating to student discipline and academic matters are also within the scope of the OIAHE. However, complaints relating to matters of academic judgement (i.e. about academic performance) or admissions cannot be dealt with by the OIAHE.

Tariff of Fines 2022-2023

Category	Scenario	Charge
Battels	Late payment	£30 charge per term
	Bounced Cheques	Bank Fee
Computer misuse		£30 and up, depending on misuse
Disciplinary This list is not exhaustive, and is illustrative rather than definitive. The Sub-Rector and Junior Deans may choose to depart from this tariff depending on the particular circumstances of a disciplinary case; they may also choose to impose penalties other than fines.	Excessive noise/disturbances and unauthorised parties	£30-£75 depending on severity
	Smoking in areas designated as non-smoking	£30
	Health and safety and fire safety	£50-£250 depending on severity of breaches, e.g., tampering or misuse of fire-fighting equipment, letting off fire alarms in a non-emergency situation, failure to evacuate a building when the fire alarm sounds, storing hazardous substances on college property including fireworks, gas and compressed air cylinders, burning candles, cooking in all areas except designated kitchens, unauthorised barbeques
	Damage to college property, rooms, grounds, including litter and soiling	£30-£250 plus costs
	Climbing on any part of the roof	£50-£100
Keys	Failure to return room key at the end of term resulting in lock change	Reasonable costs to cover materials and labour
	Obtaining an unauthorised copy of a key or providing a key for use by an unauthorised person	£75
	Loss of room key resulting in lock change	Reasonable costs to cover materials and labour
Matriculation	Absence without legitimate cause	£30
Library	Overdue books	20p per day to a total £30 fine and the withdrawal of the right to borrow books; 40p per volume for ignoring a recall notice; 20p per day per overdue DVD; fines will be added to battels at the end of term
	Damage to and loss of books	Cost of book plus administration fee of £5 If a borrower with items overdue for more than a term does not respond to communications from the library, the items may be deemed lost and the book replacement cost will be charged. Additionally, library privileges may be withdrawn until the issue is resolved. Library items not returned before a student leaves at the end of their final term will normally be deemed 'lost' and relevant fines or replacement costs will apply.
	Infringement of other library rules	£30 and up depending on circumstances

Additional College Codes, Policies, and Procedures

The college's governing Statutes, its Bylaws, and a wide range of Codes, Policies, and Procedures are published online at: www.exeter.ox.ac.uk/governance/

This includes, but is not limited to, the following:

1. Freedom of Speech
2. Harassment (including bullying)
3. No Contact Arrangements
4. Data Protection Policy
5. Equality and Diversity
6. Student Complaints Policy
7. Safeguarding Policy

Appendix 1: Proctors' Memorandum on Drugs Misuse

Guidelines from Proctors' Office on Dealing with Drugs Misuse

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

The Pastoral Framework

One step which anyone who has become involved with drugs needs to take is to recognise that a problem exists. The University and its constituent Colleges also recognise the need to provide appropriate support to students needing help. A variety of sources of help is available. All consultations will be treated in strict confidence subject to the provisions of the law. Advice is available at both college and University level. Colleges will supply details of persons within the College (e.g. College Advisers, Chaplain), to whom individuals might turn for advice. The Student Counselling Service provides a source of confidential counselling outside the College context. OUSU's Student Advice Service will assist students in finding appropriate support. Medical Help. One practical way to start the process of recovery is to recognise the medical issues, and to seek help, from a college doctor, who will be able to provide medical help, and will be bound by the conventions of medical confidentiality. Self-referral to The Ley Clinic at Sandy Croft, Sandy Lane, Yarnton, could be considered. Free and confidential advice can be obtained from LIBRA (01865 749800), or from the National Drugs Helpline 'FRANK' (0800 776600), and other contacts are available at www.talktofrank.com.

The Disciplinary Framework

Those involved with using or supplying drugs should be aware, however, that the University and its constituent Colleges must operate within the framework of national legislation. This is reflected in the University Statutes. Statute XI, section 2.(1)(l) makes it a disciplinary offence for members of the University intentionally or recklessly to possess, use, offer, sell, or give to any person drugs, the possession or use of which is illegal. Personal use of drugs. Students found using illegal drugs within their own Colleges or in College-owned accommodation are likely to be subject to the provisions of their College's disciplinary code. Students found using illegal drugs in another College or on University premises will be referred to the Proctors. In the case of use or possession for personal use of Class C drugs, the University and its constituent Colleges, on the advice of the local police, will normally on the occasion of the first offence, issue formal warnings, together with such conditions (such as drugs counselling) as they think appropriate to enable the student to address the problem. A record will be made of such formal warnings. Disciplinary action (e.g. a fine) may be appropriate at this stage, depending on the circumstances. Further offences, or failure to address the problem, will lead to more serious disciplinary action. In the case of Class A and B drugs (e.g. cannabis, heroin, amphetamine sulphate, LSD, cocaine, crack, ecstasy), the University or College authorities will as a matter of policy report suspects to the local police, and will consider suspending the student while police and court proceedings take place. The University Statutes provide that if a student has been convicted of a criminal offence of such seriousness that a term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed upon the student member), then the Proctors may refer the case to the Student Disciplinary Panel. The Disciplinary Panel has the power to rusticate or expel student members. Supplying and dealing in drugs will be treated severely. Those suspected of dealing in any drugs (including cannabis) can expect to be referred to the local police. Students should be aware that 'supply' includes all forms of passing drugs to someone else, irrespective of whether payment is made. For example, passing a cannabis joint around a group involves a series of 'supplies'. Suspension while police and court proceedings take place will be considered, and criminal convictions may be treated as indicated above.

[Amended July 2014]

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