



**ST. JOHN'S COLLEGE
OXFORD**

**UNDERGRADUATE HANDBOOK
2023-24**

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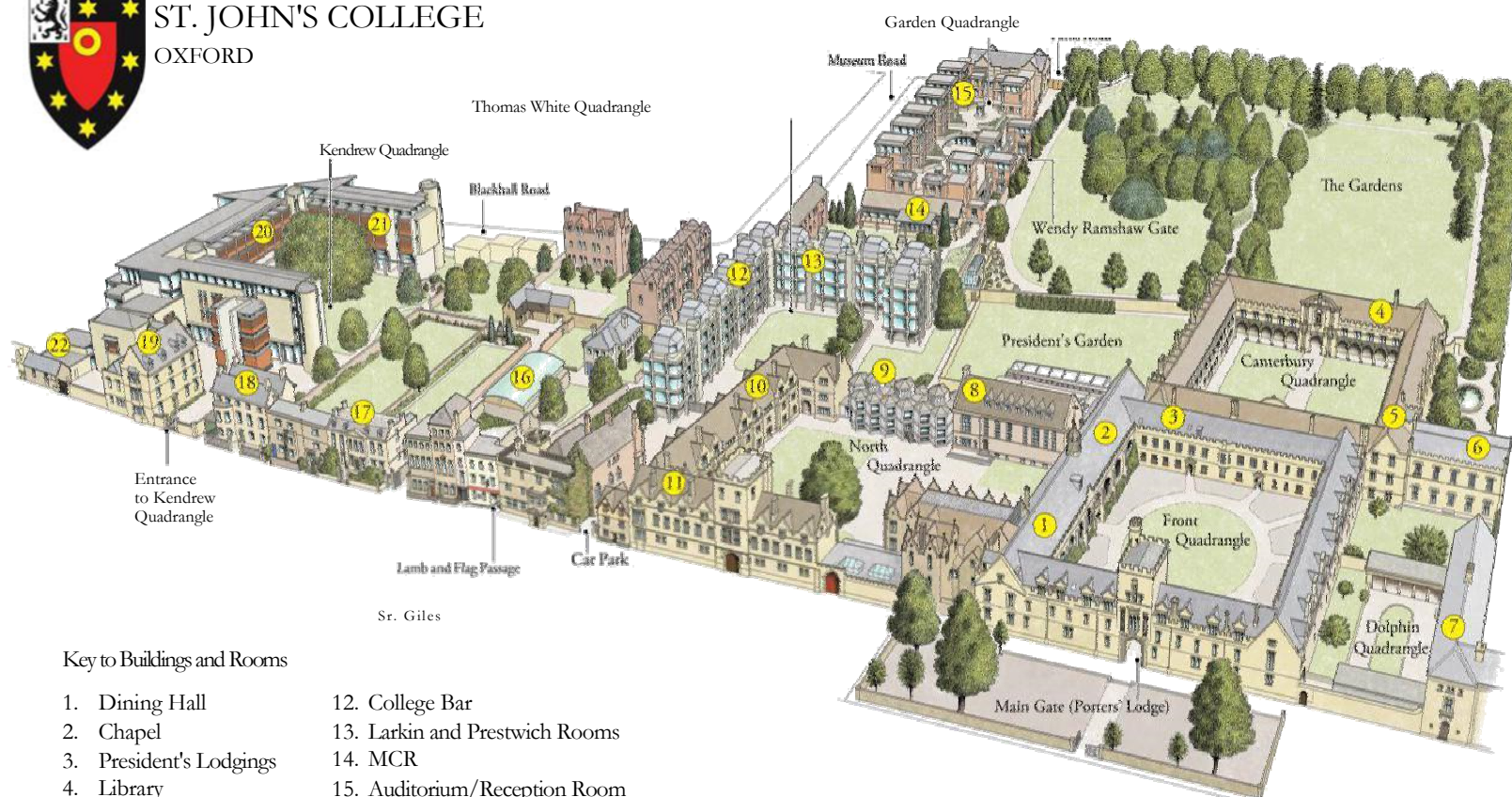
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A pdf version of the College Handbook is published on the College website

Please contact the [Academic Office](#) if you would like a copy of this handbook in an alternative format.



ST. JOHN'S COLLEGE OXFORD



Key to Buildings and Rooms

- | | |
|-------------------------|-------------------------------------|
| 1. Dining Hall | 12. College Bar |
| 2. Chapel | 13. Larkin and Prestwich Rooms |
| 3. President's Lodgings | 14. MCR |
| 4. Library | 15. Auditorium/Reception Room |
| 5. New Seminar Room | 16. Gym |
| 6. Holmes Building | 17. St. Giles House |
| 7. Dolphin Lecture Room | 18. 20 St. Giles/Alumni Guest Rooms |
| 8. SCR | 19. 21 St. Giles/ACR |
| 9. Beehive | 20. Kendrew Cafe/Gym/Events Room |
| 10. Bursary | 21. Law Library |
| 11. North Lecture Room | 22. The Barn/Artist's Studio |

PRESIDENT'S PREFACE

A warm welcome to St John's College. Ours is a wonderfully open, inclusive and diverse College and I very much look forward to meeting you and getting to know you better. You will make lasting relationships here and the friendship and support you experience will remain with you for the rest of your life.

The purpose of this Guide is to tell you a little about the College and introduce how it works, so please take the time to read it carefully. For the next three or four years you will be part of a diverse international community of undergraduate and graduate students, professors, research fellows, lecturers and tutors. Like you, they all engage in a range of scholarly activities and are privileged to be supported by a highly experienced and committed body of College staff.

I hope you will make use not only of our recently completed Study Centre at the heart of College but also take the opportunity to participate in the cultural and sports activities that we provide as part of a broad collegiate University. St John's is committed to ensuring the holistic welfare of its staff and students and I urge you to make time to find a healthy work/life balance that suits you.

You are entering an exciting and challenging chapter in your life with an array of new opportunities and experiences. You will develop new interests that will stretch you beyond your past experience and help you to learn about yourself as well as your chosen academic subject. Studying for a degree at Oxford is unquestionably demanding, but you have clearly shown both the talent and the desire to meet this challenge. I hope that you will enjoy your time here at St. John's and I extend a very warm welcome to you.

Professor Dame Sue Black, Baroness Black of Strome
President

ARRIVING AT ST JOHN'S

Welcome to St John's! In 2022 we are looking forward to welcoming our new undergraduate students to College on Sunday 2nd October. This is the beginning of 0th week, the week before "Full Term" begins when you can expect to have a busy schedule of induction events in the College and in your Faculty or Department. There will also be a number of social events to welcome you, organized by College and also by the JCR (Junior Common Room), to provide opportunities to meet fellow students. A timetable for College events during 0th week will be made available on the College website before you arrive. Please see page 7 for details of important dates for the academic year.

You may be permitted to arrive earlier than Sunday 2nd October if you are an international student or if you are due to attend a pre-sessional course. If so, please contact the Accommodation Office to arrange this (accommodation.office@sjc.ox.ac.uk). If you do need to arrive in Oxford early, please note that you may not be able to access all libraries and facilities straight away.

You will find the [University website](#) a useful way to access University news, resources and services at Oxford. The site includes a '[Before you Arrive](#)' section which you may also find helpful during your first few weeks in Oxford.

Car parking in College

Due to very restricted car parking facilities within the College, the College is unable to offer students or their visitors car parking facilities. We recommend that you do not bring a car to Oxford.

THE STUDENT HANDBOOK

The purpose of this handbook is to introduce you to the College and help you understand how it functions. It provides information on academic matters, some welfare issues (although you should also have a look at the College's separate Welfare Guide), financial information, and College and University codes of practice. In addition, the College's regulations governing discipline are explained. Please do keep it to hand as a useful source of information and guidance on a range of matters which affect your status as a student.

The handbook should be read in conjunction with the [University Student Handbook](#), which provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford, and the College's Domestic Arrangements.

Detailed information about degree course requirements and examinations is provided in the University's [Examination Regulations](#) and you will also receive a [handbook](#) or similar document from your faculty or department giving further information about your chosen course.

This College handbook is intended for students admitted to undergraduate courses, including those who are completing the fourth year of an undergraduate course (for example the MChem, MMath, MEngSci and other similar courses). Students studying for a post-graduate qualification should refer to the College's Graduate Student Handbook.

FREQUENTLY ASKED QUESTIONS

The College Student Handbook contains a great deal of useful information, but to get you started, here are the answers to some of the most frequently asked questions we receive from current students.

How do I get a certificate/letter proving I am a student here?

You can print your own enrolment certificate through the University's [Student Self Service](#). You will need your Single Sign On (SSO) details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you. Enrolment certificates may be used to open a bank account.

My University card has been lost/damaged/ stolen; what should I do?

University Cards (Bod Cards) are issued by the University Card Office via the Academic Office.

Broken cards are replaced free of charge; please complete this [form](#) to request a replacement. For lost cards, there is a £15 replacement charge levied by the Card Office. The fee is paid on line via the [University Store](#) and a replacement card will be issued by the University's Card Office after payment is received. Further information is available on the [University Card Office](#) web page.

How do I find out information about College accommodation?

Please refer to the College's Domestic Arrangements on the College website. Queries about accommodation should be directed to the [Accommodation Office](#).

How do I pay my battels (charges owed for accommodation, meals, etc.)?

See the Money Matters section (Section 6) of this Handbook.

What funding does the College have available for current students?

Please refer to the Money Matters section of the Handbook.

How do I get permission for extra time in exams/use of a computer/other alternative exam arrangements?

Please contact [Mrs Elaine Eastgate](#), the College's Disability Coordinator, in the Academic Office for information about applying for alternative arrangements. Do be aware that there are deadlines for applying for alternative arrangements so you should ask for advice as soon as possible after your arrival in College if you didn't declare a disability on your application form.

How do I find out about support mechanisms in College/around the University?

There is a separate College Welfare Guide, produced by the Fellow for Welfare, available on the College Website which contains information about the support offered to you in College and around the University, as well as offering links to other resources that students have found helpful.

What is the Student website?

The [Student website](#) provides information on the University website about news, resources and services for students at Oxford.

What is Student Self Service?

[Student Self Service](#) is your way of accessing the University's student record system, using your Single Sign-On details. You will need to use it to register at the start of each academic year, to view your exam results and to ensure the University has the correct contact details for you.

The University's "[Any Questions?](#)" provides information for current students as well as general information about the University.

GLOSSARY OF OXFORD TERMS

A useful [guide to terminology](#) used across the University is available on the University website.

1. INTRODUCTION

The College consists of its buildings and its present and past membership. The President, who is the head of the College, and about sixty Fellows who are members of [Governing Body](#), many of whom are Tutors who undertake research in and teach their respective subjects. A number of the Fellows are also Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition.

The student body consists of approximately 400 undergraduates working for an honours degree of the University, about 200 graduate students working for a higher degree, diploma or certificate of the University, and a small number of visiting students.

There are approximately 200 members of staff who are employed in the administration, maintenance and service of the College.

The main purpose of the College is to further intellectual study within the framework of the academic disciplines of the University. In addition, the College provides its members with living accommodation and meals, common rooms, library resources, gardens, its Chapel and recreational facilities.

THE GOVERNING BODY AND COLLEGE OFFICERS

The College is governed by its Statutes and by its Governing Body which is drawn from Tutors, Research Fellows, Professorial Fellows and College Officers.

The Governing Body has the duty of regulating the academic studies, social provision, and discipline of all members of the College. Various provisions are made for senior and junior members of the College to discuss together matters affecting the well-being of the College and its members. Junior members have representation on certain College committees and are represented at the Governing Body when it receives reports of the committee discussions in which they participated.

The day-to-day affairs of the College are administered by College Officers, some of whom are members of the Academic staff of the College acting in a full-time or part-time capacity, supported by professional staff. The Senior Tutor is responsible, in collaboration with your subject tutors, for the organization of tutorial teaching in College and the academic supervision of undergraduate students. They can help with academic work problems and are responsible for the maintenance of academic standards and expectations.

COLLEGE OFFICERS

The Senior Tutor, [Dr Matthew Nicholls](#), is responsible for the oversight of all general academic provision, maintenance of standards, and academic policy development.

The Senior Dean, [Professor Angela Russell](#), is responsible for disciplinary procedures and supports the Junior Dean team. She is a full time Tutorial Fellow. She works with the Junior Deans and the Fellow for Welfare to keep St John's a safe, well-regulated environment for all junior members.

The Fellow for Welfare, [Professor Katherine Southwood](#), is engaged with strategic, policy, governance, and administrative issues related to student welfare in College. Please do get in touch if there are any Welfare matters you wish to raise in College committees.

The Head of Student Wellbeing, [Hanne Clark](#) is responsible for student wellbeing and welfare at St John's. All students are welcome to get in touch with Hanne and the Wellbeing Team about any issue affecting their College or University Life and we will offer help and support. Hanne is also the contact for financial hardship issues and applications.

COLLEGE STAFF

The following members of College staff are of particular importance to junior members:

The Academic Administrator, Eileen Marston and her colleagues in the Academic Office are responsible for the administration of academic matters relating to undergraduate and graduate students. The Academic Office is on the first floor of the Bursary, North Quad, Staircase 7. (academic.office@sjc.ox.ac.uk)

The College Disability Co-ordinator, [Elaine Eastgate](#), can advise on support available for students with disabilities, including how to make an application for alternative exam arrangements.

The Head of Student Wellbeing, [Hanne Clark](#) is responsible for student wellbeing and welfare at St John's. All students are welcome to get in touch with Hanne and the Wellbeing Team about any issue affecting their College or University Life and we will offer help and support. Hanne is also the contact for financial hardship issues and applications.

The Finance Bursar and Finance Office staff are responsible for collection of fees, charges and other College bills. The Finance Office is on the second floor of the Bursary, North Quad, Staircase 7 and can be contacted by email in the first instance. (battels@sjc.ox.ac.uk)

The Domestic Bursar and Accommodation Office staff are responsible for the administration of accommodation provided for junior members and ancillary services, including furnishings, equipment and cleaning. The Accommodation and Housekeeping Managers Offices are on the ground floor of the Bursary, North Quad, Staircase 7.
(accommodation.office@sjc.ox.ac.uk)

The Master of Works and Works Department staff are responsible for repairs and maintenance of property and buildings. The Works Department is in North Quad. If you have a query about routine maintenance in your room (replacement of light bulbs, minor repairs etc.), please email the Stores Department. (stores.management@sjc.ox.ac.uk)

The Lodge Porters are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in St Giles'. There is also a Lodge at the entrance to the Kendrew Quad. (Tel. 01865 277300)

The IT Officers are responsible for administration of the College data network. The IT Office is located in the Rural Economy Building. Information about IT in College is provided later in the handbook.

THE ACADEMIC YEAR

The academic year runs from 1st October to 30th September each year and is divided into three terms, Michaelmas (autumn), Hilary (spring) and Trinity (summer). "Full Term" lasts for eight weeks, this being the period during which teaching happens. Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week.

Some subjects, including Chemistry and Biochemistry, require undergraduates to be in residence for extended terms in some years of their degree. Information about these [extended dates](#) can be found on the University website.

The week before the start of Full Term is known as 0th Week (and, inevitably, the week after the end of Full Term is known as 9th Week). 0th Week is important: you are expected to be in residence in Oxford for the whole of the eight weeks of Full Term and from the Thursday of 0th week at the beginning of each term. The phrase "in residence" includes residence either in College accommodation or in accommodation you may have arranged for yourself elsewhere in Oxford. Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The terms in the 2023-24 academic year are as follows:

Michaelmas Term

Sunday 0th Week	Sunday 1st October 20223	Fresher undergraduates to arrive on this day
Thursday 0th Week	Thursday 5th October 2023	Returning undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 8th October 2023	Start of Full term

Saturday 8th Week	Saturday 2nd December 2023	End of Full Term. All undergraduates to leave College on this day
Hilary Term		
Thursday 0th Week	Thursday 11th January 2024	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 14th January 2024	Start of Full Term
Saturday 8th Week	Saturday 9th March 2024	End of Full Term. All Undergraduates to leave College on this day
Trinity Term		
Thursday 0th Week	Thursday 18th April 2024	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 21st April 2024	Start of Full Term
Saturday 8th Week	Saturday 15th June 2024	End of Full Term. All Undergraduates to leave College on this day

Sometimes you may have to be in Oxford for periods longer than those stipulated above. For example, you may find yourself sitting exams during the 9th or 10th weeks of term, or you may want to remain in College for other academic reasons. If you live in College you will need to apply for [Vacation Residence](#) for permission to stay in College accommodation during these periods.

Your Tutor, the Academic Administrator and the Accommodation Office (if you are resident in College) should be informed if your return to College at the beginning of term is delayed for any reason.

RESIDENCE REQUIREMENTS

In addition to the College's requirements, the University also makes residence requirements of students, stating the number of terms and/or the period within each term you must be resident in or around Oxford in order to qualify for a particular degree. These requirements vary, depending on the qualification for which any particular student is working but it is worth noting that the general University requirement is for 42 nights "in residence" during

each "Statutory" Term (a Statutory Term is a little longer than a Full Term); and that residence must normally be within six miles of Carfax (i.e., central Oxford).

COUNCIL TAX

Full-time students living in rented property are exempt from paying council tax. You can obtain a copy of your Enrolment Certificate confirming your student status (which can be used to prove your exemption from council tax) from your student record page using the [Student Gateway](#). You will need to visit the Academic Office to have your certificate stamped with the College stamp.

BEING AWAY FROM COLLEGE

Students are normally expected to be in residence during the week in Full Term. However, as long as you are satisfying the University's residency requirements, and provided there is no adverse effect on your academic work, you may occasionally absent yourself from College overnight. As a matter of courtesy, you should let your Tutors know if you have to be away for more than one night.

MAINTAINING CONTACT WITH THE COLLEGE

Maintaining contact with the College is very important at all times. Contact might be necessary to inform student members of tutorial arrangements or news within College. There might also be cases where the College needs to contact a student member about an urgent request to get in touch with their families.

Student members are therefore required to collect mail regularly from pigeonholes in the Lodge (ideally at least once every 24 hours). Those living out must ensure that this is done, and failure to do so will not be regarded as a sufficient reason for missing an appointment with a College Officer (e.g. Senior Tutor or Senior Dean) or with their tutors.

The College needs to be in a position to access up-to-date record of students' contact details, including mobile phone numbers; this is particularly important in the event of an emergency. You must therefore maintain and update your student self-service record, including your home address and your emergency contact details. You are also advised to provide the Lodge with a temporary forwarding address for vacations. This information is kept confidential: it is not disclosed to anyone other than authorized University personnel without your express permission.

If there are any special circumstances which may affect your well-being in an emergency, for example, if you have any allergies health conditions which College staff should be aware of, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

COMMUNICATION DURING TERM-TIME

There are three main ways by which information is passed to students: Email, student pigeon holes and Lodge noticeboards. Since communications from Tutors and administrative staff are usually sent to students by email, College Regulations require you to check your email regularly (ideally on a daily basis). College will use only one type of email address: firstname.lastname@sjc.ox.ac.uk. If you wish to use a different address you MUST arrange a divert from your College address. College Regulations also require you to check your pigeon hole regularly.

Communications from Tutors and College staff sent to undergraduates during College term and delivered to College pigeonholes or sent to electronic mail addresses in the domain @sjc.ox.ac.uk will be deemed to have been received after 24 hours, unless the junior member is out of residence.

The Academic Office is open all year (except for a period during the Christmas vacation) for enquiries in person, by email or telephone from 8.30 am – 1.00 pm and 2.00 – 5.00 pm, Monday-Friday. You may also contact the office via the Academic Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via email, their pigeon holes at the Lodge, or by telephone.

SOCIAL INVITATIONS

From time to time you will receive, from the President and other College Officers, invitations to social events. Please reply to these promptly (whether or not you wish to accept) so that those organizing the event know how many people to cater for.

2. ACADEMIC WORK IN ST JOHN'S

During the three or four years of your degree programme, St John's will do all it can to support and encourage you in your academic learning. In return, you are expected at all times to work hard and to the best of your ability. You will have to pass University examinations, during or at the end of your first year of study for most students (these are called either 'Mods' or 'Prelims') in order to begin the two or three-year course of study that will lead to your final examinations in your chosen 'Final Honour School', and to your graduation with a Degree with Honours.

The short Oxford terms do not mean that you do not need to put in so much effort. Quite the reverse. The eight-week term is intensively packed with the range of tuition that Oxford offers you: lectures, classes, laboratories (if you are doing a science subject), and, not least, Tutorials. You will also need to exploit all the time available to you during the long vacations: these are not just meant to be holidays, or a chance to earn money, but form a vital part of your study time while you are at Oxford.

COLLEGE TEACHING

Undergraduate teaching at Oxford is a combination of teaching provided by the University (lectures, practical work and some other classes) and by the Colleges (typically Tutorials, classes and seminars). This section describes in general terms the College teaching provided by St John's. Some specific points about the conduct of College teaching are presented at the end of this document. Any questions about matters relating to this document should normally be directed to one of the Tutors in your subject.

The responsibility for arranging your teaching and overseeing your academic progress lies with the Tutor(s) in your subject, most of whom are permanent Fellows of the College. Occasionally, the College makes other arrangements to carry out this responsibility, typically by means of a short-term appointment to cover an absence due to a period of research leave or by a joint arrangement with another College. Academic matters are overseen by the Senior Tutor, who is responsible to the Governing Body.

College undergraduate teaching is provided in a number of ways: first, directly by the Tutors in your subject; second, by other senior members of the University, who are normally working within departments or other Colleges within the University; third, sometimes by academics from outside Oxford or by graduate students within the University. Whoever teaches you on behalf of the College, the obligations and responsibilities are the same on both sides. From here on the word "Tutor" is used to refer to anyone who carries out teaching for the College. You may expect that the form and amount of teaching suitable for a particular examination paper will be specified at the beginning of your work for that paper. It is usual for the Tutors in your subject to arrange a meeting in 0th Week (or in the 8th Week of the preceding term) to organise the teaching for the coming term. These meetings are essential. If you miss them, you may cause great inconvenience to your fellow students as well as Tutors. If no meeting is held and a plan of work is not settled by some other means, you should attempt to contact one of the Tutors in your subject. If for some reason you are unable to contact your Tutor, you should contact the Academic Administrator. You should also check timetables on-line via your Departmental/Faculty website.

Much College teaching is in the form of Tutorials, which are attended by an individual student, or a pair or small group of students. Tutorials normally require an essay or other piece of written work (such as a set of problems or a translation). The completion of this work is an essential part of the Tutorial and the Tutor may refuse to give the Tutorial if the work is not completed. In some subjects, considerable use is made of classes and seminars, which are sometimes intercollegiate. Any written work set for these is also obligatory.

The normal duration of a Tutorial is one hour, but use will be made of longer or shorter sessions as appropriate. During a Tutorial, the Tutor will try to avoid lengthy interruptions from telephone calls, visitors or other causes. If there is a large loss of time, it would be reasonable for you to request that the Tutorial should be rescheduled.

At the beginning of each term, it is common practice for the College to set written exams called "Collections". These will relate either to an imminent University examination, or to work that you have carried out during preceding terms. You will normally be told the topics for these College tests at the end of the preceding term. Your performance in Collections is one of the ways in which the College assures itself, and you, of your academic progress. The format of these exams is designed to mirror as closely as possible the exam conditions you will experience during your formal University exams.

Each undergraduate student will have a meeting with the President, called a 'Presidential Collection', once during each year of their residence in order to discuss their progress. In those terms when you are not scheduled to have a Presidential Collection, you will have an individual meeting with one or more of your Tutors, to discuss your tutorial reports for the term and your overall academic progress.

Further information about both pre- and end of term Collections is provided on pages 20-21. All College teaching should be conducted in accordance with the College's [Policy and Procedure on Harassment](#). If you feel that a teaching session is being conducted in a way that is not consistent with this procedure, you should raise the matter with the tutor in charge of the teaching session. If you feel that you need advice on how to go about doing this, you should consult a member of the College's Harassment Panel (see the section on harassment and information on College Policies at the back of this handbook). If necessary, you should report the matter to one of the Tutors in your subject or to the Senior Tutor. If a complaint cannot be resolved informally, the College provides for a formal procedure for the hearing of complaints.

If you have any complaints or concerns about academic matters that you do not wish to discuss with a particular Tutor you may approach another Tutor in your subject or the Senior Tutor. You may also consult other College Officers, including the Senior Dean, Fellow for Welfare, Fellow for Women and Fellow for Ethnic Minorities. Members of the JCR Welfare team are also available to help in such cases. If absolutely necessary, you may

apply to the Senior Tutor to change your Tutor or your Tutorial partners without explaining your reasons to the Tutor or students concerned. You must be prepared to justify such a request, but you need not fear adverse consequences.

PLAGIARISM

The University definition of plagiarism is as follows:

“Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student’s disability). Plagiarism can also include re-using your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.” Plagiarism is a serious offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university. These rules apply equally to any material obtained via the internet; although the use of electronic resources by students in their academic work is often encouraged, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions. This includes AI tools, whose unauthorised use in exams and other assessed work is a serious disciplinary offence.

Similarly, the College regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct which will be investigated under the College academic disciplinary procedures and may result in the imposition of severe penalties. Passing off material which you have not properly researched or understood as your own tutorial work is a misuse of your tutorial time (as well as your tutor’s and tutorial colleagues’).

Many undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing.

Further information about what constitutes [plagiarism](#) and advice on how to avoid it is available on the [University website](#). The best way of avoiding plagiarism is to learn and employ the principles of good academic practice from the beginning of your university career. Advice on good academic practice can be found [here](#).

ACADEMIC GOOD STANDING: WHAT IS EXPECTED OF YOU

As you will no doubt remember from your own experience of the admissions process, students are admitted to the College by academic competition. While the College encourages you to take a full part in the College and wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Second-Class Honours degree (a 2.1), or even better. You are expected to produce work of a standard which fits your individual ability and circumstances, which should normally be of 2.1 standard, and never below that of a Third-Class Honours degree. At St John's you are not permitted to read for a Pass School (i.e. for a degree without Honours), and, if your work falls below Third-Class level and remains at that low level, you may not be permitted to continue your studies at St John's (see the section on [Academic Discipline on page 21](#)).

You must attend Tutorials, Collections and classes required by your Tutor(s) and hand in any written work at the time and place specified by them. If you cannot avoid asking for a Tutorial to be rescheduled, you should approach the Tutor as soon as possible, preferably in advance. If you are ill, you may be asked to arrange for a note from the College Nurse or from a doctor. Tutors have many calls on their time and may find it difficult to re-arrange a Tutorial except for genuine reasons. Upon meeting a new Tutor for the first time, it is your responsibility to establish a means of contacting them in case you should be unable to attend a Tutorial. It may be impossible to make any alternative arrangements for a scheduled teaching session, when a larger group of individuals is due to attend. Please note also that it is often not possible to reschedule teaching to take place after the end of 8th Week of each term.

You must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which you are studying, e.g. for practical work or vacation courses and produce assignments (essays, problem sheets etc.) with the regularity required by your Tutor(s), unless you have obtained permission on adequate grounds, preferably in advance, from the Tutor(s) concerned. You must also fulfil the residence requirements of the University outlined for you on [page 13-14](#).

UNDERSTANDING YOUR PROGRESS: TUTORIALS, TMS & COLLECTIONS

You will find that you will be constantly reviewing your progress in your subject with your Subject Tutors through the work which you do with them in Tutorials. In order to help both you and your Tutors chart your progress through your course more formally on a term by term basis, Tutors submit reports on Tutorials via a system called TMS (Teaching

Management System) and the College arranges, as explained below, a system of 'Collections'.

Tutorials

Tutorials are the main interaction you will have with your College Tutors and you should regard them as the main means by which you can understand how you are progressing.

TMS

TMS (Teaching Management System) is the system used by Colleges and Departments to administer tutorial reports in respect of undergraduate tutorial teaching provided by, or on behalf of, Colleges. It allows Tutors to write Tutorial reports for undergraduate students online, provides students with easy access to tuition reports and allows tutors and students to view all their own teaching arrangements. When your academic (end-of-term) reports are ready for you to view, you'll receive a TMS automated email notification telling you how to login and access your dashboard.

Collections

This word denotes two different ways in which your progress can be assessed:

1. Immediately before the beginning of each term you will be required to take internal College exams ('Collections'), unless you have been specially dispensed by your Tutors or the Senior Tutor. These formative assessments, usually set on the work covered during the previous term, and/or on work set for the preceding Vacation, are designed to give undergraduates experience of writing under examination conditions and to help students assess their own progress. They are held on the Friday and Saturday of 0th week each term and take precedence over all other activities. You may also be set Collections at other times apart from the beginning of term: see the section on [Academic Discipline](#) below. It is not usual for Collections to be set at the beginning of a term following one in which you have taken major University Exams, for example, a First Public Examination.
2. Once each academic year, during Michaelmas Term, you will be expected to attend an interview with the President and your subject Tutor(s). These interviews are also called 'Collections' (or 'President's Collections'). The purpose of Presidential Collections is to enable the President to gain and maintain an impression of how tutors and students in each subject are working together. They also provide an unbiased space outside of the tutorial system for students to raise matters of concern to them.

In Hilary and Trinity Term of each year, unless taking University exams, you will have an individual meeting with one or more of your Tutors, to discuss your tutorial reports for the term and your overall academic progress.

You must attend all Collections; you will be excused only in exceptional circumstances. If you really cannot for some good reason attend your Collection at the end of term, you must inform your Subject Tutor at least a day in advance, citing the reason in full.

Both sorts of Collection provide you with the chance to check regularly on your own progress, and to discuss it with your Tutors and with the President. If your work appears to be unsatisfactory and there are no mitigating circumstances, the College's Academic Discipline Procedure may subsequently be applied.

ACADEMIC FEEDBACK

You will have the chance to comment on the Tutorials and classes you have received both in St John's and from outside Tutors through feedback sessions organized by JCR Officers during Hilary Term each year in consultation with the Senior Tutor. In addition, you should always feel able to bring to the Senior Tutor's immediate attention any serious concerns you may have.

Issues emerging from the results of the feedback sessions are reviewed via the College's Educational Policy Committee, with student representatives present to share in the discussion.

IF YOUR STUDIES ARE NOT GOING SO WELL, WHAT CAN YOU DO?

From time to time students may go through some periods of difficulty with their work. This will be viewed sympathetically by Tutors, provided that you do your best to keep up a satisfactory level of work at all times. The Tutorial system works best when there is a high level of trust between Tutor and student, so do keep closely in touch with your subject Tutors, particularly if you are experiencing some difficulties, academic, medical or personal, which may affect your ability to maintain the pressure or standard of work that your Tutor is requiring. It may well be that you prefer to speak to someone other than your Tutor about such matters, and if your academic performance is involved, you are strongly encouraged to contact the Academic Administrator, who will be able to put you in touch with the appropriate College Officer so that you can be advised of the best course of action. For other points of contact in College for personal problems or difficulties, see the section on ["If Things Are Not Going So Well" on pages 37-44.](#)

ACADEMIC DISCIPLINE

Attendance at Tutorials, Collections and classes required by Tutors is compulsory. This includes practical and other classes organised by the University as a required part of your course. By accepting your offer of a place at St John's College, you have agreed to comply with all its regulations, as well as those of the University, including the academic requirements outlined here. This means that you must not absent yourself from Tutorials

without prior permission, except for sudden illness or other urgent cause, which you must explain to your Tutor preferably in advance, or as soon as possible afterwards.

If you are repeatedly absent from Tutorials or required classes without good cause, then you will be in danger of breaching academic discipline. As a consequence, you may be required to terminate your course and leave the University. You must submit all required work to Tutors at the appropriate time as set by Tutors, except where you have gained permission not to do this on adequate grounds, preferably in advance. If you fail to respond to a series of warnings from your Tutor(s), you will receive a series of more formal warnings from the Senior Tutor, and finally from the President. Continued academic deficiency will be referred to an Academic Disciplinary Committee for action.

You will find outlined on [pages 50-66](#) a full version of the College's Academic Discipline Procedure. It explains stage by stage what will happen if you fail to maintain academic good standing in the eyes of the College by failing to comply with its academic requirements. The procedure is intended to be transparent and to give every opportunity for you to explain to your Tutors, to the Senior Tutor or to the President, any special circumstances which should be taken into account in reviewing your situation. As with all the College's policies, the Academic Discipline Procedure is governed by the College's commitment to the provision of equal treatment for all of its members. All Tutors wish to ensure that their students make the best use of their time at St John's, so as long as you do this and work to the best of your ability then you should not be affected by the terms of the Academic Disciplinary Procedure. There have been very few instances in recent years where Penal Collections have been set and it is expected that there will be very few occasions when the Academic Disciplinary Committee would need to meet. You should, however, take the time to read the Procedure so that you have as clear as possible an idea of the consequences of not maintaining a standard of work commensurate with your abilities.

FAILURE IN THE FIRST PUBLIC EXAMINATION (FIRST-YEAR EXAMS)

A candidate who fails to satisfy the examiners in their initial attempt at the First Public Examination is permitted to re-enter on one further occasion (in accordance with the regulations governing a re-sit in that subject), at the next possible occasion.

The Senior Tutor will write to any undergraduate who fails the First Public Examination at the first attempt. The letter will clarify the academic support offered in preparing for the re-sit, make clear the possible consequence of termination of the course in the event of a second failure and remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination. A further letter will be sent in the event of failure of the First Public Examination at the second attempt to notify the student concerned that their course will be terminated. An

undergraduate will have the right to appeal this decision to the Education Committee of the University if it is agreed that the second failure is as a result of exceptional circumstances.

3. YOUR ACADEMIC LIFE IN COLLEGE: FROM ADMISSION TO GRADUATION

As a member of St John's, you are part of our academic community, and academic work will be central to your College life during term. The following section is intended to lay out clearly what the College's academic expectations of you are, and how it helps you to meet them. It also gives information about the resources available to you through the College to support you in your studies here.

THE JUNIOR COMMON ROOM (JCR)

Many social aspects of life in College come through the Junior Common Room (the JCR). You will be a member of the JCR and able to take part in JCR activities including, if you wish, to stand for election for various JCR posts. These JCR Officerships are important for the life of the College and very worthwhile activities but you should also keep in mind the balance between time devoted to academic studies and social activities.

Students wishing to stand for election as JCR President are expected to consult their College Tutors before declaring their candidature. Tutors who are opposed to a student standing for a JCR office may choose to draw this to the attention of the Senior Tutor, who will then discuss the matter with the student concerned.

OXFORD STUDENT GATEWAY AND STUDENT SELF SERVICE

The [Oxford Student Gateway](#) and [Student Self Service](#) (provide access to information, services and resources for students. The University's IT Services will send your Oxford Single Sign-On IT credentials by email to you before you arrive in Oxford so that you may access Student Self Service.

[Student Self Service](#) provides you with access to your student record; essential information that you will need throughout your academic career. You will be able to access Student Self Service, and the facilities offered, once you have completed your student registration. If you are a new student or returning to do a new programme of study, the College will complete the registration process for you. In subsequent years you will need to register once a year, at the anniversary of the term in which you started your current course.

You must register in order to:

- (b) Attend your course
- (c) Release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)

- (d) Enter for University examinations and assessments and gain access to your results
- (e) Use your University email account
- (f) Obtain your University card/keep your University card valid
- (g) Print an enrolment certificate
- (h) Book a degree ceremony.

It is your responsibility to update your personal information and contact details, including your emergency contact details, throughout your studies at the University of Oxford using Student Self Service. Your name, as recorded on Student Self Service, will appear on all University documentation, including your degree certificate, so please do ensure you check and amend your details as necessary.

MATRICULATION

[Matriculation](#) is the ceremony that marks your formal admission to the University. It only occurs once, at the outset of your Oxford career, regardless of the number of courses you may eventually undertake. Although not compulsory, the majority of students attend the main Matriculation Ceremony which is held on the Saturday of week 1 of each Michaelmas Term.

ACADEMIC DRESS

[Academic dress](#) is known as [Subfusc](#). You should wear your preferred subfusc from the following list: i) one of a dark suit with dark socks, or a dark skirt with black tights or stockings, or dark trousers with dark socks; ii) a dark coat if required; iii) black shoes; iv) plain white collared shirt or blouse; v) white bow tie, black bow tie, black full-length tie, or black ribbon. Candidates serving in HM Forces are permitted to wear uniform together with a gown. Subfusc clothing must be worn with a gown and mortar board or cap, with hoods being worn by graduates at University examinations and presentations for degrees. Those reading for a second BA degree may wear a graduate gown, but when sitting examinations must wear a Commoner's or Scholar's gown, as appropriate.

You will be required to wear subfusc when attending the Matriculation Ceremony, sitting your Public Examinations and on your Degree Day. Anyone who is not correctly dressed on these occasions may be turned away by the University Officials. Subfusc clothing may also be requested for rather less formal events. Always check your invitation card/letter to all events, since it will specify the dress required.

EXAMINATIONS ENTRY

Students are required to enter for examinations via an online process using Student Self Service. You will receive an email invitation from the University to login to Student Self Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens within Student

Self Service, and you will be able to log back in and change your choices within the examination entry window as many times as you wish.

For examination entry which includes a combination of core and optional assessment units, your core assessment units will be listed alongside optional assessment units.

Entries completed late will be subject to a late entry fee, as will changes of option(s) made after the closure of the examination entry window.

Candidate numbers are sent to candidates directly from the Examination Schools. The Academic Office does not hold records of candidates' numbers; if you mislay your number you will be able to find it via Student Self Service.

Please contact the Academic Office if you have any queries relating to examination entries.

ALTERNATIVE EXAMINATION ARRANGEMENTS

If you would like to apply for alternative arrangements to be put in place for your examinations because you have a Specific Learning Difficulty (SpLD), disability or chronic medical condition please contact the College's Disability Co-ordinator, [Mrs Elaine Eastgate](#), straight away (Academic Office, Room 17). If you have a medical condition which means it would be difficult for you to sit exams in the Examination Schools you may be granted permission by the University to take examinations in College. In all cases, suitable supporting documentation is required. This may be provided by the University's [Disability Advisory Service](#) or it may be a medical certificate from the College Doctor. If you are unsure whether you may be eligible to apply for alternative arrangements or if you have any other queries, please contact Mrs Eastgate.

If your examination timetable includes clashes with religious observances you wish to uphold the College can apply to the University for an adjustment to your timetable. Please speak to Mrs Eastgate as soon as possible in the Michaelmas Term prior to your examinations to explore what adjustments might be possible and to arrange for the College to make an application on your behalf.

IF YOUR ACADEMIC PERFORMANCE IS AFFECTED BY ILL HEALTH/SIGNIFICANT ADVERSE PERSONAL CIRCUMSTANCES

If you are unwell during term so that your studies are affected, you should ensure your Tutor is kept informed. If you are aware that your work in preparation for, or during, a University Examination is affected by illness you are strongly advised to let your Tutor and the Academic Administrator know so that the College can take what action is possible to support you.

If you have a problem before or during your exams, or in relation to your submitted work, that you think has seriously affected your performance, you can submit a '[mitigating circumstances notice](#)' or MCE so that the examiners are made aware of the situation.

You should only submit a notice when you have suffered a serious problem – either medical or personal. Examiners are limited in the way they can take such circumstances into account, as ultimately, they have to assess your performance on the work that has been produced.

If your examination preparation, rather than the examinations themselves, was affected, it is only likely to be appropriate to submit a notice if the impact on you was very severe. Independent evidence, such as a medical certificate or supporting letter from your College or department (for non-medical circumstances), should always be submitted along with your notice. Examples of the kind of problem that might prompt you to submit a notice where there has been a significant impact on your performance are:

- (a) acute illness
- (b) bereavement
- (c) other significant adverse personal circumstances (e.g. the impact of crime).

If you have a disability or long-term health condition, you should ensure that you apply for alternative examination arrangements if appropriate. If you think that your performance has still been affected by your disability or condition, despite the alternative arrangements and other support in place, or you suffer another serious problem such as an acute illness just before or during the exams, you can also submit a mitigating circumstances notice.

ACADEMIC APPEALS

A student can raise an academic appeal with the Proctors within 20 working days of the date of the decision they are challenging under the [University Academic Appeals Procedure](#). An academic appeal is an appeal against the decision of an academic body (e.g. boards of examiners, transfer and confirmation decisions etc.) in terms of whether the procedures were followed properly, errors were made or the process was biased in some way. There is no right of appeal over matters of academic judgement – i.e. decisions that can only be made by applying an academic expert opinion. Therefore a student cannot appeal because they disagree with the examiners' assessment of how well they met the assessment criteria.

The University's student-facing site provides further information available [for students who wish to make an academic appeal](#).

Factual information which may be shared following the raising of an academic appeal includes:

- i. Confirming that all marks/results were taken into consideration
- ii. How the course conventions were applied when considering the student's results
- iii. How their MCE was considered by the Board of Examiners
- iv. Explanation as to what is a borderline candidate and whether they met the criteria
- v. Explanation as to why the student did not meet the criteria to be awarded a higher classification.

OFFICE OF THE INDEPENDENT ADJUDICATOR

The [OIA](#) provides an independent scheme for the review of student complaints. Where the OIA rules in favour of a student, it may recommend that the University or College should do something (e.g. look again at a complaint, or pay compensation) or refrain from doing something. In order to activate the OIA procedures, you must be a current or former student of the University or one of the Colleges and must have first exhausted all the available internal procedures. To confirm that your case has been dealt with internally, you need to obtain a Completion of Procedures letter from the College. You have a maximum of twelve months from the date of that letter to apply to the OIA.

The Independent Adjudicator can deal with complaints about:

- a) programmes of study or research
- b) services provided to you as a student by the University and/or by your College
- c) a final decision by the University or by your College about a disciplinary matter or a complaint.

The OIA cannot, however, deal with complaints about matters of academic judgement, matters that are the subject of legal proceedings, or matters relating to student employment.

UNIVERSITY EXAMINATION REGULATIONS

The [University Examination Regulations](#) govern all undergraduate degrees. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each undergraduate course but the

Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

THE UNIVERSITY PROCTORS AND THE ASSESSOR

The Senior and Junior Proctors are senior officers of the University elected annually by Colleges. They are responsible for ensuring that the University operates according to its statutes. Amongst other things they deal with University (as distinct from College) student discipline, complaints about University matters, and the running of University examinations.

They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance.

The University's [Student Handbook](#) explains the role of the Proctors and Assessor and provides much useful information about welfare, support, recreation, examinations and University regulations.

DEGREE CEREMONIES

Once you have passed your Final Honours School you will be able to make arrangements to collect your degree. [Degree ceremonies](#) are administered by the University and are scheduled for various days throughout the year.

You will receive an email from the University's Degree Conferrals Team at the start of your final year with information about how to book a place at a degree ceremony.

The conferral of your degree is conditional on you passing the required examinations. You must ensure that you have no outstanding debt(s) to the University of Oxford. You may be unable to graduate on the date you have booked if you have any outstanding debts.

If you are unable to attend a ceremony in person, there is the option to have your degree conferred in absentia. If you have any queries about taking your degree please [email the Academic Office](#).

THE COLLEGE LIBRARY AND STUDY CENTRE

The [College Library](#) aims to provide an efficient and friendly study support service to all members of College, as well as participating in the broader cultural enrichment of College life. Its extensive collections provide support for most undergraduate studies and some postgraduate studies, whilst its rich historic collections draw researchers from around the world.

Practical information about the lending library can be found on the may be found on the College intranet, this also includes a book suggestion form. Information about the library's history and special collections may be found on the College website and at <https://stjohnscollegelibraryoxford.org/>. The latter includes a Digital Library with detailed information about the library's manuscript collections as well as blog posts and online exhibitions. For any questions relating the library services, please email library@sjc.ox.ac.uk.

IT AT ST JOHN'S COLLEGE

Please find below information to help you get connected to the Internet, and details of the main IT systems you will find in St John's College and the University.

IT within St John's and Oxford University can be confusing at times as some systems are handled directly by the College whilst others are managed centrally by the University. You may also need to access systems run separately by your department. I hope this information will help you get started.

Single Sign On (SSO) account:

All new students will automatically be registered for an Oxford University 'single sign on' user account (often known as an SSO) when they start in Oxford.

Undergraduates will be sent the activation code over the summer to your previously registered email address before arrival.

Postgraduates will receive their SSO when they complete their University contracts.

Once you have the activation code you can use this to register online to set up your SSO and set a password and secondary security method. This SSO password will enable access to your Oxford 'Nexus 365' email account.

Your SSO is also required to set up a 'remote access' password to allow you to connect to the eduroam WiFi which is used throughout College and the University. It is also needed to sign in to the College Intranet and a number of other Oxford systems.

The SSO user name will typically look like 'sjoh' followed by four numbers (e.g. sjoh9999).

If you are a postgraduate and have already studied in Oxford you will keep your existing SSO username (e.g. kebl1234). It will just be reactivated by IT Services and you will be allocated an @sjc.ox.ac.uk email address which delivers to it.

Please activate your SSO as soon as you can and if possible before you come to Oxford.

Oxford Email:

Email in Oxford is handled centrally by the University and uses the Microsoft Office 365 system. The Oxford email system is generally known as Nexus or Nexus 365.

Oxford email addresses are typically in the form of firstname.lastname@unit.ox.ac.uk where unit is the name of the College or department. For example a St John's email address would look like john.smith@sjc.ox.ac.uk

The College will use your Oxford @sjc.ox.ac.uk email address for academic purposes and official correspondence. Therefore, you must check it regularly (even if you usually use a different email address).

Please note that apart from illness or other unavoidable cause no excuse is accepted for

failure to respond promptly to emails from College Officers and College Staff.

You can check your email via a web browser at <https://outlook.office365.com/> or by using an app such as Outlook or Mac Mail.

For more details on Oxford Nexus 365 email, and how to receive it, please see the University's 'Getting onto email' advice at:

<https://www.it.ox.ac.uk/getting-onto-email>

You may also get a departmental email address. Usually this will also deliver to the same 'mailbox' as your College account. (There are a few departments which also run their own independent email systems and their IT staff will give you information when you start your course on how to access them.)

Connecting to the Internet:

WiFi -

St John's uses the eduroam system for wireless networking.

The 'eduroam' wireless network is available across almost all of St John's College and most of the College's outside houses and annexes.

The eduroam system is used by almost all the departments and Colleges within Oxford and once set up you will be able to use eduroam WiFi not only around St John's but also at many other Oxford locations including the libraries, departments and other University buildings.

As a multinational standard Oxford users can also use eduroam at other participating organizations around the world to connect automatically.

To connect to eduroam WiFi you must first register for an Oxford Remote Access account. Please see: <https://help.it.ox.ac.uk/how-to-connect-to-eduroam> for full details.

Although it is possible to connect devices like tablets and smart phones to the Oxford wireless system most domestic home wireless printers and wireless speakers (as well as similar devices intended for home use) will not work on the University's eduroam wireless systems. (Note: College is currently introducing a CloudPath WiFi system which allows these types of devices to be connected but it's not available across all of College at this time.)

Please note for security and operational reasons personal routers including wireless routers are not allowed to be plugged into the College and University networks.

Wired connections -

As well as being able to connect wirelessly you can also connect from your College room or the St John's library using a wired Ethernet connection.

To use the wired connection you must first go through the online registration system. When you first connect to the Internet with the wired connection and open up a web browser you will automatically be redirected to our 'Network Access Control' web registration system. To register you must have set up your SSO account (see above). The registration system takes your details and then checks your computer meets the University requirements. Your computer must have a supported version of Windows or MacOS with all the latest security updates installed. It must also have antivirus software installed.

The College allows computers installed with Windows 10 or 11, Mac OS 10.15 or later, or a current version of Linux to connect.

A number of Apple Macs fail to get through registration as they have no antivirus installed. If your computer fails the checks you will be given the opportunity to install updates online and try the test again.

Once your computer has passed through registration you will be on the Internet. Please note that the Oxford network is a frequent target for 'hacking' attempts and, while the majority of computers are secure, a small number are compromised each year (often because they have not got up to date Windows updates or Mac updates installed). In order to minimize risks to all College users, the College has implemented network access rules which have to be agreed to by anyone wanting to connect a computer to the College network from their room. The network access rules are primarily University rules but with a few College additions - most importantly an agreement to let College have control of your computer if it is part of a major breach of network security or rules. Full details of the network access rules are provided by the registration system before a computer is connected to the wired network.

Guest WiFi -

For students' guests and visitors College provides "The Cloud" WiFi services. This gives a café style guest connection for non-members of the University. (Note that current St John's students are not allowed to use this guest service).

IT in the College Libraries:

Database terminals are located in the Library Study centre. Lawyers also have access to terminals in the Law Library. From these terminals a variety of online journals and many databases are available.

Printing:

Student printing is available in College at 3 locations (4 for law students). You can print to A4 single or double sided. Mono/grayscale printing is currently free. Colour printing is charged at 10p per side and is billed via your termly Battels statement. Students can submit print jobs to the printers remotely via the web and then go to the printers to collect them when convenient (using your University card at the printer to login and release the saved print job). There is a printer in the basement of the Library Study Centre. There is also a printer for undergraduate use in the JCR Lounge and one for graduate students in the MCR building. Law students have access to one in the St John's Law Library.

For details on printing please see:

<https://www.sjc.ox.ac.uk/current-students/computing/web-based-printing-system/>

IT Support:

Students needing help or support regarding computing issues can contact the College IT Officers or the help desk service at IT Services.

St John's has two full-time IT Officers, Neil McIntosh and Ashby Hope. They manage the day-to-day running of all aspects of IT within St John's.

The IT Officers are available to give (office hours) IT help and can be contacted by telephone 01865 277365 or email to <mailto:it-support@sjc.ox.ac.uk> to request an appointment, or to arrange a remote IT support session.

For web site and intranet help you can contact our Web Systems Manager Andy Carslaw (at <mailto:andrew.carslaw@sjc.ox.ac.uk>)

Matt Jennings, the IT Manager, oversees all the IT in College.

If you have departmental software or system problems then the IT Officer(s) at your department or faculty will be able to provide assistance.

University IT Services:

The central IT Services department runs a number of the University's computing facilities. They have their own website at:

<https://www.it.ox.ac.uk/what-we-do>

They provide a Help line service, including a level of 24 hour support. For more details please see:

<https://www.it.ox.ac.uk/find-help-and-support>

Learning programme -

IT Services offers via the "IT Learning Programme (ITLP)" over 200 different IT courses that can help you with your studies, research and future careers. They include courses on using computer and the major applications (such as training courses in Word, Excel etc.). They also run courses on the programming languages.

For details see: <https://www.it.ox.ac.uk/it-training>

Antivirus -

IT Services also provide free Sophos antivirus software to those that need it. It is a University requirement that all computers connected to the network run current For more information about Sophos and how to get it see: <https://help.it.ox.ac.uk/sophos>

Microsoft Office and other software -

Microsoft Office 365 'online' is available free of charge to Oxford students and copies of the Microsoft Office desktop applications (such as Word, Excel and PowerPoint) can also be downloaded for free.

For details on how to download MS Office please see:

<https://help.it.ox.ac.uk/nexus365/office-365-download>

Some other academic software is also available, sometimes for free or sometimes at a discounted price, online at

<https://www.it.ox.ac.uk/get-software>

Personal web sites -

If you want to publish your own website you can do so on the central managed web server. Details on how to start building your own web site are available at this URL:

<https://help.it.ox.ac.uk/guide-to-using-personal-web-pages-service#webpace>

Computer repair service -

IT Services offers (via a third party, Equinox) a very economically priced breakdown service for PC and Apple Mac personal computers, as well as their peripherals. Please see:

<https://help.it.ox.ac.uk/computer-hardware-breakdown-service>

Additional Information and support:

For further IT information aimed at freshers in Oxford, including how to have your computer connected to the network and how Oxford University email works, please see:

<https://www.it.ox.ac.uk/getting-started>

If you have any IT questions please feel free to contact the St John's team.

The St John's website at <http://www.sjc.ox.ac.uk/> also has helpful information on a number of topics including IT and the various systems used in College and the University.

Once you have your SSO there is also the St John's Intranet at: <https://intranet.sjc.ox.ac.uk/>

(Note that to access the Intranet you need to be either accessing the site from within the UK or be connected via the Oxford VPN system (If you need to set up VPN there are details at: <https://help.it.ox.ac.uk/vpn>).

JCR & MCR websites:

The JCR and MCR also have their own websites with useful information for undergraduates and postgraduates respectively.

They are available at: <http://jcr.sjc.ox.ac.uk/> and <http://mcr.sjc.ox.ac.uk/>

SCHOLARSHIPS AND BOOK PRIZES

The College is keen to encourage work of a high standard and offers the award of Scholarships and Prizes for those who have been making particularly good progress in their studies and for those who have achieved an outstanding performance in Public Examinations. Scholarships are awarded by the College's Governing Body and renewed each year, conditional upon maintained work and progress. Awards may be removed at any time for work which is consistently below standard. The decision-making process is governed by the College's overall commitment to equality of provision irrespective of race, ethnic origin, sex, sexual orientation, religion or belief, age or disability.

Scholarships and Prizes are awarded as followed:***First year examinations:***

An undergraduate who is awarded a Distinction or First in the First Public Examination is normally awarded a Scholarship. The value of a Scholarship is £300 per year.

Scholarships may be awarded to undergraduates who very narrowly miss Firsts or Distinctions in the First Public Examination, subject to the following guidelines:

An undergraduate who does not get a Distinction or First in the First Public Examination in a subject which has second-year examinations with at least two papers counting towards Finals should not be awarded a Scholarship before the second-year exams.

An undergraduate who does not get a Distinction or First in the First Public Examination in a subject which does not have second-year examinations may be awarded a Scholarship if the proportion of Distinctions or Firsts in that subject in a typical year is particularly low and if the undergraduate's marks were very close to the borderline.

For work during the academic year

An undergraduate student who does not achieve a Distinction or First in the First Public Examination, in a subject which does not have second-year examinations, may be awarded a Scholarship on the basis of First-class marks in at least two Collection papers taken at any point during the course of a single academic year.

Prizes

Undergraduates who do not get Distinctions or Firsts but have performed well and are worthy of encouragement may be awarded a Prize of £75.

Second-year examinations and third-year examinations in four-year degrees:

This section concerns sets of examinations consisting of at least two papers and counting towards Finals.

An undergraduate who is already a Scholar and who achieves first-class marks overall in such examinations is normally awarded a Prize of £75. An undergraduate who is not already a Scholar and who achieves first-class marks overall in such examinations is normally awarded a Scholarship. An undergraduate who is not a Scholar who performs well (but does not achieve first-class marks overall) and is worthy of encouragement may be awarded a £75 Prize.

Final Honour Schools

An undergraduate who completes Finals and is awarded a First receives a prize of £175.

Others

Any undergraduate who is awarded a major University prize may be awarded a Scholarship.

Whilst scholars do not normally receive Prizes for term work and Collections, these are not ruled out in cases of exceptional achievement. Other undergraduates may be given a prizes for tutorial work or collections, even for performances below first-class standard if there is a prospect that this will encourage the undergraduates to higher achievement. These prizes are awarded by the Governing Body on the recommendation of Tutors.

4. EXCEPTIONAL CIRCUMSTANCES

CHANGES OF COURSE

Your offer of a place at St John's was for a particular subject, and this under normal circumstances should be the subject for which you study whilst at St John's. There are very occasionally students who either before or on arrival decide that they would like to change to another subject, or who consider this course of action at some point during their first year of study. The College is willing to consider applications to change to a different subject, provided it is satisfied that the student concerned is qualified to read the School with profit and that the change will not disrupt the arrangements made for the tuition of other students. There are often constraints such as the availability of tuition or differences in timing of the First Public Examination which make changes difficult or impossible.

If you are considering making a request for permission to change subject, you should consult the Senior Tutor at the earliest possible stage. In doing so you must remember that you do not have a right to change subject and all the factors mentioned above will be taken into account in each case. If you request permission to change subject immediately before or after the First Public Examination, then permission will normally be conditional upon a good performance in that examination. Any student wishing to change subject will be required to undergo an admissions interview with the relevant subject Tutors in College. No undergraduate may change their course of study without the prior consent of the Senior Tutor.

SUSPENDING YOUR STUDIES

Under certain circumstances College may be willing to consider a request for permission to go out of residence for a year, for example on the basis of medical reports concerning a serious and long-term condition. Requests to go out of residence on non-medical grounds, for example for compassionate or personal reasons (e.g. to undertake caring responsibilities) will be considered on a case-by-case basis. In operating this policy, the College aims to be in line with the University policy on Parental Leave.

Although the College itself does not have any rules covering the length of time a student may take to complete their course, the University's regulations state that a student on a three-year course must take their final examination within fifteen terms of their matriculation, and a student on a four-year course must complete within eighteen terms of their matriculation. These regulations are outlined in the [University Examination Regulations](#). For further information on suspension of studies please refer to the College's Policy on Undergraduate Suspension of Status on pages 54-64.

FITNESS TO STUDY

Fitness to study refers to two situations; one where a student is not well enough to continue their course of study, the other where a student, whilst physically well, is nevertheless not academically fit to study. The College's Fitness to Study Procedure is on pages 65-75.

The University has a Fitness to Study Panel to consider issues relating to a student's fitness to study referred to it by a College, a faculty or department of the University, the Proctors, the Student Disciplinary Panel, or the Student Appeal Panel. The Panel decides issues for the University and is able to make recommendations to a College.

5. IF THINGS ARE NOT GOING SO WELL, WHAT CAN YOU DO?

For detailed information about welfare provision in College please refer to the College's Welfare Guide, which draws together information on welfare matters, that is wellbeing and health, within St John's for undergraduate and graduate students with the aim of being as comprehensive as possible, enabling everyone to find authoritative information quickly.

WHO'S WHO IN ST JOHN'S SENIOR WELFARE TEAM?

[Dr Elizabeth Macfarlane](#), Chaplain

Elizabeth has twenty years' experience of welfare work, first as a parish priest, and from 2011 as Chaplain of St John's. Since 2016, she has been the College's student welfare lead, working with the team members and co-ordinating the links with the University services. She is not a counsellor, or a medic, but she can help you find the help you need. She is a person with a religious identity which underpins her commitment to care and enable others, and does not limit her ability to work with all students, irrespective of their religious views.

Elizabeth often offers meetings which take in a walk, and a cup of coffee (or hot chocolate), and so, because she's sometimes out of her office, the best way to contact her is by email.

[Professor Katherine Southwood](#), The Fellow for Welfare

Katherine is engaged with strategic, policy, governance, and administrative issues related to student welfare in College. Please do get in touch if there are any Welfare matters you wish to raise in College committees.

Hanne Clark, Head of Student Wellbeing

Hanne has many years' experience of advice and support work in both community advice services and higher education. She has worked with Citizens Advice for 7 years and as Head of Student Advice and Representation at Oxford SU (Oxford University Student Union) for 6 years. Hanne's team offer support and advice on any aspect of your College or University Life which you have questions or concerns about. The team are not mental health professionals, but a supportive presence for all students as they navigate their Oxford journey.

Disabilities Coordinator: Mrs Elaine Eastgate

Mrs Eastgate is St John's Disability Coordinator, and she works closely with the University's Disability Advisory Service. If you have a specific learning difficulty, or a physical or mental health issue which might affect you during your time at St John's, please contact Elaine in confidence to talk about how to register with the DAS. You can do this at any point, but starting the conversation early is advised. Elaine works regular office hours and the best way to contact her is via email.

College psychologist: Dr Denise Barulis

Dr Denise Barulis is an experienced psychotherapist who works in both the National Health Service (NHS) and private practice. She has been part of the St John's welfare team for more than a decade, working with generations of students, and she is in College on Thursdays from weeks 0-9. The best way to contact Denise is by email, and please be aware that she may take a few days to respond.

The College Nurse: Mrs Kinneret Milgrom

Kinneret Milgrom is available from 0th to 9th week of each term from 8.30 - 10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.

STUDENTS WITH DISABILITIES

Responsibility for meeting the needs of disabled students is shared across the Collegiate University. The [Common Framework for supporting disabled students](#) sets out the principles that underpin the procedures for supporting disabled students.

The College is committed to making reasonable adjustments in order to put in place recommended support for students with disabilities. Please contact [Mrs Elaine Eastgate](#), the College's Disability Coordinator, in the first instance. The College can also liaise on your behalf with your Faculty or Department, the Examination Schools and the University's Disability Advisory Service.

The University's [Disability Advisory Service](#) (DAS) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments, long-term health conditions, specific learning disabilities, autistic spectrum conditions or mental health difficulties. The DAS plays a central role in assessing student need and making recommendations for reasonable adjustments to remove disability-related barriers including working in collaboration with, and providing advice and guidance for, students, Colleges, departments and other relevant sections of the collegiate University.

We strongly encourage you to let the Disability Advisory Service know if you have (or think you might have) a disability as early as possible so that they can advise on the range of study support that is available and can make any support arrangements that may be required. You can contact the DAS team to speak to a Disability Advisor who will be happy to answer any questions you might have via:

[Email: disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)

Phone +44 (0)1865 280459

In person at 3 Worcester Street, Oxford, OX1 2BX

It is not obligatory to disclose a disability but early disclosure will help the College to make the adjustments necessary to help students with disabilities to study effectively. If disclosure is not made at the time of application, it may not be possible for the College to make accommodation arrangements in response to individual circumstances. The College will require independent verification of the particular requirements claimed.

SUPPORT FOR STUDENTS WITH PARTNERS AND/OR CARING RESPONSIBILITIES

St John's College is committed to being an inclusive and diverse community and to ensuring the full participation of all its members, including parents and carers. Hence, wherever possible, arrangements will be made to support members with caring responsibilities to participate fully in the academic and social community of St John's. The [parental leave framework](#) can be found under the College Policies section of the College website.

The College has a limited amount of accommodation suitable for students who will be in Oxford with their partner and/or children. The Accommodation Office can provide details on request. The [University of Oxford Newcomers' Club](#) is an organization, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University to settle in and to give them the opportunity to meet people in Oxford. Membership is free

The College has a purpose-built College nursery which provides places for babies and young children of College and University staff and students. Located beside the College Sports

Ground off Bainton Road in north Oxford, the nursery incorporates a range of state-of-the-art facilities while being homely, warm and welcoming for babies and young children up to the age of five. Students wishing to apply for a place should contact the Nursery Manager at the [Bainton Road Nursery](#).

More information about support for [student parents](#) in Oxford.

OXFORD SU

[Oxford Student Union](#) is the official students' union, representing all matriculated students of the University.

HEALTHCARE

MEDICAL SERVICES IN THE UK

The National Health Service (NHS) is the UK's state health service, and provides a full range of medical treatment. The [UK Council for International Student Affairs](#) gives a good summary of the services provided by the NHS and which service should be used for which type of illness.

If you are coming to the UK for the first time, you are likely to notice a number of differences between the healthcare system here and the system in your home country. For example, you would expect to visit a General Practitioner (known as GPs, these are medical doctors based in a community health centre/surgery) for most health complaints rather than going straight to see a specialist at a hospital. Another difference is that, for students whose course lasts more than six months, much of the healthcare provided by the NHS is free at the point of delivery.

IMMIGRATION HEALTH SURCHARGE (IHS) FOR ACCESS TO NHS TREATMENT

If you are an overseas student in the UK for more than 6 months you will be required to pay the [Immigration Health Surcharge](#) (IHS) for yourself and any dependents as part of your student visa application. Payment of this surcharge grants you access to free health services in the UK. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS.

MEDICAL CARE

All students and their dependents who are studying in the UK for six months or more are entitled to register with the NHS, which is a Government-funded service. As a patient, you can access the NHS through your College Doctor who is a General Practitioner (GP). You cannot consult a medical specialist without going through your College Doctor first.

It is a requirement of the NHS and the University that students are registered with a doctor at their University, not at home. You may be seen as a temporary resident with your home GP during the vacation. You should register before you arrive in Oxford or as soon as possible afterward. Please do not leave registering until you need to see a doctor.

The College has a number of professionally trained people available for consultation by College members:

The College Doctor: Dr Richard Silvester and his colleagues in the [19 Beaumont Street practice](#) are the doctors used by most St John's students. Appointments should be made by telephone directly to the surgery (01865 240501). Students who are not registered with the College Medical Officer must inform the Lodge Manager of the name, address and telephone number of their doctor.

There are several benefits to being registered with the College doctor:

- a) The practice can act as a gateway to all other sources of help for students.
- b) GPs at the College Medical Practice are able to arrange referral to local hospitals.
- c) The College doctor can liaise with College authorities at times of exams etc.
(but only with your express permission – we never discuss your medical issues with anyone in the College, your friends or your family unless you ask us to do so).

The College Nurse: [Kinneret Milgrom](#) is available from 0th to 9th week of each term from 8.30 - 10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.

DENTAL SERVICES

Dental Services: [Studental](#), Oxford Brookes University, Headington Campus; Telephone 01865 689997; reception@studental.co.uk; Hours Monday-Friday, 8.00 a.m. to 6.00 p.m. Students are offered NHS treatment; please note that students do not necessarily qualify for free treatment, most students aged 19 or older will need to apply for a HC2 certificate (application form available from Studental) in order to receive free treatment and must bring proof of their exemption to their first appointment.

EMERGENCY MEDICAL CARE

If you are in College, please do not call 999 yourself but let the Lodge know about any emergency situation by calling 77300 from an internal phone or +44 (0)1865 277300.

In an emergency situation outside the College, call 999 from a mobile phone (or 9-999 from a College landline) to access ambulance, police or fire services. The 999 line is available 24 hours a day, 365 days a year and are free from landlines and mobile phones.

Always call 999 if, for example, someone is seriously ill/injured or a crime is in progress. Once you are connected to a 999 operator or call handler, they will ask you a series of questions to establish what is wrong. This will allow them to determine the most appropriate response as quickly as possible.

SEXUAL HEALTH

The College Doctors and College Nurse are available to offer support and advice on matters of sexual health. The nearest [Sexual Health Clinic](#) is at the Churchill Hospital, Headington. or you may choose to have a look at the College's Welfare Guide

HARASSMENT

The College endeavours to encourage a culture of non-tolerance of any form of harassment. It is committed to promoting equality and diversity, and aims to provide an environment in which all students, employees, contractors, and visitors are treated with dignity and respect, and in which they can work and study free from any type of discrimination, harassment, or victimisation. Those in positions of seniority within the College, including the President, Senior Tutor, and the Senior Dean, will do their utmost to ensure that this commitment is upheld by all members of the College.

The [College's Harassment Policy](#) should be read in conjunction with the [College's Equality Policy](#).

St John's College Harassment Advisors for 2022-23 are:

Kate Doornik (kate.doornik@sjc.ox.ac.uk) - Fellow for Equality

KJ Patel (ketan.patel@imm.ox.ac.uk) – Fellow for Ethnic Minorities

Zuzanna Olszewska (zuzanna.olszewska@sjc.ox.ac.uk) – Fellow for Women

The [University Policy and Procedure on Harassment](#) should be read in conjunction with [information for staff and students on the University's response to Harassment and Bullying including support and advice](#).

SAFETY

Like any other large city, Oxford suffers its share of problems. Please use common sense when out after dark and keep to well-lit and well-populated areas. Most College Rooms have door chains, but if your room does not and you would like one, please ask at the

Accommodation Office or the Works Department. Incidents of theft and intrusion do occur in College and you should lock your door when leaving your room even for a short period.

SAFETY AND FIRE PRECAUTIONS

The College's Domestic Bursar, Mr Neil Tindall, is also the College Safety Officer and as such has general responsibility for implementing safety policy but every member of the College has, by law, a personal responsibility for communal safety.

Common sense usually suggests what is safe, but there is specific advice about fire. This is detailed in a notice, FIRE PRECAUTIONS, which is provided in every College room and must be kept clearly visible. All occupants of College rooms are expected to read the notice and to think in advance what they would do if there were a fire. To ensure maximum safety and also to avoid false alarms, fire doors must be kept closed at all times and cooking must be restricted to authorised locations. If you cause a fire by cooking in an unauthorised location, the penalties will be very severe. Avoidable false alarms caused, for example, by burning food or leaving kitchen doors open attract an automatic fine.

Tampering with fire extinguishers, alarms and safety equipment is an offence which is regarded by the College as serious, and by the law as criminal.

See also the College's [Health and Safety](#) and [Fire](#) policies.

DRUGS

It is a criminal offence for the College to permit the use of illegal drugs on any of its premises. Any junior member found in possession of illegal substances may expect, in the first instance, a fine and a formal warning, which may escalate to exclusion from College accommodation should there be any recurrence. Any individual involved in the manufacture or supply of illegal drug, on however small a scale, and whether on College premises or elsewhere, should expect to be excluded from College accommodation [for the remainder of their course]. Junior members are reminded that many professional organisations do not admit persons with a record of substance abuse.

The College realises that students may be concerned about issues of addiction and use of illegal substances, both for themselves and for their friends. Confidential advice may be sought from the College medical practice at [19 Beaumont Street](#), and the College Nurse, [Kinneret Milgrom](#) (available for consultation in her N5 surgery on Monday: 13:00-15:00, Tuesday: 15:00-18:00, Wednesday: 10:00-13:00 and Friday: 9:30-11:30). Any concerns that might be raised will be treated under the rules of medical confidentiality, and will not be reported to the College or University. Other sources of confidential support include the

Fellow for Welfare, the College Counsellor, the University Counselling Service and Oxford SU. Information may be accessed online at: [TalktoFrank](#) (which also offers a confidential helpline 0300 123 6600), and <https://www.nhs.uk/live-well/healthy-body/drug-addiction-getting-help/>.

A student who is not in possession of illegal drugs but who wishes to seek support for addiction may consult the Fellow for Welfare in confidence and no disciplinary action will be taken.

ALCOHOL

Alcohol is as much of a risk to student welfare as are illegal drugs. Drunkenness can put individuals into dangerous situations or lead them to engage in risky behaviour. The psychological, physical and reputational damage can be serious, especially given the prevalence of social media. All Junior Members are therefore urged to be careful and moderate in consuming alcohol. It is usual each year for the College to admit one or two students who are under 18 at the start of their degree course. Please be aware that the College does not allow under 18s to drink alcohol on College premises, nor should it be bought for them. The College will not tolerate anti-social behaviour resulting from excessive consumption of alcohol and in dealing with instances of anti-social behaviour, consumption of alcohol will be regarded by the Senior Dean as an exacerbating rather than a mitigating factor. The organisation of 'drinking games' or exertion of pressure on others to consume alcohol are prohibited. Instances of any of these anti-social behaviours on College premises will be treated as serious offences: initially this will result in a fine and a formal warning, which may escalate to exclusion from College accommodation should there be any recurrence.

6. MONEY MATTERS

All charges, including fees (if applicable), accommodation and other College charges, are added to the Student Battels Account by the Finance Office. Battel statements are emailed at the beginning of each term and students are expected to settle their battels balance within 10 working days.

Failure to do so will result in a late payment penalty of £20.

If you are unable to make payment, have a battel's charge query, or need to pay in instalments you should speak to the Battels Finance Officer as soon as possible after receiving your battels statement.

If you are a finalist Battels statements are sent by email before the end of August each year. Students are expected to settle their battels in full before graduation and failure to do so may impact your ability to graduate in College.

Students who are experiencing financial difficulty, for whatever reason, are strongly advised to speak to the Battels Finance Officer who can help with support and guidance. They may also choose to speak to their Tutor, the Senior Dean or the Head of Student Wellbeing.

Some examples of financial difficulties experienced by previous students have been:

1. My household income has decreased due to family matters and my parents are no longer able to contribute to my living costs, what can I do?
2. My grandparent/parent has been taken ill and I have had to contribute to their medical bills which has left me unable to pay my rent.
3. My income from student finance is only the minimum amount, but my parents are not able to support me and my siblings from their household income, how am I supposed to pay my rent?

If you are not sure whether you qualify for financial support, please come and speak to the Battels Finance Officer who will be able to assist.

FINANCIAL SUPPORT FOR ACADEMIC ACTIVITIES

Special Grants are available to undergraduate students of St. John's for special academic purposes, for example to cover travel or accommodation outside Oxford. The purpose need not be directly related to your course - for instance, a student could apply to visit sites or museums, to attend a course of study or a conference, to undertake research outside Oxford, etc. Applicants are expected to give their Tutors a detailed schedule of what they wish to do, and Tutors are required to write in recommendation. [Notes of guidance](#) and links to online application forms are available on the [College website](#). Applications should be made by 12 noon on Thursday of Week 5 in Michaelmas Term and Thursdays of Weeks 0 and 5 in Hilary and Trinity Terms.

VACATION RESIDENCE AND GRANTS

Undergraduate students wishing to remain in residence after the end of term, or return before the beginning of term, or to stay in College during part of a vacation, may apply for vacation residence. Additional nights are charged at the nightly rate for the room grade.

In addition to vacation residence, Undergraduate students may apply on the same application form for a vacation residence grant towards the cost of remaining in residence outside of term time.

Undergraduate students will receive the following grant days:

Year 1: 14 grant days

Year 2: 14 grant days

Year 3: 40 grant days

Year 4: 40 grant days

This grant is only awarded for residence for academic purposes. It is not available for non-academic events or to support overseas students who do not return home during the vacations. An Extended Licence is available for overseas students – see [Extended Licence](#). Unused days from a year may not be carried forward.

Details about the Vacation Residence request process can be found on the [College intranet](#).

ACADEMIC GRANTS

Undergraduate students are entitled to apply for help towards the purchase of approved books and materials of an academic nature. The grant may be used to pay for: the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or peripherals; the cost of memory/hard-disk up-grades or computer repairs; tickets for performances or exhibitions directly related to a student's course of study. The College will not reimburse the costs of travel, phone or data services, maintenance or insurance contracts for items purchased. Other items will be considered on a case-by-case basis.

You are strongly advised to seek advice from the Academic Office before purchasing any items not included in the list above in order to check whether the cost of your prospective purchase may be claimed from the Academic Grant. Students who are not in their final year may submit a claim for items purchased between the end of Trinity Term of one year and the beginning of the following Michaelmas Term, provided they do so by the 8th week of Michaelmas Term deadline. Grants are credited on the subsequent term's battels for current students or paid by BACS on request; alternative arrangements are in place to reimburse final year students. The total claimed over the academic year must not exceed the maximum grant for that year. A note of previous claims should be made on subsequent claim forms to enable this to be verified.

LANGUAGE COURSES OFFERED BY THE UNIVERSITY LANGUAGE CENTRE

The College will reimburse the fee for students taking courses organized by the [University Language Centre](#), subject to the following requirements:

Undergraduate students require the permission of their subject tutors before registering for a Fast track course.

The College will cover the cost of more than one course per year, subject to the approval of the relevant subject Tutor. However, only one Fast track course per year may be taken.

The College will cover the cost of other suitable language courses offered by the University. Please check with the Academic Office in advance of booking a course to seek the Senior Tutor's approval.

The College will expect to be reimbursed the cost of a course if attendance is poor and there are no mitigating circumstances.

To obtain reimbursement please forward electronic receipts to the [Academic Administrator](#). If you would like to attend a course at the Language Centre but are not in a position to meet the cost up front please seek advice from the [Academic Office](#) as it may be possible to provide funding to students in advance if they would otherwise be unable to meet the cost of a course. Students may apply for a Special Grant to take language courses in other institutions.

EMPLOYMENT DURING TERM AND VACATIONS

Vacations:

Academic work during the vacations is an essential part of your course, and you will be expected to pursue your studies, under the direction of your Tutor(s), outside Term. You will need to read in preparation for the next term's work, and you will need to consolidate the previous term's work, probably with Collections in view at the beginning of the next term. However, the College acknowledges that many students will need to boost their finances by taking paid work during vacations, and will raise no objection to the undertaking of paid vacation work, provided that you keep up with your work and maintain appropriate academic progress. It is, however, strongly recommended that you discuss proposals for vacation employment with your Tutor.

Full Term:

You will find that the heavy academic work load during Term leaves little time for other forms of work. If you want or need to carry out a limited amount of paid employment or voluntary work during the Term, you must get permission in advance from your subject Tutor(s), and also from the Senior Tutor. Student Visa holders must ensure that paid work does not affect their studies or [breach conditions](#) of their visa.

THE COLLEGE FINANCIAL ASSISTANCE COMMITTEE

The College has a fund for the relief of exceptional and unforeseeable financial difficulty on the part of both undergraduates and graduates. Application to the Committee is made by completing a confidential form available from the Senior Dean, the Fellow for Welfare, or [online](#). The application will be forwarded to the members of the Committee after review by the Finance Manager; the whole process is treated in strict confidence. The Committee can offer grants, a cash advance, deferment of payment of battels, or any appropriate combination of these.

7. COLLEGE POLICIES

The College maintains the following range of [policies and codes of practice](#) to help set expectations around the way that the College delivers its responsibilities and the way that we expect our members (students, staff, Fellows, Senior Members and others associated with the College) to conduct themselves.

- [Accessibility statement](#)
- [Anti-bribery and fraud](#)
- [College regulations relating to the use of Information Technology facilities](#)
- [Complaints policy](#)
- [Conduct in the workplace](#)
- [Conflict of interest policy](#)
- [Conflict of interest: undergraduate admissions](#)
- [Data sharing policy](#)
- [Equality Policy](#)
- [Equality, Diversity and inclusion statement](#)
- [Environmental, Social and Governance Policy](#)
- [Fire safety policy](#)
- [Financial Sanctions](#)
- [Freedom of Speech policy](#) **
- [General data protection regulation \(GDPR\) framework](#)
- [Gift Acceptance Policy](#)
- [Harassment policy](#)
- [Harassment flowchart](#)
- [Health and safety](#)
- [Information security policy](#)
- [Inspire Digital Privacy Policy & Cookie Policy](#)
- [Management of faith facilities policy](#)
- [Nursing mothers breastfeeding policy](#)
- [Parental leave framework](#)

- [Prevent duty policy](#)
- [Public disclosure policy](#)
- [Public sector equality duty policy](#)
- [Research ethics for College only staff policy](#)
- [Responsible Investment policy](#)
- [Room Booking & Events policy](#)
- [Safeguarding policy](#)
- [Smoking policy](#)
- [Social media policy and guidelines](#)
- [Statement of purpose](#)
- [St John's College Staff Pension Fund Statement of Investment Principles](#)
- [Staff Student Relationship Policy](#)
- [Strategic plan 2019-22](#)
- [Student events with alcohol policy](#)
- [Privacy Notice for users of The Access Platform](#)
- [Training document on the Prevent duty](#)

****Freedom of speech**

As the [University's policy statement](#) outlines, "free speech is the lifeblood of a university; [...] it enables the pursuit of knowledge [and] helps us approach truth". The Higher Education (Freedom of Speech) Act 2023 requires the active promotion of free expression at universities and imposes sanctions on those who breach this duty. It is therefore important that free expression is maintained, particularly at a university dedicated to increasing our understanding of the world. All members of the College and University have a part in this.

UNIVERSITY POLICIES AND GUIDANCE

An A-Z of [University policies and guidance](#) is also available.

ST JOHN'S COLLEGE
ACADEMIC DISCIPLINARY PROCEDURE FOR UNDERGRADUATE STUDENTS

1. Requirements for the maintenance of good academic standing, and reporting:

- (i) For the purposes of these procedures, 'undergraduates' includes graduates reading for a Final Honour School. It also includes Visiting Students following an undergraduate course of study at St John's but not reading for a Final Honour School, except that 1(iii) shall not apply to such students.
- (ii) Undergraduates are required to produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage which they have reached in their course. This will normally be of 2.I standard, but in no case of below Third-Class standard. Undergraduates are not permitted to read for a Pass School.
- (iii) Undergraduates must keep the residence requirements laid down by the University. An undergraduate who fails to do so will be sent down, unless they have been granted dispensation by the University.
- (iv) Attendance at Tutorials, Collections, Tutor meetings and at classes required by Tutors is compulsory. Undergraduates must not absent themselves without prior permission except for illness or other urgent cause, which must be explained to the Tutor as soon as possible afterwards. Undergraduates must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which they are studying, e.g. for practical work or vacation courses.
- (v) Every undergraduate is required to produce assignments (essays, problem sheets etc) with the regularity required by their Tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the Tutor(s) concerned.
- (vi) Every undergraduate is required either to sit a written invigilated Collection at the beginning of term when required to do so, or to submit by the end of 0th Week written work specified by a Tutor and produced during the vacation, unless dispensed by their Tutor. Collections take precedence over all other engagements.
- (vii) Marks awarded for Collections or other academic work set during the vacation, shall be submitted to the Senior Tutor by Tutors where possible by the end of 3rd Week of each term.

- (viii) Undergraduates shall be summoned at the end of 8th Week before the President and Vice-President and their own subject Tutor(s) to hear reports on their work and progress.

2. Academic deficiency

'Academic deficiency' means breach of 1. (ii), (iii), (iv), (v) or (vi) above. It shall be dealt with according to the following Academic Disciplinary Procedure. Every breach of 1. (vi) and every breach of 1. (iv) or (v) lasting two consecutive weeks, shall normally entail the immediate initiation of the procedure.

Stage I: First Formal Warning

Academic deficiency is dealt with initially by a first formal warning, given by the Subject Tutor(s) after consultation with the Senior Tutor. (Where the undergraduate is not taught by a Fellow, the first formal warning will be given by the Senior Tutor). Such a warning may be given on the basis of information concerning academic deficiency received from an external Tutor or College Lecturer. A first formal warning shall normally be issued at a special interview with the student but may be issued by letter by the Senior Tutor if a student fails to attend a scheduled special interview. During this interview there will first be a full discussion during which the student will be invited to make the College aware of any mitigating or complicating circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Tutor's satisfaction (normally within 1-4 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The student will receive a copy of this note within one week of the meeting. A copy of the Academic Disciplinary Procedure, will be enclosed with the note. If the student fails to attend the formal meeting with the Subject Tutors, then the first formal warning will be issued in writing to the student by the Senior Tutor.

Stage 2: Second Formal Warning

If the undergraduate fails to produce the improvements required in Stage I during the specified timescale, or fails to sustain them during the specified probation period, they shall be given a second formal warning by the Senior Tutor at a special interview. During this interview there will first be a full discussion during which the student will be invited to put their case and make the College aware of any mitigating or complicating circumstances. Any such factors which

come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Subject Tutor's satisfaction (normally within 1-4 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcome of the interview will be confirmed in writing to the undergraduate concerned within one week, and will be copied to the relevant Subject Tutor.

Stage 3: Final Formal Warning

If the undergraduate fails to produce the improvements required in Stage 2 during the specified timescale, or fails to sustain them during the specified probation period, they shall be given a final formal warning by the President at a special interview. At this interview, the undergraduate will be given an opportunity to refute the allegation of unsatisfactory work or to bring to the attention of the President any special circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Subject Tutor's satisfaction (normally within 1-2 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcomes of the interview will be confirmed in writing to the undergraduate concerned within one week, and will be copied to the relevant subject Tutor and to the Senior Tutor.

Stage 4: Penal Collections

If the undergraduate fails to produce the improvements required in Stage 3 during the specified timescale or to sustain them during the specified probation period:

- (a) If the academic deficiency consists of substandard work, the undergraduate shall be set Penal Collections. The form of, date (which shall be as early as practicable) for, and standard to be attained in these Collections shall be approved by the Academic Disciplinary Committee on the advice of the Subject Tutor(s) and Senior Tutor, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the

undergraduate in the formal warnings previously given. After the Academic Disciplinary Committee has approved these details, they shall be communicated by the Senior Tutor in writing to the undergraduate. Penal Collection papers shall be set externally and blind marked by two external assessors who shall not previously have taught the undergraduate in question. If the assessors' marks differ, it shall be decided whether the required standard has been attained by taking their average. The outcome will be communicated to the undergraduate as soon as possible, and normally within two weeks. Failure to attain the required standard shall be referred to the Academic Disciplinary Committee. Attainment of the required standard shall be followed by probation against failure to sustain it for the remainder of the undergraduate's time at the College, breach of which shall entail recommencement of the procedure at Stage 3.

- (b) If the academic deficiency is of any other kind, it shall be referred directly to the Academic Disciplinary Committee.

Stage 5: Academic Disciplinary Committee

If it is necessary under Stage 4 to refer an undergraduate to the Academic Disciplinary Committee, the Senior Tutor shall immediately inform the President and Vice-President. The Vice-President shall convene the Committee, consisting of the Vice-President and four Official Fellows not being the undergraduate's Tutors. The Committee shall proceed as follows:

- (a) The Committee's hearing shall take place as soon as practicable; normally within one week of the Senior Tutor's informing the President and Vice-President. The undergraduate shall in advance of the hearing be given a clear statement of the grounds for their being referred to the Committee, and a copy of all documentation with which the Committee is provided. They should be given the opportunity to bring forward material considerations and mitigating circumstances which may include, but need not be confined to, medical evidence. The undergraduate should be allowed to take advice in advance of the hearing and should be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear in person before the Committee. The undergraduate should in the latter case be offered the possibility of being accompanied by the person of their choice.
- (b) It shall be the duty of the Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be sent down; or should be suspended, to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee should decide. The

undergraduate, their representative or companion, and their Subject Tutor(s) should withdraw before a decision is made. The Committee's decision, including a statement of all the relevant facts, shall be put in writing and conveyed to the undergraduate by the Vice-President.

- (c) An undergraduate who, after any stage of the above procedure, attains what is required of them and meets the terms of any specified probation period, but who in the view of their Tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the Tutor to the Senior Tutor. The Senior Tutor shall then recommence the above procedure at Stage 2.
- (d) If at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing the standard of work of which they are in principle capable, a strategy will be agreed between the undergraduate, the subject Tutor(s) and the Senior Tutor whereby the undergraduate will have access to appropriate additional tuition/support. A note of the strategy will be sent to the undergraduate within a week of the agreement. The undergraduate's progress under the strategy will be monitored on a weekly basis for a period to be decided by the Senior Tutor in consultation with the subject Tutor(s).

Stage 6: Appeal

If the undergraduate wishes to appeal against the decision of the Academic Disciplinary Committee they may do so, in the first instance according to the arrangements set out in the College's Appeals Procedure.

Depending on the issue and the [Conference of Colleges Appeal Tribunal](#) Regulations an appellant who, after appealing according to the arrangements set out in the College's Appeals Procedure, remains unhappy with the outcome of an appeal may be able to request that the College decision is considered by a Conference of Colleges appeal body or may themselves decide to refer the College decision to the [Office of the Independent Adjudicator for Higher Education](#) (for which there is a time limit). The OIA will normally expect a student to exhaust their remedies through the College and/or University's internal appeals processes before it will consider a referral.

First Public Examination

- (a) An undergraduate may not continue to study at the College unless they have passed the First Public Examination before the beginning of their second year of study (or the fifth term in the case of Honour Moderations in Greek and Roman Language or Literature).

- (b) An undergraduate who fails to pass a First Public Examination at their first attempt shall be required to retake the Examination at the next possible occasion.
- (c) If the examination is failed at the second attempt, then unless there are clear mitigating circumstances, a student will be required to leave the University.

POLICY ON UNDERGRADUATE SUSPENSION OF STATUS

RESPONSIBLE COMMITTEE: Education Policy Committee

RESPONSIBLE OFFICER: Senior Tutor

LINKED DOCUMENTS (College): Undergraduate Fitness to Study Procedure, Academic Disciplinary Procedure for Undergraduate Students, College Disciplinary Code.

LINKED DOCUMENTS (Other): University Fitness to Study Policy and associated Statute.

Annual Review date: First meeting of Trinity Term

Purpose

1. This document sets out the general principles and processes the College follows when making provision for undergraduate students who request permission to take a temporary break from their studies, or when an undergraduate student is required by the College to interrupt their studies
2. **Definition of terms**

Suspension of status

Suspension is sometimes colloquially referred to as 'rustication'. For clarity, the College uses the term 'suspension of status', as used by the University. Suspension of status within the University 'stops the clock' for all elements of a student's degree, including residence, fees and terms for which a particular status may be held. During this period a student will not be considered on-course, and will not hold enrolled status.

For the avoidance of doubt within the College the term 'rustication' is only used when imposed as the result of College disciplinary proceedings. It is not used to describe undergraduates who with the agreement of the College suspend their studies on medical, welfare or personal grounds.

Withdrawal

An undergraduate may withdraw from their studies at any time and by such withdrawal leaves the University, their College, and their course. Students who have withdrawn are not enrolled at the University and cannot expect to return to their course at a subsequent point.

In the absence of College permission, an undergraduate ceasing their studies or going out of residence may be deemed to have withdrawn.

3. Principles of undergraduate suspension of status

A suspension of status may arise in one of two ways. Firstly, when an undergraduate requests permission to suspend their status on medical or other personal/welfare grounds (for example, bereavement, parenthood¹, need to care for others, etc.). Secondly, on rare occasions, the College may decide it is necessary to suspend an undergraduate's status (i) if there are severe concerns about an undergraduate's fitness to study² or (ii) for disciplinary reasons (academic or non-academic). Where appropriate, suspension may therefore follow action taken under the Undergraduate Fitness to Study Procedure, the Academic Disciplinary Procedure for Undergraduate Students, or the College's Disciplinary Code.

4. Right to suspend status

Undergraduates do not have an automatic right to suspend status, which can only be granted by College. College will consider sympathetically requests on medical or other personal/welfare grounds, and will make reasonable adjustments in cases covered by the Equality Act 2010. Suspension of status on medical grounds requires medical certification, typically from the College GP, in support of the request. In the event that the Senior Tutor doubts the adequacy of the evidence supplied, they may require additional evidence to be supplied and/or require the student to obtain the opinion of the College Doctors. This evidence is to be communicated directly to the Senior Tutor.

College will not grant suspension of status solely on the grounds that an undergraduate is, or feels, ill prepared for examinations, or that they have underperformed/ are underperforming on course. Applications on the grounds of a request for a break or gap year will not be considered, although exceptional opportunities, for example internships, or other academic opportunities supported by tutors, or representing the country in a sport, may be considered

Sometimes the nature of a 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

1 University guidance on [resources for 'Student parents'](#)

2 Please refer to the College's [Undergraduate Student Handbook](#), to the University's [Fitness to Study policy](#), and to the associated [University Statute](#).

relevant course, with the result that withdrawal is the only option available. The College will seek to be as supportive as possible throughout such a process.

5. Consideration of cases

A student who wishes to seek permission to suspend status should request a meeting with the Senior Tutor.

Cases of suspension will be considered on an individual basis, taking into account all relevant information (including medical) and are always treated in the round, with the particular undergraduate in mind. The College will do everything it can to ensure that the student understands the process of applying for, being required to take, and returning from, a period of suspension from their studies and that the student receives support throughout this process.

The College expects that a request to suspend status will have been preceded by a period of discussion and on-course support. A student whose situation is or may be covered by this Policy on Suspension of Status is encouraged in the first instance to consult the relevant sources of support available to them in College. These include their Subject Tutor, the Senior Tutor, the Fellow for Welfare, the Tutor for Women, the College Medical Practice, the College Nurse, the College Psychologist, and JCR Welfare Officers. Further information is available in the College's [Undergraduate Student Handbook](#) and on the [University's website](#).

The College will do all it reasonably can to assist an undergraduate to remain on course, rather than to suspend their status. In some cases, suspension of status will be the best course of action, in others it may not.³

The College itself does not set out specific rules covering the length of time a student may take to complete their course but follows those set out in the University Examination Regulations.⁴

³ University procedures allow for the possibility of re-structuring courses as a 'reasonable adjustment' where this is the best response to an ongoing disability condition. Applications for such re-structuring, or for other major adjustments to assessment on the grounds of disability, should be made through the College to the University's Education Committee.

⁴ See University Regulation 4.11 [Maximum time for Honours](#)

6. Timeframe for decision making

The College aims to deal with cases covered by this Policy as quickly as possible so that the delay does not aggravate any difficulties with academic progress.

Any decision made by the College regarding suspension of status, and the conditions attached to that suspension and return, will be confirmed in writing by the Senior Tutor within a reasonable time (no later than 14 days from the date of informal agreement, subject to receipt of necessary medical evidence).

Discussion regarding suspension of status will also include discussion of domestic and other arrangements, such as any charges made for College rooms vacated, means of communication during the period of suspension (e.g. confirming which email address will be checked), and the possibility of College accommodation being available on the student's return to their studies.

7. Form of communication

Where the Policy requires communication to a student in writing, the normal method is by email to the recipient's personal ox.ac.uk email address. An email will be regarded as having been delivered to the recipient at the time of sending.

The Academic Administrator is the primary contact for a suspending student in connection with any matter relating to the suspension. In the event of a period of suspension being granted, the student suspending will normally be encouraged to communicate with their subject tutor(s) to discuss academic aspects of the period of suspension and return to study.

8. Appeal

If an undergraduate is dissatisfied with the College's decision, they should follow the appeals procedure as set out in the College's [Undergraduate Student Handbook](#).

9. Suspension of status on medical grounds

An undergraduate whose status is suspended on medical grounds will normally be expected to follow medical advice and appropriate treatment as agreed with a medical professional (typically the College Doctor) in order to address their health problems.

Students reading Medicine should be aware that they may also need to satisfy departmental requirements appropriate to the course.

After suspension on medical grounds, and before an undergraduate is permitted to resume study, the College must receive a medical assessment from the doctor, stating whether or not the undergraduate is medically fit to resume study. The doctor's assessment will, as appropriate, take into account reports provided by other clinicians involved in the care of the undergraduate during the period of suspension. The College will be responsible for determining, in the light of the doctor's assessment and if necessary in consultation with the College Medical Practice, whether the undergraduate is fit to study and whether any other conditions of return have also been met. In the event that the Senior Tutor doubts the adequacy of the evidence supplied, they may require additional evidence to be supplied and/or require the student to obtain the opinion of the College Doctors.

Students are advised that confirmation of fitness to return should be obtained 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 to ensure that paperwork can be submitted in good time, outstanding conditions addressed, and appropriate support or necessary reasonable adjustments put in place. Confirmation of an undergraduate's medical fitness to return does not need to entail a full recovery; an undergraduate might continue to be in receipt of healthcare or welfare support on returning to studies, as agreed with the College Doctor, but be managing their medical condition sufficiently well for the College Doctor to be able to recommend to College that they are able to return to full-time study.

Undergraduates are encouraged to make full disclosure to the doctor, who will then only communicate to the College what has been agreed with the student, and what is relevant for return. The College is responsible for determining, in the light of the available evidence and the medical professional's assessment, whether the student is fit to study and whether any other conditions of return have also been met (see footnote 2).

10. Returning to study

All undergraduates who are on course, including those who have returned from suspension of status, are expected to be in good academic standing, as defined by the College (for example, attending classes, tutorials, submitting work on time, sitting Collections, performing at a level commensurate with their ability). Students may be asked to meet with the Senior Tutor and/or subject Tutor(s) and/or Fellow for Welfare prior to return to discuss progress made and readiness for return.

Returning without being able to fulfil the academic requirements of the course and to maintain good academic standing within the College may be seriously detrimental to an undergraduate's health, and can limit an undergraduate's opportunities to complete their studies successfully. Where academic conditions are set for undergraduates returning from medical suspension (and where the undergraduate is not concurrently under an academic disciplinary process) this would be on pedagogical grounds and/or to support a student in their return in order to ensure that they are prepared for the proposed point of re-entry; they should not therefore be seen as a punitive measure, by either the Tutor(s) or the returning student.

If an undergraduate is on a disciplinary or academic monitoring process at the point of suspension they would normally return at the same point in that disciplinary or monitoring process, unless it was decided prior to, or at the point of, suspension that their medical condition provided sufficient mitigation for them to be removed from that process, or for that process to be adjusted.

Where suspension of status has been decided on academic disciplinary grounds the College will normally set academic conditions of return (which may include one or more Collections to be sat shortly before or at the point of return).

In relation to students with disabilities, the College will follow the collegiate University's common framework, noting the requirement to make reasonable adjustments insofar as they do not compromise academic competence standards.⁵

11. Period of suspension

Any term of study that has been completed by the time of suspension cannot normally be repeated. Circumstances that have affected study in a given term should normally already have been raised with tutors and/or relevant College officers as and when they arise, and addressed during the term. There might be exceptions, such as when a condition is raised early on in term and, in consultation with tutors and the appropriate College officer, an undergraduate attempts to continue study without suspension, but this attempt is ultimately unsuccessful, or where a serious situation has not been recognized at an earlier

⁵ See the University's [Common Framework for support disabled students](#)

stage. In such cases any period of 'repeat study' cannot be assumed, but might be considered⁶, provided supporting evidence is available.

A single period of suspension of status will not normally exceed one year. In some cases, the College will consider an extension or further period of suspension, following a fresh consideration of the case. Periods of suspension in aggregate extending beyond one year will require consultation with further parties (e.g. the University's Education Committee and the relevant Department or Faculty); if a period of suspension lasts for two years, a returning student would be 'Overstanding for Honours' without dispensation from the relevant University Regulation (see footnote 4). It would be unusual for any undergraduate to be suspended from studies for a total of more than two years across their course.

In all cases of suspension, consideration will need to be given to the assessment of any University work already submitted, changes in Examination Regulations, and whether the suspending student will be 'Overstanding for Honours'. This should be discussed with the student prior to suspension.

12. Access to College facilities

During a suspension of status, it is not expected that a student will have cause to come onto the College site frequently. Suspended students are not permitted to stay in College accommodation beyond an initial period (usually no more than seven days from the point at which suspension is agreed with the Senior Tutor) allowing for arrangements to be made to return home. Suspended students may not take any ongoing part in College organisations or activities, but they may still access the site as a guest, and should email the Senior Tutor for permission to visit. Students may also attend any meeting arranged with a tutor, and can access the College library, but cannot borrow books unless special arrangements are made with the librarian through their tutor. The welfare provision available to students during a period of suspension is detailed below.

13. Access to University facilities

An undergraduate whose status is suspended will no longer be on course. Undergraduates whose status is suspended will normally have access to certain University facilities as set out by the University. This will include the provision of an active University card, which will

⁶ University regulations and processes allow for flexibility where there is good cause. However, assessment structures start from the basis that all undergraduates will have the same number of terms, and time, to study and prepare for examinations and Colleges need to ensure that suspension does not lead to unfair advantage in relation to other undergraduates.

in turn allow access to online facilities and resources, use of the University libraries, borrowing rights from faculty and sub-faculty libraries (unless a block has been put on the University card e.g. for non-payment of library fines), and an active University email address.

Students who are suspended due to non-payment of fees will have all services withdrawn.

During a period of suspension, undergraduates may not normally be included on routine mailing lists, and may need to remain in proactive contact with Tutors and administrators regarding matters such as option choices on return.

14. Welfare support

It is important to recognise that Colleges and the University are places of academic study and cannot play a significant role in the welfare support or treatment of an undergraduate while their status is suspended. An undergraduate whose status is suspended will inevitably face a certain amount of disruption to their support networks. As part of preparing to suspend, undergraduates should consider how to ensure that they will have sufficient support during the suspension of their status.

Undergraduates who plan to remain in the city of Oxford during their period of suspension should be aware that this can be a challenging option, and are asked to consider carefully how they will spend their time as an Oxford resident who is not currently on course.

Students may find it helpful to contact the Fellow for Welfare before returning to explore what support will be available to them to help re-engage with academic work and College life after their return.

Undergraduates whose status is suspended will normally have access to certain University welfare services as set out by the University⁷; however, this support is not a substitute for specialist support for the relevant medical condition.

The University's Counselling Service may also provide students whose status is suspended with help on the same basis as students on course; that is, on a short-term basis. The Counselling Service will not be able to substitute for NHS (or overseas) support at home, but can assist in helping students to think about the services they will need, and can offer online appointments to students who have already left residence.

⁷ <https://www.ox.ac.uk/students/academic/guidance/undergraduate/status?wssl=1>

OUSU's Student Advice Service can provide both advice and support to undergraduates considering and returning from suspension⁸.

The University's Careers Service is also available to students whose status is suspended⁹.

15. Students with disabilities

For some undergraduates, medical factors that lead to suspension of status may suggest a condition that can be supported by the University's Disability Advisory Service¹⁰. If an undergraduate suspects that support from the service might be helpful, they are strongly encouraged to make contact prior to their return so that appropriate assessment can be scheduled and support put in place. The process of agreeing and funding support can take some time and an undergraduate may put themselves at a disadvantage if appropriate support cannot be put in place by the time of their return. Students may also discuss this in the first instance with the [College Disability Contact](#).

16. Fees

The University's rules state that the term's fees must normally be paid if an undergraduate is on course beyond Monday of 4th week of that term. In practice, this normally means that a suspension should have been discussed and agreed by Friday of 3rd week of the term of suspension if fees are not to be incurred and the term is to be re-taken. A 'fee waiver' may be discussed in certain cases, where a lack of engagement in teaching/learning during a term can be verified, and may be discussed with the Academic Administrator in the first instance.

17. Financial arrangements

While their status is suspended, an undergraduate will not be required to pay fees, nor will they normally be eligible for financial support from the College. If suspension of status is agreed, the College will inform the University's administration, which will in turn inform any UK student funding body.

Undergraduates with suspended status are recommended to make contact with Student Finance England (SFE), or other relevant funding body, within a month of receiving the College's formal confirmation of suspension. This should allow time for notification to

⁸ <https://www.oxfordsu.org/wellbeing/student-advice/>

⁹ <http://www.careers.ox.ac.uk/>

¹⁰ www.ox.ac.uk/students/welfare/disability/eligibility

have been processed. The College is only allowed to discuss an undergraduate's case directly with SFE or any other agency where a student has set up permission for this to take place, but can be asked to provide any official letters required if a student is negotiating provision.

In some circumstances of medical suspension, a student may be able to receive an additional 60 days' worth of funding from SFE and, if they have interrupted their studies for Compelling Personal Reasons (CPR) and can demonstrate financial difficulty, they may be eligible for a limited amount of maintenance funding during suspension. Requests are considered by SFE on a case-by-case basis, and in some circumstances the University's fees and funding team may be able to advise¹¹. Each of the other UK funding agencies has different arrangements in place to support these circumstances, which students will need to check directly.

Undergraduates returning from suspension will need to re-contact SFE, or any other funding body, prior to their return to confirm their funding arrangements directly. Where an undergraduate is returning from suspension in a subsequent academic year, they are advised to reapply for their Student Finance as early as possible after the new application cycle opens (usually from January onwards) to allow sufficient time for their application to be assessed and their entitlement to be finalized, even if not returning until Hilary or Trinity term of the next academic year. Following a re-assessment, undergraduates will receive an updated Student Finance letter from their funding agency which confirms their revised entitlement.

As part of the process to release any funding from Student Finance, students will need to complete the on-line registration process via their student self-service page as soon as possible after they have resumed study.

Students are advised to contact their Local Council as soon as possible after suspension of status to inform them of their situation and clarify whether or not they will be liable for Council Tax¹².

¹¹ <http://www.ox.ac.uk/students/fees-funding/fees/liability/payments/suspension>

¹² If a student whose status is suspended finds themselves in financial difficulty, they can apply for a discretionary discount under section 13A of the Local Government Finance Act. The Council policy for discretionary discounts should be found on [local government websites](#). Students staying in Oxford may contact the Academic Office to request that a letter be sent to Oxford City Council asking the council to consider the student for remission from council tax if the student's status is suspended on, for example, medical grounds.

Student Registry provide details to the Council of enrolled students and their term-time address in Oxford to facilitate the Council's processing of student exemptions. A student who becomes ineligible for a student council tax exemption, as they no longer have enrolled status,

Undergraduates who are withdrawing from exams only do not normally repeat the term on return from suspension, but return to sit exams only. These undergraduates will not be liable for tuition fees for that period, nor will they be entitled to access to tutorials, revision classes, etc. SFE will not provide maintenance funding for a return to sit exams only.

18. Overseas students

Students who have been studying at Oxford on a student visa may be unable to remain in the UK and need to return to their country of residence promptly if their status is suspended. The University has a duty to inform the UK Border Agency when a student's status is suspended, and students are advised to check on the University's webpages for overseas students for further information on their rights and responsibilities:

<http://www.ox.ac.uk/students/visa/during/changes>. Students can also access individual advice via student.visacompliance@admin.co.uk.

tax exemption, as they no longer have enrolled status, will immediately become liable for payment and the Council will seek recovery of discounts, which may include interest. This liability will commence at the start of the period of suspension.

**ST JOHN'S COLLEGE
OXFORD
UNDERGRADUATE FITNESS TO STUDY PROCEDURE**

RESPONSIBLE COMMITTEE: Education Policy Committee

RESPONSIBLE OFFICER: Provost for Academic Affairs

LINKED DOCUMENTS (College): Policy on Undergraduate Suspension of Status, Academic Disciplinary Procedure for Undergraduate Students, College Disciplinary Code.

LINKED DOCUMENTS (Other): University Fitness to Study Policy and associated Statute.

Annual Review date: First meeting of Trinity Term

The purpose of this document

- 1.1 These procedures have been developed in compliance with the Office for the Independent Adjudicator's statement of good practice¹ for application in cases where it becomes necessary to manage the impact of a student's health and welfare on themselves and others and upon their ability to undertake their course of study. These procedures are designed to provide a fair process for dealing with that impact. They are separate from and should not be confused with academic discipline or other discipline. The procedures are based upon the OIA's core principles of accessibility, clarity, proportionality, timeliness, fairness, independence, confidentiality and improving the student experience².
- 1.2 These procedures have been put in place to ensure that the health, safety and welfare of all students is safeguarded, and that the best possible support is given to those whose fitness to study appears to be impaired. Fitness to study procedures can be informal or formal and may be triggered by health and welfare issues and/or academic study issues that need to be resolved. Health and welfare will include but is not limited to physical health, mental health, psychological health, and behavioural, emotional, and social questions arising out of the ordinary incidents of life as a student. Fitness to study support is provided by the College in a learning environment where educational objectives are a core element of being a student, and the aim of these procedures is to ensure a balance is struck between the needs and wishes of the student in relation to their health, safety and welfare, and the requirements of the University and the College to maintain a learning environment with academic standards which has regard to the interests of the student, other students and members of staff.
- 1.3 These procedures describe the steps to be taken by the College in making recommendations and decisions to support a student's course of study, including by taking time away from those studies, where a student's pattern of ill-health, prolonged ill-health, impaired welfare or a sudden life event affects their ability to participate fully and effectively in their course of academic study and meet the reasonable academic requirements of their course of study, or life as a student, impacting on their or others' health, safety and welfare.

The scope of this document

¹ OIA: [Requests for Additional Information](#)

² OIA: [Handling Complaints and Academic Appeals](#)

2.1 Fitness to study is defined by the University as follows:

(a) a student's fitness:

- (i) to commence a distinct course of academic study; or
 - (ii) to continue with their current course of academic study; or
 - (iii) to return to their current or another course of academic study;
- and

(b) a student's ability to meet:

- (i) the reasonable academic requirements of the course of study or programme; and
- (ii) the reasonable social and behavioural requirements of a student (whether resident in College or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or College staff (not withstanding adjustments required by law).

2.2 In the case of an undergraduate student, including those enrolled on a PGCE or BMBCh, the College is the 'primary body' for the student concerned and the department/faculty of the University is the 'secondary body'. The primary body is expected to have in place procedures to make recommendations or decisions about a student's fitness to study. In cases where a student's behaviour (as defined at 3.1 below) is causing concern in the secondary body only (i.e. the department/faculty for undergraduate students), it may be appropriate for the secondary body to ask the primary body to take forward fitness to study procedures.

2.3 The person at St John's who is responsible for fitness to study procedures is the Provost for Academic Affairs. That person is responsible for the fairness of the procedures and the system in College within which recommendations or decisions are made and is not always or necessarily the person who makes the recommendations or decisions in respect of an individual student.

2.4 **The College will always try to resolve fitness to study concerns by informal agreement with a student** (known in these procedures as stage 1). Should a student consider themselves no longer fit to study, and therefore seek suspension on medical grounds, they should discuss this in the first instance with the Senior Tutor; if medical evidence is provided that a student is not fit to study that student will normally be suspended by mutual agreement, subject to the College's Policy on Undergraduate Suspension of status. Only on rare occasions will it therefore be necessary for more formal procedures to be used (known in these procedures as stages 2 and 3). Where the College has exhausted its stage 1 and 2 procedures and has not reached an agreed solution with the student, it may be necessary to initiate a further procedure by making a referral to a fitness to study Decision Making Panel whose decision is intended to be final and binding (known in these procedures as stage 3). A student who wishes to complain about the outcome of a Decision Making Panel may take a final decision to the Office of the Independent Adjudicator whose process is described at <https://www.oiahe.org.uk/>

Circumstances under which a student's fitness to study might be brought into question

3.1 Procedures may be triggered when the College is alerted to any of the following concerns:

- A significant deterioration in the apparent health or welfare of a student which may be evidenced by or which may impact on the student's ability to meet the reasonable academic requirements of their course of study (for example, a persistent inability of a student to submit work or to attend tutorials, classes, lectures, seminars or meetings) or to participate in other normal aspects of the life of a student;
- A student's behaviour causing concern in relation to their own health, safety and welfare;
- A student's behaviour adversely affecting the learning environment or the health, safety and welfare of others.

3.2 Attached to these procedures is a plain language flowchart of the three stages. In due course, as College uses and develops these procedures, it is hoped that a good practice appendix will be produced with examples of circumstances that are likely to be included or excluded from the procedures.

3.3 It is envisaged that these procedures will need to be used only where University and College support for health and welfare and for academic studies, including adjustments required by law, are insufficient to prevent a fitness to study question from arising or continuing. Student health and welfare matters, including disability, will normally be dealt with satisfactorily via the available medical and Student Welfare and Support Services, including those provided by the College, and academic progress will normally be managed alongside these provisions. However, where it is apparent that the student continues to have health and safety issues or to make insufficient academic progress despite this support and either as a consequence or otherwise the student, other students or University and College staff are experiencing an unacceptably deleterious impact upon their health, safety and/or welfare, referral to the fitness to study procedures may be appropriate.

The relationship between these procedures and other policies and procedures

- 4.1 In the majority of circumstances that are envisaged in these procedures, the procedures and provisions for managing health and welfare referrals for an individual student should continue to be followed. Likewise, the procedures and provisions for managing academic progress should continue to be followed. Students are expected to continue to meet the academic requirements of their course of study subject to any reasonable adjustments that have been put in place by the University or the College.
- 4.2 Where a student is following a course of study to become a doctor or a teacher, the University's Regulations for procedures for dealing with questions of Fitness to Practise amongst medical students (Council Regulations 7 of 2006) or the Regulations for procedures concerning Fitness to

Teach during the course of the PGCE programme (Council Regulations 8 of 2006) will also apply to the student.

- 4.3 Where a student is referred to an academic decision-maker, for example the Senior Tutor, because the student is not meeting the reasonable academic requirements of their course of study, that decision-maker should first consider whether there may be fitness to study reasons for that issue and, if so, should consider whether the student's fitness to study issues should be dealt with in accordance with these procedures. The academic decision-maker should refer the student to the Provost for Academic Affairs for the fitness to study procedure.
- 4.4 The College will be careful when deciding whether a student's conduct or behaviour constitutes a disciplinary matter or is to be treated as one concerning their health and welfare and possible fitness to study. The existence of health and welfare concerns does not in itself excuse behaviour, and it may well be appropriate to pursue a disciplinary case with the relevant concerns to be taken into account in mitigation when determining the sanction if the disciplinary breach is proved. However, in some cases the behaviour, even if it might constitute a disciplinary breach, may clearly be caused by, or be so bound up with health and welfare concerns that it would not be appropriate to pursue the matter purely as a disciplinary referral. In those circumstances, fitness to study procedures are likely to be the most appropriate method of making recommendations or decisions.
- 4.5 The College will therefore ensure that where a student's conduct or behaviour is in question, there is liaison between those responsible for fitness to study procedures and those within the College who are responsible for disciplinary decision making (primarily the Senior Dean for non-academic and the Senior Tutor for academic disciplinary matters). If it is determined that a disciplinary case should be pursued, those responsible for College disciplinary decision making will decide whether it can or should be dealt with by the College in accordance with its statutes, by-laws and regulations, or whether the matter should be referred to the Proctors under Statute XI: University Discipline. Those responsible for College non-academic and academic disciplinary decision making may refer a matter to the Provost for Academic Affairs for the College's fitness to study procedures, and the Proctors may refer a matter under their jurisdiction to the University's Fitness to Study Panel, in the course of their investigations, for the purpose of establishing whether the student is fit to study and thus to undergo the disciplinary process (whether that be the investigation, interviews, hearing or other form of determination). Disciplinary proceedings will be suspended pending the decision in respect of the student's fitness to study.
- 4.6 A student's health, safety or welfare may give rise to a need for immediate action, for example the need to protect a student or other students and staff by recommending interim or immediate suspension for a short time-limited period. If in an appropriate case an immediate or interim term of suspension is put in place while fitness to study procedures are being considered, the period of suspension must be subject to regular review and should not be extended without exceptional justification. In the context of this policy, suspension may involve a ban from, or time constraints for, accessing particular College buildings or services; recommending a ban from, or time constraints for, accessing particular University buildings or services or services of another College (subject to endorsement by the University or relevant College as appropriate); and/or, where no

other option is appropriate, a temporary suspension of studies. If immediate or interim suspension is not agreed with the student then the Provost for Academic Affairs should consider referral to a stage 3 Decision Making Panel. The Proctors are empowered to suspend a student from the University for periods of up to 21 days at a time, pending a University Fitness to Study Panel's consideration. College may likewise consider suspending a student pending its stage 3 fitness to study Decision Making Panel.

- 4.7 In urgent cases where there is a risk or threat to the student or to others the College will also contact the appropriate statutory agency (for example, the NHS or the police).

The procedures

- 5.1 St John's College has identified the Provost for Academic Affairs as the person who is responsible for these procedures. Responsibility for the procedures should be separate from those who have day to day contact with the student about their academic progress and/or welfare. It is acknowledged that at stage 1 the nature of informal advice and recommendation involves more than one person working together with a student, sometimes over a period of time, with the consequence that the Provost for Academic Affairs may be someone who has also had involvement with the student. Where more formal procedures become necessary at stages 2 and 3, the Formal Case Review Meeting or the Decision Making Panel will be chaired by or assisted by a person who has not had significant involvement with the student prior to the referral or request. In any event, those responsible for fitness to study procedures in College will not also be responsible for non-academic and/or academic disciplinary matters.

- 5.2 The procedure has three stages:

Stage 1: Informal Meeting: informal resolution of the fitness to study concerns through discussion in College which may be repeated. This includes initial action by the College when concerns are first raised. The College will facilitate meetings with the student in an attempt to resolve the concerns through discussion and agreement, followed by a review period, a follow-up meeting and a written record of the agreement and the review;

Stage 2: Formal Case Review Meeting: where prolonged or more serious concerns are identified the Provost for Academic Affairs should arrange for a formal Case Review Meeting to be held to which the student is invited;

Stage 3: Referral to a fitness to study Decision Making Panel: where the concerns remain unresolved or are too difficult to resolve by an informal meeting or at a Case Review Meeting, the Provost for Academic Affairs should make a referral to a Decision Making Panel.

- 5.3 The three-stage process does not have to progress in sequence and is not intended to be prescriptive. It may be accelerated according to (a) the seriousness of the concerns or (b) the stage that has been reached in other procedures to manage the student's academic progress and/or health and welfare.

- 5.4 At each stage in these procedures, the College will consider seeking professional advice from the University's Student Welfare and Support Services, and may involve College Welfare and Disability contacts in discussions to provide information. In particular, appropriate advice will be taken on whether reasonable adjustments for long-term health conditions and/or disability can and should be made or need to be reviewed. Contact organisations will be provided to those involved in the procedures by the Provost for Academic Affairs which may include, but are not restricted to, the University's Disability Advisory Service, the Counselling Service, and the College GP.
- 5.5 In every case consideration will be given to the support which the student may need to take an effective part in the procedure leading to the recommendations and decisions that are to be made. Such support may include help to understand what is a fair process. It is in the nature of the concerns that are likely to be raised that the student will have experienced or will be experiencing difficulties that will need to be treated with compassion and in a way that is fair and consistent.
- 5.6 A fair process will, among other things that may be specific to the circumstances:
- Be easy to find, understand and follow;
 - Be well advertised with students being reminded of the process at key points during their studies;
 - Inform students about the support that is to be provided to enable them to take an effective part and where they can find alternative advice and support;
 - Set out expectations clearly so that students understand what circumstances are likely to be considered and what sort of evidence they may need to provide which may include medical evidence;
 - Be flexible and consider each case on its individual facts;
 - Explain what is likely to happen if the referral or request is accepted and what will happen if it is not;
 - Inform students how their case will be considered and how long it will normally take;
 - Identify the procedure, forms and guidance;
 - End with a written recommendation or decision with reasons being explained and sent to the student;
 - Include a process for ensuring that recommendations and decisions are consistent;
 - Include a process for students who have been referred for study support several times and who may need extra support or advice;
 - Include a route to a Decision Making Panel where there are disagreements (this is described as an appeal route by the OIA); and
 - Include an internal process that helps to identify trends, good and consistent practice, quality assurance and training for staff who are involved in this procedure.

- 5.7 At each stage, the Provost for Academic Affairs will ensure that the procedures provide for the identification, definition and illustration of the concerns that have been raised in clear language and in a chronological context. If at any stage of the procedures it is agreed that a review meeting should take place to follow up on the outcomes, the review should be of clear and measurable objectives accompanied by a timetable for delivery and the identification of responsibilities where appropriate. In each case these should be provided in a written form. Individual arrangements or adjustments to procedures may need to be made in some circumstances such as for students with a disability, or for example, those who are placed overseas, and consideration should be given to online communication.
- 5.8 In an individual case, those who are involved in the procedure will have regard to the College's conflict of interest policy and be able to designate an alternate who will then have responsibility for the procedures where a conflict of interest is identified, or the Provost for Academic Affairs is otherwise prevented from taking on their role. In particular, where the Provost for Academic Affairs has been closely involved in the informal procedure at stage 1, it will be good practice for the more formal Case Review Meeting at stage 2 or a Decision Making Panel at stage 3 to be chaired by someone who has not had that close involvement.

Stage 1 – Initial action and Informal Meeting

- 6.1 Concerns about a student's fitness to study should be referred to the Provost for Academic Affairs who can then act as a co-ordinator and single point of contact for all those involved. It will often be the case that information about a student which does not identify an issue to be solved will be shared with a student in a very informal setting by tutors and others in College. It is good practice to record informal discussions that have not led to an informal meeting under stage 1 being initiated so that the context can be understood should a meeting become necessary. The Provost for Academic Affairs may themselves canvass those who have academic and welfare responsibilities for information about a student to whom these procedures are subsequently applied, or may delegate this duty to another College Officer, for example the Senior Tutor or Fellow for Welfare.
- 6.2 When a referral is made the Provost for Academic Affairs will request that the Fellow for Welfare (or their representative) arranges for an informal meeting to take place with the student at which they will explain, in a supportive and understanding manner, that concerns about their fitness to study have been raised. An outcome of the meeting should be the identification, definition and illustration of the event, behaviour or concern that has given rise to the referral. The student should be encouraged to explain the circumstances. Other relevant members of staff, for example the Senior Dean, subject tutors, Senior Tutor and/or the Head of Student Wellbeing may be invited to the meeting to provide advice or information that is in their own knowledge, but they should be kept to a minimum in order to encourage an informal and open discussion. The Fellow for Welfare should attempt to obtain the available information from those who have relevant knowledge before the meeting takes place. The student should be informed of who will be present and why.
- 6.3 The student may be accompanied at any meeting by a member of the Oxford SU Student Advice

Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the Fellow for Welfare at least 24 hours in advance of a meeting if they are to be accompanied and by whom. The supporter should not usually be a member of the student's family unless a compelling rationale is provided, and this is agreed in advance. The meeting is a confidential part of an internal collegiate university study support process. It is not an adversarial or formal legal hearing. The attendance of legal advisors is not permitted.

- 6.4 Informal meetings are a process during which there should be an attempt to resolve the concern through discussion with the student. Typically, the discussion will occur over time and/or on a number of occasions which will need to be carefully recorded. The discussion might include, where appropriate, use by the student of medical and/or Student Welfare and Support Services. It might also involve the identification of reasonable adjustments for a disability or other measures to help resolve the fitness to study concern. At the end of the discussions, the student should be informed that there will be a review period and follow-up meeting to ensure that the concern about their fitness to study has been addressed and resolved.
- 6.5 After the meeting or at the end of the discussion, the Fellow for Welfare should ensure that the student is sent an email or confirmation in writing of the steps that were agreed between them and invite the student to confirm that the email represents their understanding of what was agreed. The respective responsibilities and expectations of the College, the student and others, including support services, arising from the meeting should be set out clearly. Any timetable for the steps that are agreed should be identified. The email should also confirm the date of a follow-up meeting after a review period. The Fellow for Welfare will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to its own policies and the University's [Guidance on Confidentiality in Student Health and Welfare](#).
- 6.6 At the end of the review period, a meeting should be held by the Fellow for Welfare with the student to discuss the steps that were agreed. If the fitness to study concerns have been resolved, this should be recorded and the question whether and if so how any need for ongoing monitoring and support arrangements to help the student should be addressed. If the steps agreed have not been taken and/or the fitness to study concerns have not been resolved, a further agreement involving the steps to be taken, the responsibilities of those involved and the timescale for further review should be agreed.
- 6.7 Alternatively, it will be necessary in some circumstances to move to the next stage of the procedures. Equally, if a student is unable or unwilling to co-operate with the process or an agreement or repeated or prolonged fitness to study concerns are not resolved, the Fellow will refer the case to the Provost for Academic Affairs to consider whether a formal Case Review Meeting under stage 2 is necessary.
- 6.8 If an urgent concern about a significant risk of harm arises on or during a referral, the Provost for Academic Affairs may make an immediate recommendation to the President that there should be

a suspension for an interim time-limited period. See the measures in 4.6 above. Immediate and interim periods of suspension will be subject to regular review and will not be extended save in exceptional circumstances that are recorded and reasoned in writing. If the recommendation is not agreed with the student, the President or Provost for Academic Affairs may refer the matter under stage 3 of the procedures to a fitness to study Decision Making Panel. Where the Proctors are involved, they are empowered to suspend a student from the University for periods of up to 21 days at a time, pending a consideration by the University Fitness to Study Panel, and College may wish to act likewise in such cases. The consequences of suspension for those on a Student Visa should be considered by the Provost for Academic Affairs.

Stage 2 – Formal Case Review Meeting

7.1 A referral to a formal Case Review Meeting will be appropriate in the following non-exclusive circumstances:

- if the steps agreed at an informal meeting under stage 1 have not been effective;
- if the referral or request to the Provost for Academic Affairs is thought to be too serious at the outset to be dealt with by informal discussion and agreement or where informality of procedure is not appropriate to the circumstances;
- if the College has been supporting a student with ill-health or providing welfare support for some while but the student is still unable to meet the academic, social, or behavioural requirements of their course of study and this is having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or College staff.

7.2 The Provost for Academic Affairs will refer the case to the President, who may then ask the Provost for Academic Affairs to arrange for a case review meeting to be convened. A named person, who has not had significant involvement with the student, will Chair the meeting. The chair will be assisted by two additional people, with all three wherever possible being drawn from the College's Student Case Panel, a group of nine members of the College's Governing Body who have been appointed to conduct such case reviews. In addition to the student, those with a significant interest in the student's academic progress, health and welfare may be invited to attend, for example, the student's College tutor, and other members of the University and College's academic and welfare support staff who have knowledge of the student's health, safety, welfare and academic progress. The student's College tutor, the Senior Tutor, Fellow for Welfare and Senior Dean are therefore precluded from participating as one of the three members of the Case Review Meeting, although they may be asked to attend part of the meeting.

7.3 Before the meeting, the Provost for Academic Affairs or the Chair of the Case Review Meeting may request that the student provide evidence. For this purpose, the student may be asked to undergo a specialist assessment from a qualified practitioner, preferably one familiar with these procedures and fitness to study concerns, such as a College doctor or student

counsellor. Alternatively, the student may wish to provide the College with specialist advice from their own qualified practitioner, which may be relevant to help determine the following matters:

- The nature and extent of any event, health, safety or welfare issue which the student may be experiencing;
- The timescale for resolution and/or prognosis;
- The extent to which it may affect their fitness to study and ability to manage reasonable academic requirements and the normal demands of student life;
- Any impact it may have on or risk it may pose to others;
- If reasonable adjustments or other measures have been put in place, the effectiveness of those measures;
- Whether any and if so what additional measures should be taken by the College to enable the student to study effectively;
- Whether the student will be receiving any ongoing treatment, therapy or support which is relevant to their need for fitness to study support or the steps to be taken to resolve the fitness to study concern.

- 7.4 Should the student choose not to undertake a specialist assessment or to disclose the contents of the same, the College may continue with this procedure based on the information already in its possession. The members of the Student Case Panel will then draw such inferences as are reasonable and are entitled to take a precautionary approach to risk in the absence of evidence including medical evidence being provided by the student.
- 7.5. The Provost for Academic Affairs will arrange for the student to be given written notice of the convening of a Case Review Meeting and will arrange for the student to be told of the purpose of the meeting, that is the referral or request that has led to the meeting being convened. The Provost for Academic Affairs will also arrange for the student to be given any documents that will be considered at the meeting, and for the student to be asked to provide, in reasonable time, any documentation they wish to be considered.
- 7.6 In more complex cases, the Provost for Academic Affairs or the chair of the Case Review Meeting may convene a preliminary meeting with the student to discuss the procedure at the Case Review Meeting, the student's need for support at the Case Review Meeting, the identity, definition and description of the fitness to study concerns and the information requirements that there might be to help resolve the concerns.
- 7.7 The student may be accompanied at any meeting by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the Provost for Academic Affairs at least 24 hours in advance of a meeting if they are to be accompanied and by whom. The

supporter should not usually be a member of the student's family unless a compelling rationale is provided, and this is agreed in advance. The meeting is a confidential part of an internal collegiate university study support process. It is not an adversarial or formal legal hearing. The attendance of legal advisors is not permitted.

7.8 The purpose of the Case Review Meeting is to ensure that:

- Those participating in the meeting and the student are aware of and understand the nature and extent of the concerns that have been raised;
- the student's views and wishes are heard and taken into account;
- the best way to proceed is determined, that is the options to resolve the fitness to study concerns and the best option in all the circumstances are identified and preferably agreed;
- the likely outcomes if the fitness to study concerns are not resolved are identified and made clear.

7.9 The Case Review Meeting will determine its own procedure at the Chair's discretion and seek information and opinions, including written materials, from those present and, if appropriate, from the University and College's Student Welfare and Support Services and other professionals working with the student, and cause such enquiries to be made as may assist its deliberations.

7.10 Having taken advice from all concerned, the Case Review Meeting will, among other things appropriate to the circumstances, make one of the following decisions or recommendations:

- that **no further action** is required;
or
- to **formally monitor** the student's progress for a specified period of time **with an action plan agreed with the student**;

or

- to **recommend that special academic arrangements, that is reasonable adjustments in the form of a Student Support Plan prepared by the Disability Advisory Service and/or other measures and support are put in place**, specifying the nature of the same and the responsibility for their provision;

or

- to recommend that the student's **status be suspended for a period of time**;

or

- to recommend that **the student withdraw from their course of study**.

7.11 The duration of any suspension of status must be carefully considered. Very short suspension, for example for up to 21 days, can sometimes be used to facilitate the resolution of urgent

issues or the obtaining of essential evidence whereas longer suspension should have regard to the fact that the student will ordinarily resume their course of study at the point they left it with the consequence that 12 months may be necessary. Resumption of a course of study may need to be monitored and/or if it is practicable, an application made to the University for the student to transfer to a part-time mode of study, having taken into account expert advice.

7.12 In each case where further action is agreed or recommended to be put in place, there should be an action plan outlining:

- any steps which the student will need to take; and/or
- any support to be provided to the student;
- in each case the responsibilities for the steps to be taken and for how long in order to resolve the concerns identified;
- provision for regular review meetings with the student for the duration of the action plan, including at the end of the period agreed to ensure that the action plan is being appropriately followed and/or that measures to enable the student to study effectively are being provided;
- the identity of the College and/or University staff who will undertake the reviews;
- the likely consequences of the failure of the action plan to resolve the fitness to study concerns which will normally involve a student's fitness to study being considered at a stage 3 panel.

7.13 The recommendations of the Case Review Meeting, together with a concise record of the meeting, should be sent to the President and to the student within 7 working days from the date of the meeting, and a copy kept on the student's file. The College will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the University's [Guidance on Confidentiality in Student Health and Welfare](#).

7.14 If, having agreed, the student decides not to follow the action plan or where a recommendation is made, the student does not accept the same, the student will be informed that the Provost for Academic Affairs will discuss with the President whether the matter should be referred to a fitness to study Decision Making Panel under stage 3 of this Guidance. If the concerns remain unresolved, including because of a repeated failure in any support measures agreed or recommended, a referral to a stage 3 panel will be made by the President.

Stage 3 – Fitness to Study Decision Making Panel

8.1 Every College should have available to it a fitness to study Decision Making Panel. The remit of the panel is to:

‘consider a student’s fitness to study where all other normal procedures (whether at College or University level) have been exhausted or are inappropriate.’

- 8.2 The fitness to study Decision Making Panel will comprise the Chair and two additional Governing Body Fellows. All three Fellows, wherever possible, being drawn from the pool of Fellows who have been appointed to conduct such case reviews. A Secretary to the fitness to study Decision Making Panel will be provided by the Academic Office. No member of the Panel should have had significant involvement with the student prior to the referral or request. The student’s College tutor, the Fellow for Welfare, Senior Tutor, and Senior Dean are therefore precluded from participating as one of the three members of the Fitness to Study Decision Making Panel as individuals who may have had prior involvement with the student although they may be asked to attend part of the meeting.
- 8.3 A referral may be made to the fitness to study Decision Making Panel by writing to the Panel’s Secretary (currently the Academic Administrator). As part of the referral requirements, the College will need to demonstrate to the Panel that its fitness to study procedures have been followed, and that reasonable adjustments have been made in the case of students with disabilities. The documentation relating to stages 1 and 2, where these have taken place, and any other relevant documentation will be made available to the Panel. The Provost for Academic Affairs, the Chair of a formal Case Review Meeting and those who have advised orally or in writing at informal or formal meetings may be required to attend a meeting of the Panel as witnesses.
- 8.4 The student and an accompanying person (if any) shall be called to appear before the Panel. The student may be accompanied by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor including those who are able to support students with a disability. The student should notify the Chair at least 24 hours in advance of a meeting if they are to be accompanied and by whom. The supporter should not usually be a member of the student’s family unless a compelling rationale is provided, and this is agreed in advance. Legal representation will not normally be permitted, though reasoned requests for such representation may be made, and will be considered. The student and any accompanying person may normally be present for the duration of the hearing until such time(s) as they are asked to withdraw so as to enable the Panel to come to its decision.
- 8.5 Where the College has exhausted the stage 1 and 2 procedures of this Guidance without resolving the fitness to study concerns the Provost for Academic Affairs should request that the President refer the case to a Decision Making Panel. In addition, where, at any stage, the College considers that the seriousness of the case makes referral to a panel appropriate without going through the two earlier stages of the procedures, then a referral should be made, including where an immediate suspension is considered to be necessary and the student does not agree.
- 8.6 A Decision Making Panel is empowered to decide whether or not the student is fit to study and to make decisions that the student’s continued access to University and College facilities and

premises should be subject to certain conditions, or that they should be suspended for a specific, or for an indefinite, period.

- 8.7 The decision of a Panel is final and marks the completion of the College's procedure concerning fitness to study. The student will receive a Completion of Procedures letter from the President which will be required should they decide to take this final decision to the Office of the Independent Adjudicator.
- 8.8 In considering a case a Decision Making Panel shall be entitled to employ or to draw upon suitably qualified expert advice, including but not limited to expert medical, psychiatric and legal advice and shall have due regard to the obligations under equality legislation and in particular the duty to make reasonable adjustments.

Return to Study

- 9.1 In cases where the student has suspended their status at any stage as an outcome of the fitness to study procedures, the conditions necessary for resumption of their student status and return to their course of study must be made clear to them by the Provost for Academic Affairs or the Panel that made the decision. The conditions will be provided in writing to the student prior to suspending so that students are fully informed before they suspend of the conditions that must be met in order to reinstate and return to their course of study. The conditions are likely to include evidence of improved health or welfare or improved management of health conditions or behavioural concerns in order to establish that an identified fitness to study concern is resolved. The monitoring of fitness to study for a specified period of time after resumption and/or the gradual return to a course of study with conditions to be considered at each stage are possible outcomes.
- 9.2 The improvement in health, welfare or behaviours required for resumption of status should be explicit. These may include reasonable social and behavioural requirements in the context of the student's health, safety and welfare or may refer to the reasonable requirements of the course of study. The College will have regard to any reasonable adjustments which apply to a student who has a disability and in particular where there are pre-existing agreements about those adjustments, for example, the length of the course of study or adjusted deadlines.
- 9.3 When a student indicates to the College that they wish to resume their studies after a period of suspension of student status, it may be necessary for the student to be signposted to sources of help with making their application to return to study. and ensure that they have sought appropriate advice from any appropriate specialist or professional practitioner and/or from Student Welfare and Support Services.
- 9.4 A return to study decision will normally involve a further informal meeting with the student or a formal Case Review Meeting to which the student is invited. In each case, the Provost for Academic Affairs will ensure that a procedure is followed that is appropriate to the circumstances having regard to the procedure that was used to help resolve the fitness to

study concerns that existed. The Provost for Academic Affairs will consult the Senior Tutor in all cases of return to study that previously involved fitness to study discussions, to ensure that due regard is paid to the College's Policy on Undergraduate Suspension of Status.

- 9.5 It is the responsibility of the College to satisfy itself that the conditions necessary for resumption have been met by seeking advice from any specialist or professional practitioner who was involved in the fitness to study procedures and from Student Welfare and Support Services where that is appropriate. The College may ask the student to provide evidence from an appropriate specialist or professional practitioner or confirmation of their health or welfare and ability to resume their course of study and to sustain that resumption. This is likely to be from the specialist or professional practitioner who has provided support or treatment for the student during suspension. The College has the right to seek a second opinion. The College may require both medical and other evidence relating to the fitness to study concern in order to decide that it is appropriate for the student to return to study and/or that the relevant conditions have been met or can be maintained. Medical fitness is not necessarily the same as an overall conclusion that a student is fit to study.
- 9.6 Resumption of status following any suspension that exceeds a continuous period of 24 months will only be considered in exceptional circumstances.
- 9.7 In preparation for an informal decision on an application to return to study or a formal Case Review Meeting considering such an application, the College may, if appropriate, obtain advice from the University and College's Student Welfare and Support Services in the form of a Return to Study Plan. The Provost for Academic Affairs or the Chair of the Case Review Meeting will conduct a review of the documentary evidence relating to return to study including the records from the stage 1, 2 or 3 procedure that concluded with the agreement or decision to suspend. The Provost for Academic Affairs or Chair will consider that evidence in the context of the academic requirements of the student's course of study and any reasonable adjustments that exist where the student has a disability.
- 9.8 The Provost for Academic Affairs or Chair will hear and take into account the student's wishes and feelings about return to study and, in consultation with the Senior Tutor and Fellow for Welfare, make a decision or recommendation that includes the following:
- whether the conditions have been met and/or can be met on a sustained basis so that it is appropriate for the student to return to study;
 - if not, whether there are further steps or evidence that are required before return to study is appropriate;
 - if so, the most appropriate time for the student to return to study and how that return is to be managed in the context of the academic requirements of the student's course of study;

- if the student's course of study has changed, whether or not it is feasible to return to it and what the options are for the student and the best option in all the circumstances of the case;
-
- the availability of continuing support for the student including from Student Welfare and Support Services.

9.9 In each case Student Welfare and Support Services will, if asked, help to draw up a 'Return to Study Plan' in consultation with the student and the relevant welfare, disability and academic leads. The Plan will ordinarily address and include:

- the specific study-related support needs of the student in returning to education;
- the support which is reasonably required in the short term;
- the involvement of and liaison with external agencies;
- any longer-term support or adjustments that are reasonably required and any conditions that might or will apply;
- a risk management plan that takes account of the experiences that led to the student initially suspending from their course of study and any other information that is known to be relevant.

9.10 Any return to study recommendation that is not agreed by the student will be referred by the Provost for Academic Affairs to the next stage of the procedure. If the Provost for Academic Affairs considers that there are still grounds to be concerned about a student's fitness to study, they may either agree with the student a further period of suspension with a view to receiving a further application to return to study at a later date or convene a further formal Case Review Meeting in accordance with stage 2 of the procedures, to consider the matter after a further period of time which is to be specified.

9.11 A decision or recommendation to return to study together with a concise record of the meeting, should be sent to the student within 7 working days from the date of the meeting by the Provost for Academic Affairs, and a copy kept on the student's file. The College will consider with the student whether it is appropriate to inform the student's department/faculty of the steps that are agreed by having regard to their own policies and the [University's Guidance on Confidentiality in Student Health & Welfare](#).

POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
20/06/2023	Approval of updated policy to reflect new Conference of Colleges template		26/06/23

Fitness to Study Guidance for Colleges (undergraduates)

Appendix

Plain Language Flowchart

The follow pages provide a useful summary of each of the three stages:

STAGE 1

Initial Action and Informal Meeting

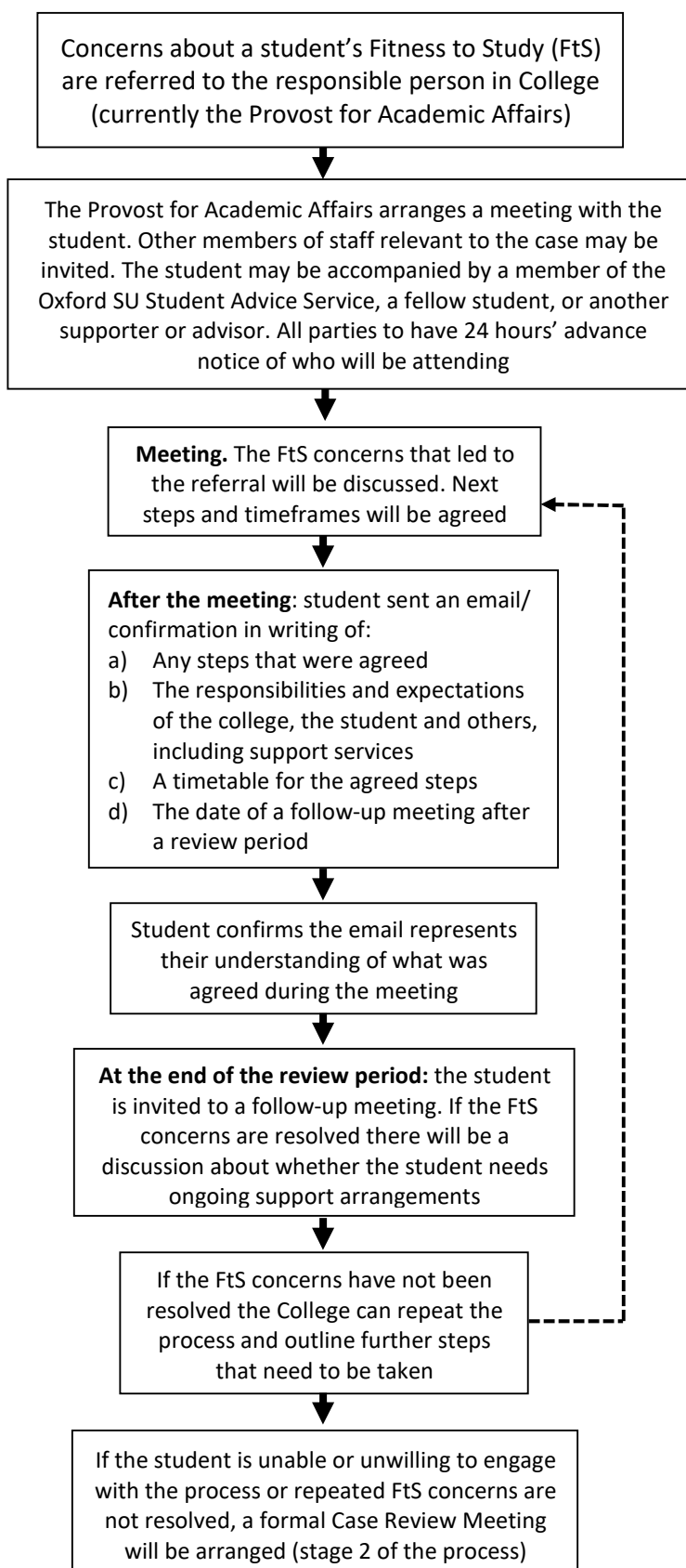
STAGE 2

Formal Case Review Meeting

STAGE 3

College Fitness to Study Decision Making Panel

STAGE 1: Initial Action and Informal Meeting



STAGE 2: Formal Case Review Meeting

Before the meeting:

Concerns about a student's Fitness to Study are referred to the responsible person in College
<p>The responsible person notifies the President, who will appoint a Case Review Panel. In attendance:</p> <ul style="list-style-type: none">• The student;• the Chair - a named person who has not had significant involvement with the student;• members of staff with significant interest in the student's academic progress, health and welfare, including if appropriate representatives of the University's Student Welfare and Support Services;• the student can choose to be accompanied by a member of the Oxford SU Student Advice Service, a fellow student, or another supporter or advisor. The supporter should not be a member of the student's family unless agreed in advance. Legal advisors are not permitted. <p>All parties to have 24 hours' advance notice of attendees.</p>
<p>The student receives written notice of the Case Review Meeting, outlining the purpose of it and what referral/request has led to it; any documents that will be considered at the meeting.</p> <p>The student provides any documents they wish to be considered at least 24 hours in advance of the meeting.</p>
<p>The student may be asked to undergo a specialist assessment from a qualified practitioner, such as a College doctor or student counsellor. Alternatively, the student may wish to provide the College with specialist advice from their own qualified practitioner, which may be relevant to help determine the matters outlined in section 7.3 of the full guidance.</p> <p>Should the student choose not to undertake a specialist assessment or to disclose the contents of the same, the College may continue based on existing information that they hold.</p>

During the meeting:

<p>The Chair will seek information and opinions from those present to assist discussion.</p> <ul style="list-style-type: none">• The nature and extent of the FtS concerns will be discussed;• the student's views and wishes will be heard and taken into account;• the best way to resolve the FtS concerns are identified and preferably agreed;• the likely outcomes if the FtS concerns are not resolved are identified and made clear.
<p>After discussion, the Case Review Meeting may, among other actions, make one of the decisions outlined in section 7.10 of the full guidance:</p> <ul style="list-style-type: none">• that no further action is required;• to formally monitor the student's progress for a specified period of time with an action plan agreed with the student;• to recommend that reasonable adjustments and/or support are put in place, specifying the nature of the same and the responsibility for their provision;• to recommend that the student's status be suspended for a period of time;• to recommend that consideration be given to the student withdrawing from their course of study.
<p>An action plan should be agreed outlining:</p> <ul style="list-style-type: none">• any steps which the student will need to take;• any support to be provided to the student;• responsibilities for the steps to be taken and timeframes;• provision for regular review meetings with the student for the duration of the action plan including at the end of the period agreed;• the identity of the College and/ or University staff who will undertake the reviews;• likely consequences of the failure of the action plan to resolve the FtS concerns – this will normally involve a student's FtS being considered at a stage 3 panel.

After the meeting:

Within 7 working days from the date of the meeting: the President and the student to receive in writing the recommendations of the Case Review Meeting and a concise record of the meeting.

A copy of this documentation will be kept on the student's personal file, and consideration should be given regarding sending to the student's department/faculty.

If the student decides not to follow the agreed action plan, or where the student does not accept a recommendation from the Case Review Meeting: the Provost for Academic Affairs will discuss with the President whether the matter should be referred to a fitness to study Decision Making Panel under stage 3 of this Guidance. (stage 3 of the guidance).

If the concerns remain unresolved, including because of a repeated failure in any support measures agreed or recommended, a referral to a stage 3 panel will be made by the President.

ST JOHN'S COLLEGE

GUIDANCE ON THE NON-ACADEMIC DISCIPLINARY PROCEDURE

Section of Guidance		Summary
1	Purpose & Use of this Guidance (1.1-1.4)	<i>How to use this Guidance</i>
2	Non-Academic Discipline in Context (2.1 -2.7)	<i>What is covered by the Procedure</i>
3	Use of the Non-Academic Disciplinary Procedure (3.1-3.2) Plain Language Flow Chart (3.3)	<i>Overview of the Procedure and how it operates</i> <i>A flow-chart of the Procedure for Minor and Major breaches</i>
4	Appeals (4.1) Plain Language Flow Chart (4.2)	<i>Who can Appeal</i> <i>Flow charts of the Appeals process for Minor and Major breaches</i>
5	Issues that may arise during the operation of the Procedure (5.15.12)	5.1 – Conflicts of Interest 5.2 – Interim Measures 5.3 – Confidentiality 5.4 – Record Keeping 5.5 – Procedural Time Limits 5.6 – Welfare and Support 5.7- Appointing an Investigator and a Disciplinary Panel or Appeal Panel 5.8- Legal Representation 5.9- Non-Compliance with a Disciplinary Penalty 5.10- Matters which may involve a Criminal Offence 5.11 – Penalties 5.12 – Questions or Concerns

Section 1:

Purpose & Use of this Guidance

- 1.1 This Guidance is intended to help to explain the way in which the College will operate its Non-Academic Disciplinary Procedure, which deals with complaints of breaches of the College's Code of Discipline.
- 1.2 The Guidance is intended to assist everyone involved in the process, including students, Fellows, the President, investigators and decision-makers.
- 1.3 The numbering in square brackets [] corresponds to the numbering found in the Procedure.
- 1.4 This Guidance should be read in conjunction with the College Non-Academic Disciplinary Procedure, including the College Regulations. The provisions of the Procedure are authoritative and take precedence in the event of any doubt or inconsistency with this Guidance.

Section 2:

College Non-Academic Discipline in Context

- 2.1 The College is a residential academic community, the harmony and success of which depends on its members acting responsibly and with consideration for others, and abiding by rules designed for everybody's welfare and safety. The College Non-Academic Disciplinary Procedure is designed to enable an independent, fair and prompt investigation of reports of breaches of discipline, in order to determine whether it is more likely than not that there has been a breach, and, if so, what is the appropriate penalty that should be imposed. The Procedure is not designed to resolve disputes between individuals. Nor is it intended to provide a substitute for the criminal justice system.
- 2.2 The primary purpose of College non-academic discipline is to protect the wellbeing of the College community as a whole and its individual members. The procedure is designed to deal with students who are alleged to have broken their obligations under the College's non-academic Code of Discipline and associated College Regulations **[Appendix A]**. Outcomes will be proportionate to the breaches of discipline found to be established, and are intended to deter such conduct. In serious cases the outcome of a disciplinary investigation may include the suspension or expulsion of a student.
- 2.3 Any current College student (including a student whose status is suspended) may be the subject of disciplinary steps under the Procedure in respect of conduct which has a connection with the College. The circumstances in which action may be taken are defined in **[Appendix B]** of the Procedure. They include, but are not limited to: an alleged breach of discipline committed on College premises; against the College or any member of the College; or which threatens to bring the College into disrepute among reasonable people. For further details see **[Appendix B]**.
- 2.4 The College may receive reports of conduct which may also constitute a breach of University discipline and/or a criminal offence. If the conduct is alleged to be a breach of University discipline and steps have been proposed or initiated by the University Proctors the College may pause its own action until any University proceedings have been concluded. The outcome of any University proceedings will be taken in account but the College may take its own action and is not bound by any conclusions reached by the University **[Appendix B, 4(a) and 4(e)]**.
- 2.5 If conduct is being investigated by the police the College is likely to pause its own investigation pending police investigation and any prosecution. The outcome may be taken into account but the College make its own findings and take its own action in respect of the same conduct. **[Appendix B, 4(a) to 4(e)]**.
- 2.6 In either case the College may take precautionary or other safeguarding measures pending completion of University and/or criminal proceedings. **[1.6, 4.4, and Appendix B, 4(d)]**.
- 2.7 There may also be circumstances in which the College becomes aware of allegations against a student that do not fall within its jurisdiction, or that of the University, but which give rise to

concerns for the welfare of the College community. In such a case, the College will consider whether it is necessary to take precautionary or other safeguarding measures.

Section 3:

Overview of the Operation of the Non-Academic Disciplinary Procedure

3.1 Reporting

A report may be made by anybody who believes that a current student of the College **[Appendix B]** has committed a breach of the College's Regulations while acting in their capacity as a member of the College **[1.1-1.2]**. A reporter need not be a student or a member of the College. A reporter is defined as anyone making a report under paragraph **[4.1]**.

A report should be made, as soon as possible after the conduct complained of, to the Senior Dean. A report should normally be made in writing, by email, setting out the name of the subject of the complaint, and brief details of the conduct alleged. If the reporter is unable or unwilling to make a written report they may speak to an employee or senior member of the College who will make a written account of their report. The reporter will be asked to confirm the accuracy of the written account, and that report will then be submitted to the Senior Dean **[4.1]**.

Anonymous reports will only be considered in exceptional circumstances where there are compelling reasons to do so. It will often be very difficult to proceed with any disciplinary action on the basis of an anonymous report, because the subject must be given a fair opportunity to respond to it, and the identity of the reporter will often be information which the subject needs to enable them to do so. **[2.5]**. It may be possible to investigate an anonymous report if the identity of the reporter is truly immaterial.

3.2 Deciding how a report should proceed

The Senior Dean will consider how a report should proceed.

Informal Resolution

It may be possible to resolve the matter informally, for example by discussion, and an agreement to apologise or otherwise make amends.

Formal Resolution

If the Senior Dean considers that informal resolution is not practicable or appropriate, they will decide whether to investigate an alleged breach of discipline under the Procedure **[4.2]**.

A report will **not** be investigated under the Procedure if:

1. It has been made anonymously, unless the Senior Dean considers that exceptional circumstances and compelling reasons warrant its consideration **[2.5]**;
2. It has been made more than 6 months after the conduct complained of, unless the Senior Dean considers that there are exceptional circumstances that warrant its consideration **[4.4]**. The primary consideration in determining whether there are such exceptional circumstances will be whether there is a risk of harm to any current member or employee of the College. Relevant factors will include the gravity of the alleged conduct, whether it was an isolated event, or was repeated or a course of conduct, the length of any delay in reporting, and the reasons for delay, as well as any barriers to reporting. It will also be relevant to consider

whether the delay gives rise to a risk of injustice. The College recognises that exceptional circumstances warranting the consideration of a report after more than 6 months may be particularly likely in cases of sexual misconduct or violence;

1. The Senior Dean considers that it is clear that the conduct alleged in the report, if established, would not breach the College Regulations **[Appendix A]**;
2. The Senior Dean considers that it is clear that the allegations in the report, if established, would not constitute conduct by the subject in their capacity as a member of the College **[Appendix B]**; or
3. The Senior Dean concludes that the report does not for any other reason raise any case of a breach of discipline which requires an answer.

If the Senior Dean considers that a report raises a case of breach of discipline which requires an answer, then the matter may be dealt with in one of two ways:

Procedure for Minor Breaches of Discipline

The Senior Dean may investigate and determine the matter themselves as a minor breach of discipline;

OR

Procedure for Major Breaches of Discipline

The Senior Dean may refer the matter to the President for investigation as a major breach of discipline **[4.3]**. In making the assessment as to whether the matter should be referred to the President, the Senior Dean will consider the most serious outcome that might reasonably be imposed if a breach is found to have occurred. If this is greater than the most serious outcome which the Senior Dean may impose under the procedure for minor breaches, they must refer the matter to the President. The Senior Dean will make no finding in such cases as to whether there has been any breach of discipline.

The Senior Dean may also refer cases to the President for investigation where there are substantial questions of fact to be decided, even if the potential outcome is one which the Senior Dean would have the power to impose **[5.9]**. The Senior Dean will consider whether such a referral is proportionate.

The referral can be made at any stage from the receipt of the report by the Senior Dean until determination. For example, if a report is initially considered to be minor, but more serious allegations emerge during investigation by the Senior Dean, the report may be referred to the President.

The subject must be informed if a referral to the President is made.

If the Senior Dean refers to the President a report that concerns matters that are alleged to have occurred more than 6 months before the date of the report, the Senior Dean will identify the exceptional circumstances that warrant the referral **[4.4]**. In such a case, the subject may appeal the decision to make the referral **[6.6]**.

Where a case is referred to the President the President will usually appoint an Investigator. The Investigator will investigate the allegation [6.12-6.18] and will produce a report [6.18]. The report will be considered by a Disciplinary Panel at a Disciplinary Meeting to which the subject will be invited. The Investigator will have gathered all relevant evidence and there will often be no need for witnesses to attend the Disciplinary Meeting. However, the Chair will consider whether to invite any witness, including the reporter, to the meeting [6.23] and the subject may make reasoned requests for the attendance of witnesses which the Chair will consider [6.22].

At the Disciplinary Meeting the subject will have the opportunity to address the Disciplinary Panel and the Disciplinary Panel will ask questions of the subject and of the Investigator and any other witnesses who are present.

After the Disciplinary Meeting the Disciplinary Panel will determine whether a breach of discipline has been established. If it concludes that a breach of discipline has been established it will also make a provisional decision, which will be communicated to the subject in writing, about the outcome (if any) which it might impose. The subject will have the opportunity to make written or oral representations as to the proposed outcome, which will be carefully considered before the Disciplinary Panel reaches its decision.

3.3 Operation of the Procedure

The following flow chart summaries the steps in the Procedure.

Flow Chart – Minor/Major Breach Procedure

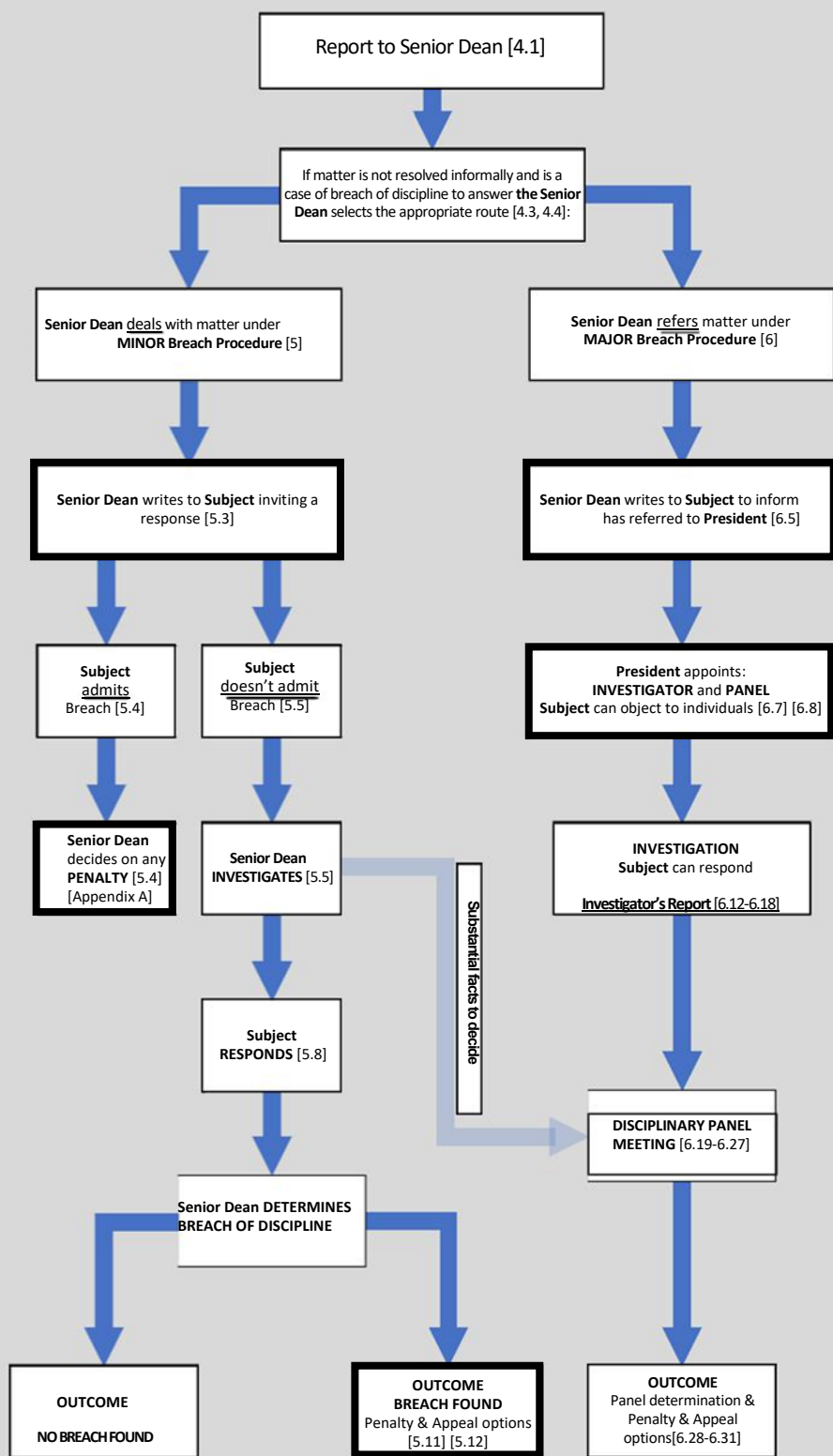


Figure 1 – Minor/Major Breach Procedure Flow Chart

Section 4:

Appeals and Reviews

4.1 Who can Appeal?

12. Appeal by the Subject:

The subject may appeal from adverse decisions taken under either the Minor or Major Breach Procedure or in relation to breach of conditions as follows:

Minor Breach Procedure – an appeal may be made to the President **[5.13-5.21]** -

Major Breach Procedure – an appeal may be made to an Appeal Committee **[7.1-7.22]**

Breach of Conditions – an appeal may be made to the President **[8.1-8.4]**

Referral to the President – an appeal may be made against a decision to refer to the President a complaint about conduct which occurred more than 6 months before the complaint **[6.6]**

13. Appeal by the Reporter:

The reporter is not a party to disciplinary proceedings and does not have a right of appeal against the outcome of a disciplinary decision **[2.13]**. A reporter who is a student may use the College's Complaints Procedure if they have concerns about the way in which their report has been handled.

4.2 Operation of the Appeal process

The following flow charts summarise the steps in the appeal process for Minor Breach Appeal **[5.13-5.21]** and for Major Breach Appeal **[7.1-7.22]**:

Flow Chart – Minor Breach Appeal Procedure

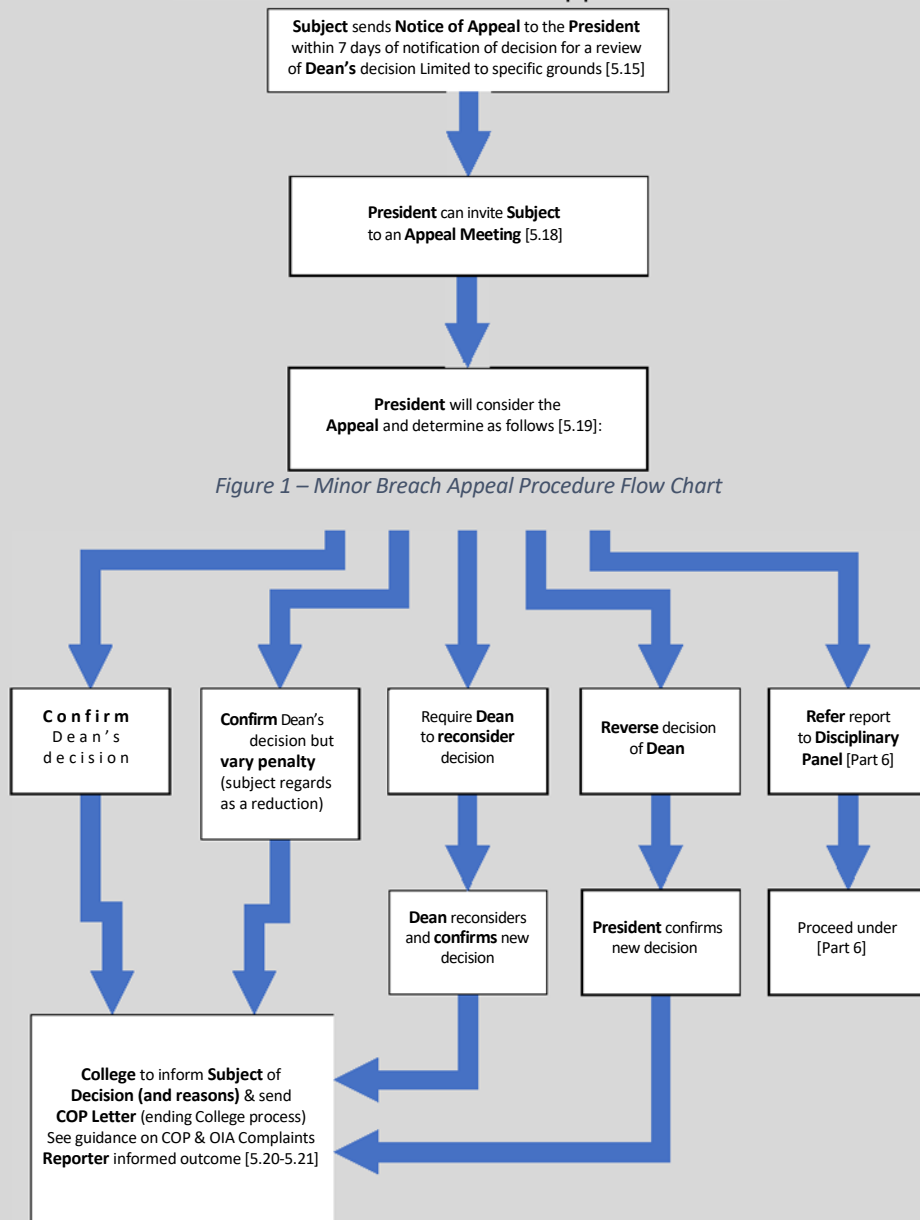


Figure 1 – Minor Breach Appeal Procedure Flow Chart

Note: See guidance on [COP](#) & [OIA Complaints](#)

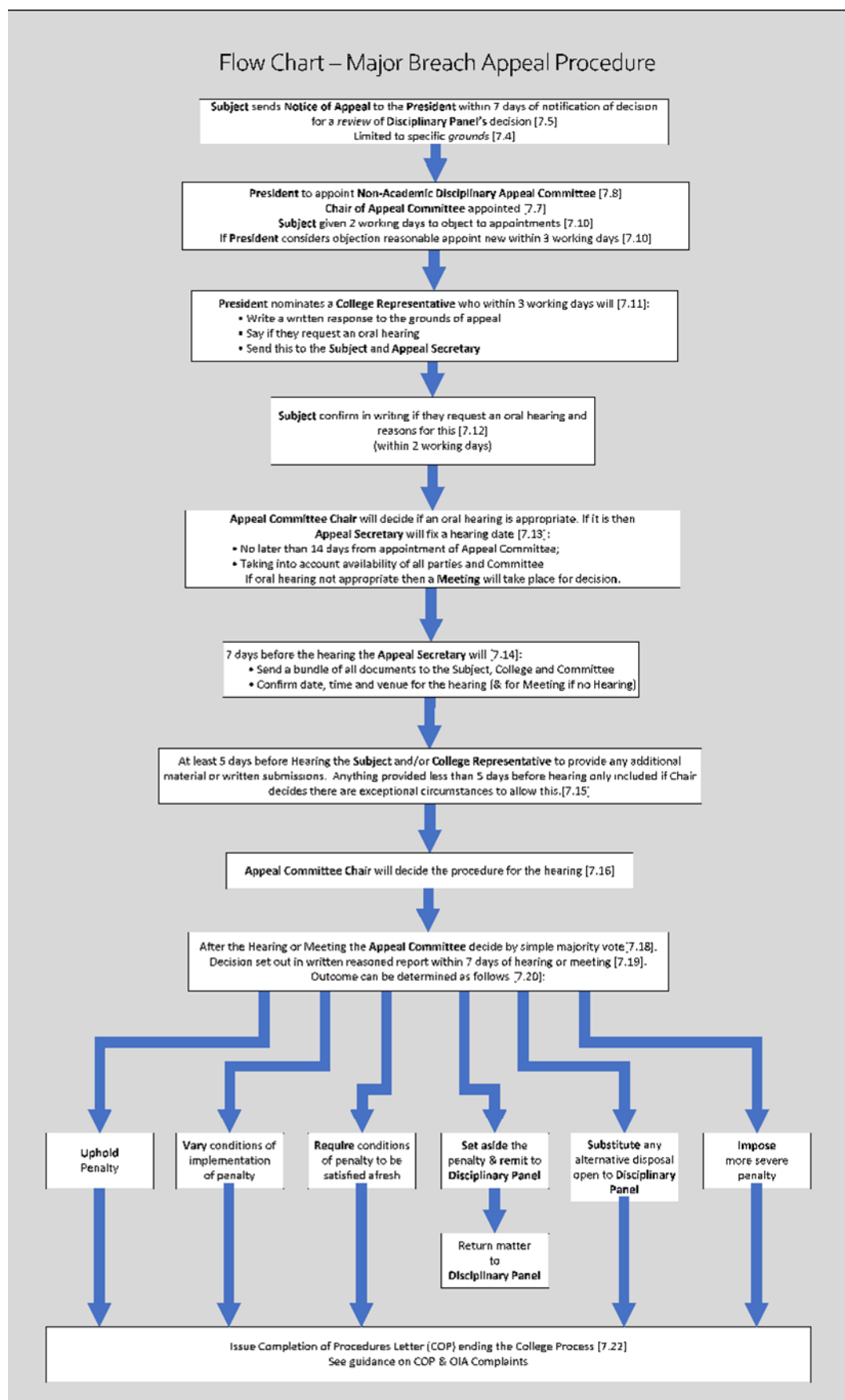


Figure 2 - Major Breach Appeal Procedure Flow Chart

Note: See guidance on [COP](#) & [OIA Complaints](#)

Section 5:

Issues that may arise in the course of the Procedure

There are a wide range of issues which may arise in connection with the operation of the Procedure in any given case. Some examples of those issues are addressed below.

5.1 Conflicts of Interest

Consideration will be given to any possible conflicts of interest at the very start of any matter arising under the Procedure. Any member of College involved in administering the procedure will comply with the [College's conflict of interest policy](#) and will not act in any capacity if there is any reasonable perception of bias. If a College member has been directly involved with subject or reporter (for example, as tutor, or with responsibility for assessing their work) they will not usually participate in the Procedure.

- (i) If the Senior Dean is unable to act for any reason the President will appoint a substitute.
- (ii) If the President is unable to act for any reason, the Vice-President or another Senior Officer as specified in the Procedure may act.

5.2 Interim Measures

The Senior Dean may impose interim measures at any stage of the Procedure which they consider to be reasonably necessary in the interests of welfare or safety, or as a precaution. Measures will be proportionate, considering all relevant interests, including the interests of reporter, subject, witnesses and the College community, and will not be imposed for longer than is reasonably necessary. The measures should aim to impose the minimum restriction necessary to protect the individuals concerned or other members, employees or visitors of the College from an identified risk, or to protect the conduct of a fair investigation under this procedure.

The imposition of interim measures is not penal, and does not imply that any allegation of a breach of discipline has been substantiated.

Safeguarding Measures [1.6] are designed to ensure harmony within the College and the safety of its members, employees and visitors. These could include excluding a student from all or part of College premises, or requiring a student to have no contact with another member of the College. The [College Safeguarding Procedures](#) will be applied.

Precautionary Measures [4.5-4.9] are particularly likely to be appropriate in cases where there is a risk to a person's mental or physical health, which involve issues of a highly sensitive or confidential nature, or where there is a risk of significant disruption to academic study or other College activity. These may include cases where there is an allegation of sexual harassment or assault. The appropriate measures will be considered on an individual case-by-case basis.

Such measures could, for example, include:

- Requiring a student to have no contact with another member of the College;
- Excluding a person from College premises;

- A ban from, or time constraints for, accessing particular College buildings or services, or University buildings or services or those of another College where the measure is endorsed by the University or relevant College;
- A move to alternative accommodation. It is generally not appropriate to move a reporter to alternative accommodation unless the reporter requests to be moved.
- Where no other option is appropriate, a temporary suspension of studies may be imposed.

The Senior Dean will promptly provide the subject and where appropriate the reporter with written reasons for any measures imposed. It is likely to be appropriate to provide the reporter with information regarding the measures imposed where there are allegations of sexual misconduct.

Any student subject to precautionary measures may ask the Senior Dean to review the measures. If the request is refused, the subject may apply to the President for the measures to be reviewed.

5.3 Confidentiality

Reports will usually be dealt with confidentially by all parties [2.1]. Information will be disclosed only where and to the extent that it is reasonably necessary. Circumstances in which it may be necessary to share information with third parties include the following:

- to be able to conduct a fair investigation;
- to effect a safeguarding or precautionary measure [1.6 or 4.5] – for example the Senior Dean informing staff within College that student x is not allowed on College premises;
- to communicate the outcome to protect members of the College, University and/or public;
- to comply with legal or regulatory obligations – for example informing the Charity Commission.

There may be cases where there is more than one reporter and/or more than one subject. For example, if three students are all alleged to have breached the College Regulations as part of the same incident. In such a case it might be appropriate for all the subjects to hear or be provided with the other subjects' evidence [2.8].

In general, all relevant material which the Senior Dean or Investigator has gathered will be disclosed to the subject, including exculpatory material that tends to exonerate them. There may be some circumstances where there is an overriding need to withhold particular information, such as the identity of a witness, to protect the rights of another person. Where any such issue arises, the Senior Dean or Investigator will balance those rights against the significance of the information for the subject. Information which is necessary for a subject to be able to defend themselves against an allegation will be disclosed to them. [6.14].

5.4 Record-keeping

Records will be kept at all stages of the process [2.12] and processing will be undertaken in accordance with the [College's record management and privacy policies](#).

5.5 Procedural Time Limits

It is important that all reasonable efforts are made by parties to act promptly and meet the procedural time limits set out in the procedure [2.2]. Time limits may be extended by the relevant decision maker where necessary in the interests of fairness. In complex cases it may often be appropriate to extend a time limit. Where time limits are extended, those involved will be kept informed in writing: the subject will always be informed of any extension and the reporter will be informed where appropriate. Where allegations of sexual misconduct have been made the reporter will be kept informed unless there is a particular reason why information should not be provided in any given case.

5.6 Welfare and support

College students involved in the Procedure have available to them a range of avenues of support. Those operating the Procedure will always be alive to the possibility of concerns about students' health, welfare or academic study arising and to the need for support to be offered.

- **Available Support.** Both reporters and subjects may seek support from:
 - [The College Student Welfare Team](#)
 - [The University Student Welfare and Support Services](#), which includes:
 - [The Oxford University Counselling Service](#)
 - [The University Sexual Harassment and Violence Support Service](#) (where relevant)
 - [Oxford SU Advice Service](#)
- **Concerns for a Student.** If any member of the College has concerns that a student involved in a matter being considered under the Procedure is suffering health, welfare or academic study issues, they will direct the student to:
 - [The College Student Welfare Team](#)
 - The College Lead on Fitness to Study procedures [*College to insert links to own resources*]
 - [The University Student Welfare and Support Services](#)
- **Reasonable adjustments- [2.4]** can be made to the Procedure to allow fair participation in the procedure by students with disabilities. This may include adjustments for the subject and any other person affected by the application of the Procedure.
- **Meetings and hearings online [2.7]** online hearings may take place if necessary to avoid undue delay or to protect the welfare of any person.
- **Support during meetings, interviews or hearings – [2.6]** subjects and reporters may be accompanied to meetings, interviews or hearings by a supporter.
 - Requests to bring a supporter should be made to the Senior Dean, Investigator and/or Disciplinary Panel Chair (as appropriate) at least 48 hours in advance of the meeting or hearing.
 - The supporter should normally be a member or employee of the College or a member of the Oxford SU.
 - (i) The name and position of the supporter should be provided in advance.

- (ii) Any further procedural requirements as set out in the procedure must be met.

5.7 **Appointments of Investigator, Disciplinary Panel or Appeal Panel**

The Procedure requires the appointment of Investigators [6.7-6.8], Disciplinary Panels [6.9-6.11] and Appeal Committees [7.6-7.10]

When making appointments consideration will be given to factors such as achieving, where possible, a gender balance and making appointments which are appropriate to the allegation in question. This is likely to be of particular importance in matters involving allegations of sexual assault, which may require specialist expertise and/or training.

In each of these cases the subject and reporter are provided with the opportunity to object to appointments. Any objections must be made in writing and must set out the reasons for the objection. If the grounds for objection are considered to be reasonable, alternative appointments will be made. Reasonable grounds for objection might include a close connection (whether academic or personal) between the subject and/or reporter and the person concerned.

5.8 **Legal representation**

Legal representation at disciplinary meetings will not normally be permitted [2.6]. Any student who wishes to appoint a lawyer to represent them at a disciplinary meeting should explain the reasons why they consider that legal representation should, exceptionally, be permitted in their case. Decision-makers will carefully consider those reasons and will take account, amongst other things, of the following factors:

- (iii) the seriousness of the matter and potential outcome;
- (iv) whether any points of law are likely to arise;
- (v) the complexity of the case;
- (vi) the capacity of the student to present their own case;
- (vii) any procedural difficulties;
- (viii) the need for reasonable speed in reaching a decision;
- (ix) the need for fairness as between students.

A Disciplinary Panel considering a request for legal representation will consider whether fairness requires the student to be permitted legal representation in the particular case. If a disciplinary meeting cannot be fairly conducted without the student being legally represented, legal representation will be permitted. In other cases Disciplinary Panels may permit a student to be legally represented if they consider it appropriate. Such cases are likely to be rare. The Procedure is not adversarial and does not require students to present a case by conducting cross-examination or making legal submissions. There is an independent investigation and a meeting at which the panel will ask any additional questions it considers necessary. Students may put written submissions before the panel, and are free to seek legal assistance in drafting them if they wish. The Procedure is intended to be swift and informal.

A decision to permit or refuse to permit legal representation will be accompanied by written reasons.

5.9 Non-compliance with a Disciplinary Penalty

If a disciplinary penalty is imposed under the Procedure but the subject does not comply with that penalty then this may result in further disciplinary penalties being imposed, including additional fines, suspension or expulsion **[2.10]**.

5.10 Matters which may involve a criminal offence

The **Senior Dean** may refer a matter to the Police or seek guidance from the the University Proctors, the police or other public safety agencies where a report:

(x) concerns criminal conduct and/or

(xi) where there is a significant imminent risk of harm to students or staff

In making this decision the Senior Dean will take into account the wishes of the reporter. **[4.10]**.

In cases of sexual misconduct there is substantial support available for students from the [University Sexual Violence Support Service](#) which includes support relating to the criminal justice process.

Where a matter is being dealt with by the police, any College investigation may be paused pending police investigation or prosecution. This does not prevent precautionary or other safeguarding measures being implemented in the interim. The imposition of interim measures is not penal, and does not imply that any allegation of a breach of discipline has been substantiated

If a Reporter decides not to initiate a criminal complaint, or where a complaint has been made, and a police investigation has been discontinued, the College may investigate potentially criminal conduct which may breach the College Regulations.

5.11 Outcomes

[Appendix A(I)] identifies the sources of the College Code of Discipline, and conduct which breaches it.

[Appendix A (II)] sets out the range of possible outcomes which may be imposed on students, identifying penalties that may be imposed by the Senior Dean, for minor breaches of discipline, and penalties that may only be imposed by a Disciplinary Panel.

The Senior Dean or Disciplinary Panel will dispose of cases in a manner which is proportionate, having regard to the circumstances of the breach of discipline they have found, and to the circumstances of the subject. Aggravating and mitigating factors will be considered.

[Appendix A (II)] includes out a non-exhaustive list of factors which may be relevant to disposal of any particular case. Many of those factors will be relevant and students should consider and address them when making representations as to any penalty to be imposed on them as a result of an established breach of discipline. The seriousness of the breach of discipline and degree of harm caused will always be important. The subject's conduct in relation to the breach of discipline is something the Senior Dean or Disciplinary Panel will also be likely to consider: whether the subject apologised; whether they understand the seriousness and effect of their actions; whether they co-operated with the investigation. For further information see **[Appendix A(II)]**.

Reference should be made to **[Appendix A (II)]** for the likely range of outcomes which may be applied for particular examples of breaches of discipline.

5.12 Questions or Concerns

The College understands that students may well have questions or concerns relating to the operation of the Procedure which are not covered in this guidance. Any student who has any questions about the Procedure generally, or in a particular case, may contact the [Academic Administrator](#) in the first instance.

ST JOHN'S COLLEGE
NON-ACADEMIC MISCONDUCT
DISCIPLINARY PROCEDURE

1. Introduction

- 1.1. This Disciplinary Procedure deals with conduct by students which breaches their non-academic obligations as a member of the College. These obligations, which are summarised or identified in Appendix A, are referred to as “the College Regulations”. In this Procedure a “Breach of Discipline” refers to a breach of one or more of the provisions of the College Regulations.
- 1.2. The purpose of this Procedure is to address breaches of discipline by students, and not to resolve disputes between individuals. Students may only be disciplined where their conduct occurs in a College Context, as defined in Appendix B. Further definitions are contained in Appendix C.
- 1.3. In this Procedure the person making a report is referred to as the “reporter” and the person who is alleged to have breached the College Code of Discipline is referred to as the “subject”.
- 1.4. For informal advice about procedural aspects of the disciplinary process, please contact the Academic Office at academic.office@sjc.ox.ac.uk, 01865 277318.
- 1.5. Where disciplinary proceedings are contemplated the Senior Dean will remind reporters and subjects of the sources of support available to them. Advice and support for students are available from:
 - The [College welfare team](#)
 - The University [Sexual Harassment and Violence Support Service](#)
 - (i) The University [Student Welfare and Support Services](#) [add contact details or hyperlink], [Oxford SU Advice Service](#)
- 1.6. Separately, the Senior Dean may impose any safeguarding measures which are reasonably necessary to ensure the peace of the College and the safety of its members. Such measures may include requiring a student to have no contact with another Member of the College or excluding any person from College premises. These safeguarding measures are neutral in effect and do not imply that any student on whom measures are imposed has been found to

be in breach of any of their obligations.¹

- 1.7. This Disciplinary Procedure follows the principles set out by the Office of the Independent Adjudicator for non-academic discipline: accessibility; clarity; proportionality; timeliness; fairness; independence; confidentiality; and improving the student experience. All persons involved in action taken according to the procedure are expected to follow these principles. Disciplinary procedures are internal to the College and are not unduly formal. It is recognised that persons involved in proceedings may not have legal or other formal training relevant to disciplinary situations, but they are expected to act to the best of their ability and in a reasonable manner. It is expected that students, their representatives and staff will act reasonably and fairly towards each other and will treat the disciplinary process with respect.

2. General

- 2.1. Reports will 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 safeguarding or precautionary measure (under paragraph 1.6 above or 4.4 below) or to communicate the outcome of disciplinary proceedings, to protect members of the College and/or University community and/or the public, and/or to comply with legal or regulatory obligations.
- 2.2. Parties should strive to act promptly, and to meet the time limits set out in this Procedure. Time limits may be extended by the relevant decision-maker where it is necessary in the interests of fairness. It will often be necessary to extend time-limits for complex cases. Where time limits are extended, the subject (and reporter where appropriate) will be kept updated about the progress of the case.
- 2.3. If any member of the College has concerns that a student involved in this Procedure is suffering health, welfare or academic study issues as defined in the College's Fitness to Study Procedure or other difficulties that may be relevant to whether or how the disciplinary procedure should be used, the student should be directed to the College Welfare team and to the University Student Welfare and Support Services, or to the Senior Tutor for academic study issues. The member of College should at the same time inform the person responsible for fitness to study procedures in College.
- 2.4. Reasonable adjustments may be made to this Procedure in individual cases in order to enable the subject and any other person affected by application of the Procedure to participate fairly.
- 2.5. Anonymous reports will only be considered under this Procedure in exceptional

¹ College Safeguarding Policy

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 following an anonymous report, because of the need to allow the subject to respond to the report.

- 2.6. Subjects and reporters may be accompanied to meetings, interviews or hearings by a supporter, who should normally be a member or employee of the College or a member of the Oxford Student Union, so long as the name and position of the supporter is provided in advance and any further procedural requirements set out in the procedure below are met. Requests to be accompanied by a supporter should be made to the Senior Dean, Investigator and/or Disciplinary Panel Chair as appropriate at least 48 hours in advance of the date of any meeting or hearing. Legal representation will not normally be permitted, though reasoned requests for such representation may be made, and will be considered.²
- 2.7. Meetings and hearings may take place online where this is necessary to avoid undue delay or to protect the welfare of any person.
- 2.8. Where there is more than one reporter and/or more than one subject it may be appropriate for all the subjects to hear or be provided with the other subjects' evidence.
- 2.9. The standard of proof used when making determinations under this Procedure is the balance of probabilities. This means that the Senior Dean and/or the Disciplinary Panel will conclude that there has been a breach of the College Code of Discipline if they are satisfied that it is more likely than not that the conduct which is alleged to be a breach of the Code of Discipline occurred.
- 2.10. Non-compliance with a disciplinary penalty imposed under this Procedure may result in further disciplinary penalties, including additional fines, suspension or expulsion.
- 2.11. Any member of College involved in administering this Procedure shall comply with the College's [conflict of interest policy](#) and should not act if there is any reasonable perception of bias. If the Senior Dean is unable (for any reason) to act the President will appoint an appropriate substitute. Any decision to be made or action to be performed by the President may be made or performed by the Vice-President or the Provost for Academic Affairs in the event that the President is absent, has a conflict of interest, or is otherwise unable to undertake the action within a reasonable time.
- 2.12. Records will be kept at all stages of the process and will be processed in

² See the College's Guidance on the Non-academic Disciplinary Procedure for information on legal representation.

accordance with the College's [records management and privacy policies](#).

- 2.13. This Procedure makes provision for the subject to appeal from adverse decisions taken under Parts 5 and 6. 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 [Complaints procedure](#). Any complaint will be addressed by individuals who have not previously been involved in the report.

(ii) Initial Considerations

- 3.1. Reporters who are students may consider using the [University Student Resolution Service](#) which is a free mediation service for students who find themselves in conflict with another student.
- 3.2. The Senior Dean may liaise between reporting students and subjects where there has been a relationship breakdown to put in place a no contact agreement on the basis that there has been no admission of fault. Such agreements will be neutral in effect and will impose the minimum impact reasonably possible on all students involved.
- 3.3. Appendix B sets out the College's approach in cases where the alleged conduct falls within the scope of more than one procedure or may constitute a criminal offence.

(iii) Reports and Precautionary Measures

- 4.1. Reports should normally be made in writing, by email to the [Senior Dean](#). If a reporter does not wish to make a written report in the first instance they should contact any senior member or employee of the College who will make a written account of the report which they will invite the reporter to confirm. That report will then be submitted to the Senior Dean.
- 4.2. If the report is not successfully resolved informally, or if informal resolution is not appropriate, the Senior Dean will decide whether to investigate an alleged breach of discipline.
- 4.3. If the Senior Dean considers that a report raises a case of a breach of discipline requiring an answer, they may (i) investigate the report under the Procedure for Minor Breaches of Discipline set out at Part 5 below, or (ii) refer the case to the President in accordance with the Procedure for Major Breaches of Discipline set out at Part 6 below.
- 4.4. The Senior Dean will not normally investigate, or refer to the President, an alleged breach of discipline which is reported to have occurred more than 6 months previously but may do so in exceptional circumstances. In determining

whether exceptional circumstances warrant investigation and/or referral the primary consideration will be whether there is a risk of harm to any current member(s) of the College and will take account of safeguarding considerations where relevant. Factors which the Senior Dean may consider include (but are not limited to): the gravity of the alleged breach of discipline; whether the alleged breach of discipline was an isolated event, was repeated or was part of an alleged course of conduct; the length of any delay in reporting; the reasons for any delay in reporting and any barriers to reporting. Exceptional circumstances are more likely to be found to exist in cases of sexual misconduct and/or violence. The Senior Dean will notify the reporter of any decision not to investigate or refer a report under this provision.

- 4.5. The Senior Dean may at any time impose temporary precautionary measures on the reporter and/or the subject for the remainder of this Procedure. Precautionary measures do not indicate any finding of misconduct and are not penal in nature.
- 4.6. Possible precautionary measures may include (without limitation): a no contact arrangement; a ban from, or time constraints for, accessing particular College buildings or services; recommending a ban from, or time constraints for, accessing particular University buildings or services or services of another College (subject to endorsement by the University or relevant College as appropriate); moving either the reporter or subject to alternative College or University accommodation; and/or, where no other option is appropriate, a temporary suspension of studies.
- 4.7. Precautionary measures should aim to cause the minimum restriction necessary to protect the individuals concerned, or members of the College from an identified risk, or to protect an investigation under this Procedure, and should take into account safeguarding considerations where relevant.
- 4.8. 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.
- 4.9. The Senior Dean will promptly provide the student and, where appropriate, the reporter, with written reasons for any precautionary measures imposed. Any student upon whom precautionary measures are imposed may ask the Dean to review them, and, if the request is refused, may apply to [the President](#) at any time for the precautionary measures to be reviewed.
- 4.10. The Senior Dean 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 Senior Dean should take into account

the wishes of the reporter.

5. Procedure for Minor Breaches of Discipline

- 5.1. The Procedure for Minor Breaches of Discipline applies to cases in which the Senior Dean considers that, if established, the alleged breach of discipline would appropriately be addressed by the penalties set out in paragraphs (1) to (8) of Appendix A(II), under the heading “Penalties for Minor Breaches of Discipline”.
- 5.2. Where the Senior Dean proceeds to investigate under this section the aim will be to complete an investigation and issue a decision in relation to the alleged breach of discipline as soon as reasonably practicable and in any event within 2 weeks of their decision to investigate.

Determination by the Senior Dean

- 5.3. The Senior Dean will write to the subject informing them of the report, setting out the provision(s) of the College Regulations alleged to have been breached and informing them that the report is being considered under this Part of the Procedure. The Senior Dean will invite the subject to provide a response to the allegation, which may be in writing or at a meeting with the Senior Dean. In all but exceptional circumstances the Senior Dean will provide the subject with at least 24 hours’ notice of the date and time of any meeting.
- 5.4. If the subject admits the breach of discipline the Senior Dean will proceed to consider what, if any penalty should be imposed.
- 5.5. If the subject does not admit the alleged breach of discipline the Senior Dean may take any step reasonably and proportionately required to investigate and to assemble relevant evidence. This may include interviewing the reporter and interviewing the subject, as well as interviewing any witnesses, requesting written response to questions and requesting relevant documents.
- 5.6. A member of the College’s Academic Office will attend any meeting under this Part of the Procedure and take notes of the meeting and/or the meeting will be recorded.
- 5.7. Before reaching any determination under this Part the Senior Dean will disclose all relevant evidence (including exculpatory evidence) to the subject, except where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Senior Dean judges that in all the circumstances the need to protect such rights overrides the subject’s need for the information in question.
- 5.8. The subject will be provided with the opportunity to respond to that evidence and to provide a justification or explanation for the conduct in question. The

subject may elect to respond in writing or at a meeting with the Senior Dean.

- 5.9. Where there are substantial questions of fact to be decided the Senior Dean may refer the report to the President to be considered by a Disciplinary Panel under Part 6 below. It will not normally be necessary in such cases for the President or the Disciplinary Panel to appoint an investigator. All materials gathered by the Senior Dean in the course of their investigation will be provided to the Disciplinary Panel.
- 5.10. After having satisfied themselves that reasonable and proportionate investigatory steps have been taken the Senior Dean will consider and assess all relevant evidence³ and any response provided by the subject and will determine whether they are satisfied on the balance of probabilities that a breach of discipline occurred.
- 5.11. Where the Senior Dean concludes that a breach of discipline has been established, they will inform the subject in writing what, if any, penalty or penalties they are considering imposing. The Senior Dean may impose any penalty, or a combination of the penalties, set out in Appendix A(II) paragraphs (1)-(8) or may make a conditional determination under Appendix A(II). The subject will have the opportunity to make representations bearing on the penalty, including any mitigation, in writing or at a meeting with the Senior Dean.
- 5.12. The Senior Dean will inform the subject and, where appropriate, the reporter of their decision in writing, providing reasons for any conclusion as to breach of discipline and any penalty or conditional determination imposed. The Senior Dean will remind the subject of their right of appeal and of the matters set out in paragraph 5.13 to 5.17 below. The reporter will be notified of the Senior Dean's decision.

Appeal to the President

- 5.13. The subject may appeal to the President against a decision made by the Senior Dean under paragraph 5.12 above.
- 5.14. The appeal is a review of the Senior Dean's decision and is limited to the grounds set out in paragraph 5.15 below.
- 5.15. 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

³ See also Annexe B, paragraph 5(a) re the interaction of this procedure with other College policies and procedures

Senior Dean;

- (i) The Senior Dean acted unfairly or failed to follow this Procedure;
- (ii) 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;
- (iii) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;
- (iv) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made;
- (v) The penalty imposed was disproportionate.

5.16. Any appeal must be made by sending a notice of appeal to [the President](#) within 7 days of notification of the Senior Dean's decision. The notice of appeal must set out the ground(s) upon which the subject is appealing, as set out in 5.15 above, 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 Senior Dean's decision under paragraph 5.12 above and any other documentary evidence which is relevant to their grounds for appeal.

5.17. The subject should state in their notice of appeal whether they are requesting an oral appeal meeting with the President.

5.18. The President may invite the subject to an appeal meeting, and will normally do so when the subject has requested it.

5.19. The President may: confirm the Senior Dean's determination; confirm the Senior Dean's determination as to breach of discipline but vary the penalty imposed in such a way that the variation is regarded by the subject as a reduction; require the Senior Dean to reconsider their determination as to breach of discipline; reverse the determination of the Senior Dean as to breach of discipline; or refer the report to a Disciplinary Panel under Part 6 below.

5.20. The President 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. The reporter will be informed of the decision.

5.21. If the appeal is not allowed the President's letter to the subject will explain that it is a Completion of Procedures letter which marks the end of the College process and that the subject has the right to seek review by the Conference of College's Appeals Tribunal and ultimately via the Office of the Independent Adjudicator. The letter will confirm the time limits for an appeal and will also

explain where and how the subject can access advice and support.

6. Formal Procedure for Major Breaches of Discipline

6.1. This section addresses the procedure which will be followed where the Senior Dean refers a case to the President for the purposes of convening a Disciplinary Panel.

6.2. It is normally expected that, where the subject co-operates fully in the process, it will be completed within 28 days of referral of the case to the President, but in complex cases the period may be longer.

Notice of Referral

6.3. The Senior Dean may make a referral under this section where they consider that if the alleged breach of discipline is established, the penalties set out in paragraphs (1) to (8) of Appendix A, under the heading “Penalties for Minor Breaches of Discipline” may not be sufficient to address it.

6.4. A referral may be made at any stage after receipt of a report, including at any stage of an investigation under Part 5 above, prior to a determination being made.

6.5. On referring the report to the President, the Senior Dean will write to the subject informing them of the report, setting out the provision(s) of the College Code of Discipline alleged to have been breached, stating that the matter has been referred to the President under this part and that a Disciplinary Panel will be convened to consider the report.

6.6. In any case in which the Senior Dean has determined that there are exceptional circumstances which warrant referral under paragraph 4.4 above the Senior Dean shall provide reasons for that conclusion. The subject may appeal to the President against that determination by writing to the President within 3 working days, setting out the reasons for which they contend that the Senior Dean’s determination that there were exceptional circumstances was incorrect/disproportionate. The President will consider the appeal on the papers and will allow the appeal if they consider that the Senior Dean’s conclusion was one which no reasonable decision-maker could have reached.

Appointment of Investigator and Disciplinary Panel

6.7. The President will normally appoint an Investigator to investigate the report. The appointment will normally be made within three working days of the referral. The Investigator may be a senior member of the College or an

external Investigator, at the President's discretion.⁴

- 6.8. The President will write to the subject and the reporter informing them of the identity of the Investigator and that if they have any objection to the appointment, they must set out the reasons for their objections in an email to [the President](#) within 2 working days. If the President considers that the grounds for objecting are reasonable, they will aim to appoint an alternative Investigator within 3 working days of the objection being made. The subject and the reporter will be notified of the identity of any replacement Investigator by email.
- 6.9. Three people from amongst the members of the College's Disciplinary Panel will be appointed by the President for the purposes of considering the report. The President will appoint one of the members as Chair of the Disciplinary Panel.
- 6.10. A Disciplinary Panel may be appointed to consider a single case or a group of cases. Where the President has referred more than one case involving the same subject the Disciplinary Panel may decide to consolidate the cases.
- 6.11. The President 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 President](#) within 2 working days. If the President 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.

Investigation

- 6.12. The Investigator will gather such evidence and make such inquiries as appear to them to be proportionate and necessary to determine the issues in the case.
- 6.13. Any evidence obtained by the Senior Dean for the purposes of their investigation of the report shall be provided to the Investigator.
- 6.14. The Investigator shall inform the subject of the case against them, and disclose all relevant evidence (including exculpatory evidence) to the subject, except where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Investigator considers that in the circumstances the need to protect such rights overrides the subject's need for the information in question.
- 6.15. 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

⁴ See the College's Guidance on the Non-academic Disciplinary Procedure for information on the appointment of investigators.

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. Such representations should normally be heard at a meeting in person between the subject and the Investigator, at which notes must be taken of the subject's representations. However, where the subject is out of residence at the time, or it is not reasonably practicable for representations to be made in person within a reasonable time, the opportunity to make representations online or in writing may be substituted at the discretion of the Investigator.

6.16. The Investigator will usually provide the reporter with the subject's evidence, or if appropriate a summary of the evidence, in response to the report. The Investigator will invite the reporter to comment on the evidence and to provide any further relevant evidence, whether oral or documentary.

6.17. A member of the administrative staff of the College will attend any meeting between the subject and other witnesses (including the reporter) and the Investigator. The member of staff will take notes of the meeting and/or the meeting may be recorded.

6.18. On completion of their investigation, the Investigator will make a written report to the Disciplinary Panel. The report will outline the processes followed and include any written or documentary evidence gathered, notes of meetings, and a conclusion as to whether on the evidence a finding that the subject committed the breach(es) of discipline could be justified.

Disciplinary Meeting

6.19. The report will be considered by the Disciplinary Panel at a meeting which will normally be attended by the subject and the Investigator.

6.20. 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.

6.21. The Chair will write to the subject informing them of the proposed date of the Disciplinary Meeting 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 College Regulations; 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 in accordance with paragraph 2.5 above; 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 Meeting 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 Meeting or may confirm that the Disciplinary Meeting will proceed on the proposed date and may proceed in the absence of the subject.

- 6.22. If the subject wishes to call witnesses to the Disciplinary Meeting, 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 Meeting to give evidence.
- 6.23. If the Chair decides that it would be appropriate to invite witnesses to the Disciplinary Meeting, 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.
- 6.24. 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.
- 6.25. 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.
- 6.26. A member of the administrative staff of the College will attend and take notes of the meeting, and/or the meeting may be recorded.
- 6.27. After the Disciplinary Meeting the Disciplinary Panel will deliberate in the absence of any other person, apart from the note-taker. 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.

- 6.28. Decisions of the Disciplinary Panel shall be made by the agreement of two and objection of none.
- 6.29. 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.
- 6.30. The Disciplinary Panel may impose any penalty or combination of penalties set out in Appendix A(II). It may also make a conditional determination. It will consider the range of available penalties and impose a penalty, or conditional determination, that is appropriate and proportionate in all the circumstances.
- 6.31. The Panel shall report its determination and disposal to the President 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 President 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 of the matters set out in paragraphs 7.2 to 7.5 below. The reporter will be informed of the outcome of the proceedings.

7. Appeals following Disciplinary Panel proceedings

- 7.1. The subject may appeal against any determination of a Disciplinary Panel that involves the imposition of a penalty and against any penalty imposed.
- 7.2. The appeal is a review of the Disciplinary Panel decision and is limited to the grounds set out in paragraph 7.4 below.
- 7.3. Any disciplinary measures appealed against do not come into effect pending determination of the appeal. It is, however, still possible for a student to meet any conditions specified in the disciplinary measure or conditional

determination and hence to terminate the measure, while the appeal is pending. Precautionary measures may continue to apply pending the determination of an appeal.

Notice of Appeal

7.4. The grounds upon which a subject may appeal are that:

- (ii) There was bias, or a reasonable perception of bias, during the procedure;
- (iii) There was unfairness or a failure to follow this Procedure;
- (iv) 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;
- (v) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;
- (vi) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or
- (vii) The penalty imposed was disproportionate.

7.5. Any appeal must be made by sending a notice of appeal to [the President](#) 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.

The Appeal Committee

7.6. An appeal under this Part is to be heard by a Non-Academic Disciplinary Appeal Committee.

7.7. An Appeal Committee will consist of three people appointed by the President for the purposes of considering the appeal constituted in accordance with paragraph 7.8 below. The President will appoint one of the members as Chair of the Appeal Committee.

7.8. The Appeal Committee may comprise:

- a) one Fellow of the College of suitable seniority and experience who is a

Member of the Governing Body holding an academic post; and

- b) any two of the following in any combination:
 - a. Fellows of the College who hold academic posts (but who need not be members of the Governing Body);
 - b. Fellows of the College who are members of the Governing Body (but who need not hold academic posts);
 - c. Members of another College or other Colleges of the University of Oxford who (apart from the fact that they are members of another College) fall under the descriptions in (i) – (ii) above;
 - d. Any other person who has been approved for this purpose by Governing Body.

7.9. The Appeal Committee will be assisted by a member of College staff who will act as Secretary to the Appeal Committee ('the Secretary').

7.10. The President will write to the subject and the reporter informing them of the identities of proposed Appeal 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 President](#) within 2 working days. If the President 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.

Consideration of the Appeal

7.11. The President will nominate a person ('the College Representative') to make a case before the Appeal 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.

7.12. 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.

7.13. The Appeal 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 Appeal Committee. The date should be fixed in consultation with the subject,

the College Representative, and the members of the Appeal Committee. 7.14.
At least 7 days before the hearing the Secretary will

- a. write to the Appeal Committee members, the subject, and the College Representative to confirm the date, time, and location of the hearing;
- b. provide the Appeal Committee members, the subject, and the College Representative with a file containing all documents relevant to the appeal.

7.15. If the subject or the College Representative wishes the Appeal 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 Appeal Committee and the other party as soon as possible. Any documentation submitted after this time will not be considered by the Appeal Committee unless the Chair decides that exceptional circumstances warrant its inclusion.

7.16. The Appeal 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 Appeal Committee.

7.17. The Appeal Committee members will deliberate on their decision following any hearing. Where the appeal is considered without a hearing the Appeal Committee members will meet to deliberate and will be provided by the Secretary with the documents set out in paragraph 7.14 above. The Secretary will provide the subject and the College Representative with at least 7 days' notice of the date on which the Appeal Committee will meet and any additional material must be submitted in accordance with paragraph 7.15 above.

7.18. The appeal will be determined by the agreement of two and objection of none.

7.19. The decision of the Appeal Committee shall be provided in writing to the President, the subject, and the College Representative within 7 days of the conclusion of any hearing. The Appeal 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.

7.20. The Appeal Committee may uphold the implementation of the disciplinary penalty, vary the conditions of its implementation, require those conditions to be satisfied afresh, set aside the penalty and remit the matter to the Disciplinary Panel, or substitute any alternative disposal which was open to the Disciplinary Panel. An Appeal Committee may impose a more severe disciplinary measure

than that which was imposed by the Disciplinary Panel.

7.21. The decision of the Appeal Committee is final and not open to further appeal within the College.

7.22. If the appeal is not allowed the letter to the subject will explain that it is a Completion of Procedures letter which marks the end of the College process and that the subject has the right to seek review by the [Conference of Colleges Appeals Tribunal](#) and ultimately by the Office of the Independent Adjudicator. The letter will confirm the time limits for an appeal and will also explain where and how the subject can access advice and support.

8. Appeal in relation to breach of conditions

8.1. If conditions are attached to any disposal under Appendix A(II) and the Senior Dean considers that the subject has failed to meet those conditions, notice of that failure and of the consequences as determined by the terms of the disposal will be given in writing to the subject by the Senior Dean within 3 working days of the failure having come to the attention of the Senior Dean. In the case of a dispute about whether the conditions specified in a disciplinary penalty or conditional determination have been met by the subject, the appeal procedure under this Part applies.

8.2. The subject may appeal against the coming into effect of the consequences of any failure to meet a condition specified in a penalty or conditional determination, on one or both of the following grounds:

- a. that the Senior Dean was wrong to conclude that the subject failed to meet the condition; or
- b. that the subject's failure to meet the condition was excusable.

The subject exercises the right of appeal under this provision by giving notice of appeal in writing to the President within 7 days of receipt by the subject of notice under paragraph 8.1 above of their failure to meet the condition. The appeal, which will be a rehearing, will be referred by the President to a Disciplinary Panel constituted in accordance with Part 6 above and the procedure under Part 6 will be followed.

ST JOHN'S COLLEGE
NON-ACADEMIC MISCONDUCT
APPENDICES TO DISCIPLINARY PROCEDURE
APPENDIX A

(I) THE CODE OF DISCIPLINE

The rules contained in the Code of Discipline are set out in the College Regulations.

(II) OUTCOMES

The outcomes which may be imposed in respect of a breach of the College Code of Discipline include but are not restricted to⁵:

Penalties for Minor Breaches of Discipline

- a. A requirement that the subject apologise, orally or in writing, to the College and/or to named individuals
- b. A requirement that the subject undertake specified training
- c. A requirement that the subject produce a written reflection
- d. A warning, which will remain on the subject's disciplinary record for a specified period
- e. A ban, not exceeding 14 days from any specified College locations, facilities and services not including the subject's own College-provided living accommodation or the route to it, so imposed so as not to disproportionately interfere with the subject's academic work.
- f. A ban, not exceeding 28 days, from any specified College locations, facilities and services which, for the subject, serve an exclusively or almost exclusively recreational function.
- g. A fine of up to £500, so calculated so as not to expose the subject to disproportionate financial difficulty.
- h. Denial of access to certain College benefits and grants for a specific period.

⁵A list of examples and indicative penalties is given at the end of this appendix. These are not exhaustive; each case will be determined in relation to its particular circumstances

This might include but is not restricted to access to Vacation Residence and Grant, Academic Grant and Special Grant.

Penalties for Major Breaches of Discipline

- i. A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College accommodation with or without conditions that need to be satisfied before a return to the College premises and/or accommodation; or
- j. A ban, for a period of up to one academic year, from any College premises other than by prior consent for academic purposes and/or from residing in College accommodation unless certain conditions are satisfied, with or without further conditions that need to be satisfied before a return to the College premises and/or accommodation; or
- k. Suspension from the College⁶ for a period of up to one academic year, with or without conditions that need be satisfied before return to College; or

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

- l. Expulsion from the College⁷ unless certain conditions are satisfied; or
- m. Expulsion from the College

Conditional determination

The Senior Dean or a Disciplinary Panel may also dispose of the case by making a conditional determination that there should be no penalty so long as certain conditions are satisfied.

Conditions

The conditions that may be attached to a penalty under paragraphs 9 to 13 above, or to a conditional determination include:

- (iii) that the subject is to commit no breach of the Code of Discipline of any type or of any specified type for a specified period or indefinitely;
- (iv) that the subject is to report to the Senior Dean at such intervals and for such period as the Senior Dean and/or Disciplinary Panel may determine with a view to keeping the subject's conduct under review and for the purposes of which review the subject's assent to a conduct agreement may be required;

⁶ Suspension from the College will lead to suspension from the University

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

Costs

The Senior Dean may always pass on to a student any costs incurred by the College as a direct consequence of the breach of discipline, for example the cost of removing graffiti. This does not include costs attributable to investigating and establishing the breach of discipline, or legal fees.

Approach to disposal

When reaching a decision as to what penalty to impose, or specify in a conditional determination, the Senior Dean or Disciplinary Panel will dispose of the case in a manner which is proportionate to the circumstances of the breach of discipline and the subject.

Relevant factors may include (without limitation):

- a.* The seriousness of the breach of discipline
- b.* The degree of harm caused to any victim, including the College
- c.* The subject's previous disciplinary record
- d.* Whether the subject has co-operated with the investigation
- e.* The degree of insight shown by the subject
- f.* The existence of mitigating or aggravating factors
- g.* In the case of a financial penalty, the subject's financial position
- h.* Whilst an early admission of a breach of discipline by a subject will not be considered a mitigating circumstance, it may be taken into account with regard to the final decision.

Mitigating factors may include (without limitation)

- i.* The subject has apologised to any victim
- j.* It is the subject's first breach of discipline
- k.* The subject has expressed remorse
- l.* The subject has compelling circumstances that affected their judgment

⁷ Expulsion from the College will lead to expulsion from the University

Aggravating factors may include (without limitation):

- m.* Any failure to co-operate with investigatory or risk assessment processes
- n.* Where the conduct was motivated by protected characteristics or perceived protected characteristics
- o.* Repeated breaches of the same or similar provisions of the Code of Discipline
- p.* Failure to comply with a minor sanction

EXAMPLES OF BREACHES OF DISCIPLINE AND RANGE OF POSSIBLE OUTCOMES

A non-exhaustive list of examples of behaviour which constitutes a breach of the College Regulations, and indicative penalties is set out below. Each case will be determined in relation to its particular circumstances; for this reason, a direct relationship between a category of breach and a particular penalty should not be presumed.

Breach of Discipline	Example/s	Possible outcome (depending on the severity of the behaviour)
Conduct in breach of College Policies/Regulations	Anti-social behaviour, including the use of social media to post offensive comments, images or other content Misuse of College accommodation	Requirement to apologise Fine Formal warning Denial of access to College benefits/grants Banning Suspension Expulsion
Refusing to follow a reasonable request made by a College officer employee of the College in the performance of their duties	Refusing to comply with a precautionary measure Ignoring the instructions of a College Officer	Requirement to apologise Fine Formal warning
Damage to College property, whether deliberate or through negligence	Disabling fire alarms/misuse of fire extinguishers Damaging library books	Requirement to apologise Fine Formal warning Denial of access to College benefits/grants Exclusion from specific areas of College Suspension
Engaging in dishonest or disorderly behaviour	Forging documents Making false statements e.g. about exam results Lying during a formal investigation	Requirement to apologise Fine Formal warning File record (including impact on references) Denial of access to College benefits/grants Suspension Expulsion
Engaging in violent, indecent, threatening or offensive behaviour	Harassment, violent and aggressive conduct Acting in an intimidating or hostile manner	Formal warning No-contact order Banning Suspension Expulsion
Engaging in action or actions which could cause injury or impair safety	Smoking in non-designated areas Violating health and safety rules	Fine Formal warning Suspension Expulsion

APPENDIX B

APPLICATION OF THE PROCEDURE

- This Procedure applies to any current or suspended student of St John's College, whether undergraduate or graduate, any visiting student, associate member of the JCR or MCR, and whether in residence or out of residence at the time, who is alleged to have breached the College Code of Discipline as set out in Appendix A.
- An alleged breach of the College Code of Discipline 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:
 - it was committed on or near College premises; or
 - it was committed on or near the premises of another College or on or near University premises⁸ 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
 - it was committed during College activities away from College premises; or
 - it was committed when studying at a partner organisation; or
 - it was committed on social media against any other member of the College; or
 - it threatens to bring the College into disrepute among reasonable people and/or indulges in conduct inimical to the orderly life of the College; or
 - it was committed by the use of College facilities (such as computer networks) or privileges (such as intercollegiate internal mail); or
 - 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

⁸ The disciplinary procedure is principally directed at breaches of the College Regulations which take place on College premises, within other Colleges, within the precincts of the University, or elsewhere within the City. The University includes the student press, social networking sites, weblogs and online sites associated with the University. The College also has concerns for its reputation in the community and so the scope of the procedure also includes the local and wider community, where misconduct may affect the College's reputation.

an offence against College discipline; or

- i) it was committed against the College or any other member of the College.
- 3) For certain types of report, steps may be taken under other procedures before the matter is addressed by the Senior Dean. In particular:
- Complaints about harassment including sexual misconduct may be considered under the College's [harassment and sexual misconduct procedure](#).
 - Reports about medical students and PGCE students may be subject to preliminary consideration by the relevant University Department under Fitness to Practice procedures and may also be considered by that Department after the completion of a disciplinary procedure in College. The Department may impose precautionary measures pending the outcome of investigation under this procedure.
 - In the course of disciplinary proceedings, the Senior Dean or other person authorized under this procedure, for example the Chair of a Disciplinary Panel or an investigator appointed by the President, may encounter a situation not explicitly covered by the procedure. In such cases they may make a decision taking into account the [OJAs Good Practice Framework](#) and or the [University's Student Disciplinary Procedure: Non-academic misconduct](#). They may also consult appropriate College and University Officers. In all cases they will be guided by the duty to act in a fair and impartial manner. The reasoning and justification for any such decision should be recorded in writing.

4) **Behaviour which could constitute a criminal offence**

- 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.
- 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.
- 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.

- d) The fact that proceedings under this Procedure are stayed pending the outcome of criminal investigation or prosecution will not prevent the Senior Dean from taking safeguarding and/or precautionary measures referred to in paragraphs 1.6 and 4.4 of this Procedure.
- e) 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.

5) **Other College Policies**

- a) Where this Procedure applies, and the subject's situation also constitutes a proper basis for steps to be taken under another policy or procedure of the College (for example the College's fitness to study procedure), and the responsible person in College for that other procedure confirms that a report has been made about the student under the other procedure or that steps under that other policy or procedure are anticipated or have been proposed or initiated, the responsible College officers under each policy or procedure will together determine, in consultation with the subject, whether all steps should be consolidated so that they are taken under a single policy or procedure, provided that such a consolidation may not have the effect of depriving the subject of an avenue of appeal that they would otherwise have enjoyed. In the event of disagreement as to the appropriateness of a consolidation, the final determination is to be made by the President. The responsible officer of the College for the purpose of this procedure is the Senior Dean.
- b) When another College policy or procedure has been followed and as a result a decision taken to refer the subject to this Procedure, the Senior Dean or the Disciplinary Panel may decide that there is sufficient evidence available from an earlier investigation that further investigations are not required.

6) **University Policies**

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.

APPENDIX C

DEFINITIONS

“College’ means St John’s College;

“Member of the College” for the purpose of this procedure includes the current President, Master and any other College office-holder, current Fellow, current student and employee of the College;

‘Senior Dean’ means the College Officer who is charged by the Governing Body with the responsibility for seeing that standards of civilized and mutually considerate behaviour are properly maintained and observed;

“President” means the President of St John’s College;

‘Disciplinary Panel’ means a panel convened in accordance with Part 6;

‘Appeal Committee’ means a Non-Academic Disciplinary Appeal Committee convened in accordance with Part 7;

‘Procedure’ means this Non-Academic Disciplinary Procedure;

‘breach of discipline’ means a breach of the rules set out the College Regulations and contained in the provisions specified in Appendix A(I)

“reporter” means a person who submits a report under paragraph 4.1

“subject” means a student who is alleged to have breached the College Regulations

ST JOHN'S COLLEGE

COLLEGE REGULATIONS

The Senior Dean, the President, and ultimately the Governing Body, are responsible for seeing that standards of civilized and mutually considerate behaviour are properly maintained and observed. The College maintains written regulations governing the behaviour of members. The regulations which follow govern the behaviour of members of the College so that it can function successfully and harmoniously as a large and complex community of junior members, senior members and all professional staff. These written regulations have evolved as the result of joint work by senior and junior members to help create conditions favourable to study and work for all members of College. All persons becoming members of the College do so on the understanding that by entering into the College-student contract at the start of their course they agree that the College may take disciplinary action against them for breach of its Statutes, Bylaws and procedures and the College Rules, Regulations and Codes of Policy, Practice and Procedure, including these Regulations and any Health and Safety Instructions.

The Senior Dean is empowered at their discretion to impose a wide range of penalties on any junior member who commits a breach of the regulations. Where they deem it appropriate, the Senior Dean will consult with the JCR and MCR Presidents before taking serious disciplinary measures. They also try to take account of the views of junior members of the College about the working of the regulations. An appeal against any decision of the Senior Dean in their administration of the College's Non-academic Disciplinary Procedure may be made to the President according to the process outlined in that procedure. Reference is made at various points in the regulations to further instructions issued by the appropriate College Officers. These extensions of the regulations exist to permit a flexible treatment of matters of detail concerning the running of the College.

1. Introduction

- A junior member who, whilst a member of College, brings the College into disrepute and/or indulges in conduct inimical to the orderly life of the College will be liable to disciplinary action by the College. Action may be brought against members in respect of such behaviour, *inter alia*, within other Colleges, within the precincts of the University, or elsewhere within the City. The University includes the student press, social networking sites⁹, weblogs and online sites associated with the University.
- It is an offence for a junior member to fail to take reasonable steps to prevent disruptive or offensive behaviour on the part of anyone they invite into College.
- No student shall intentionally or recklessly engage in any act, omission, or course of conduct which is contrary to government, Public Health England or local public health rules, any instructions issued by public health officials, or any rules which College has issued based on official health guidelines

⁹ See the College's [Social Media Policy](#) and [College Regulations Relating to the Use of Information Technology Facilities](#)

2. Members of the College are required:

- 2.1 To support and endeavour to uphold the College values, as described at the end of this document.
- 2.2 To respect each other's living and working conditions. They should not interfere with the teaching, study or research of other members, nor do anything likely to cause annoyance or offence to any person in or near the College.
- 2.3 To cooperate with any officer or member of the staff of the College in the performance of their duty, and to check their pigeon-holes and email regularly (i.e. at least three times a week) while in residence and to read any communications from officers or members of staff of the College, unless unable to do so due to illness, disability or other unavoidable cause.
- 2.4 To observe the statutes, rules and regulations of the College and of the University.
- 2.5 To preserve the facilities and amenities of the College, its building and gardens, and to observe the rules for the use of the library and other parts, departments and facilities of the College issued by the appropriate College Officer. It is strictly forbidden to climb on any part of the College fabric, including its roofs.
- 2.6 Serious breaches of the rules and regulations of either College or University may entail suspension¹⁰ (rustication) or expulsion (sending down) from the College. These and less serious breaches may entail fines or the limitation of the use of College facilities (including exclusion from residence in College rooms) at the discretion of the Senior Dean, but with the right to an appeal to the President. There is also a right to appeal to an [Intercollegiate Appeal Tribunal](#) against any disciplinary decision of the College once the College's own procedures have been completed. Beyond the Intercollegiate Appeal Tribunal, the last domain for appeal is the [Office of the Independent Adjudicator for Higher Education](#).

3. Charges

- 3.1 All members shall pay their termly College bills (battels) at the time notified by the Finance Bursar, unless the Finance Bursar has given written permission to the contrary. Junior members are encouraged in the first instance to discuss with the Finance Bursar, the Senior Dean or the Fellow for Welfare any difficulties they may have in meeting their College bills. Late payment of College bills may be liable to be treated as a disciplinary offence if no arrangements have been made with the College for their payment. Junior members with substantial academic debt (i.e. on account of non-payment of fees) may be prevented from being presented to the University for degrees whilst any College bill remains outstanding.

¹⁰ For the avoidance of doubt within the College the term 'rustication' is only used when imposed as the result of College disciplinary proceedings. It is not used to describe undergraduates who with the agreement of the College suspend their studies on medical, welfare or personal grounds.

- 3.2 Damage to College property or to property belonging to its members may be charged to the member responsible. Residents in College (including all accommodation as described in 4.3 below are responsible for any damage done in their rooms. General damages may be charged to all junior members resident in College if the person responsible cannot be identified. The Senior Dean consults with the Presidents of the JCR and MCR before imposing charges to general damages.

- **Domestic**

- 4.1 Undergraduates who wish to be absent for the night during the week or for one or two nights on Friday, Saturday or Sunday nights in full term should hand in their room keys at the Lodge so that the porters are aware that they will be away from College. This is partly to ensure that undergraduates can be contacted by the College in an emergency and partly so that, in case of fire, the duty Porter knows how many persons are to be accounted for. It is a general duty upon all members to keep the College so informed.

Undergraduates who wish to be absent during the week should make sure their Tutors are aware of their plans in the event of a potential clash with academic obligations.

- 4.2 Junior members absenting themselves from College during Term on medical or other personal grounds are expected where possible to report their proposed absence to one of the following: Senior Tutor, Lodge Manager, Academic Administrator, College Nurse. This does not dispense junior members from following the process described in paragraph 4.1 above for absences on Saturday or Sunday nights, but it is applicable in circumstances where those procedures are not practicable, especially in instances of illness.¹¹
- 4.3 Junior members living in Middleton Hall, Museum Road, Blackhall Road, St John's Street or in any other premises designated by the Senior Dean as extensions of the College for the purpose of the Regulations are subject to the same rules and discipline as those living within the curtilage of the College.

- **Regulation of noise and nuisance**

- 5.1 Every member resident in College is responsible for ensuring that they do not disturb their neighbours and so shall keep any noise in their rooms at a level reasonable for the time of day or night.
- 5.2 The playing of musical instruments, or listening to radios or recorded music, in such a way as to be audible outside the room concerned, will generally be treated as an unreasonable disturbance of other users of the College during the following hours throughout the year:
- 9.00 am – 1.00 pm every day
- 5.00 pm – 7.00 pm on weekdays
- 11.30 pm – 8.00 am every day.

¹¹ Students are reminded of the University's [Residence Requirements](#)

- 5.3 If a member causes persistent disturbance by playing musical instruments, radios, or other music equipment, they may be prevented from introducing them onto or keeping them on College premises.
- 5.4 At no time are radios, etc., to be played in any of the quadrangles or gardens of the College, nor are they to be played from within any room so as to be clearly audible in the quadrangles or gardens.

6. Regulations regarding the use of the College premises, including College accommodation¹²

- 6.1 No explosives, including fireworks, are allowed in College.
- 6.2 Candles/open flames are prohibited from all College rooms, whether or not they are being used.
- 6.3 Aerials may not be placed on nor attached to College buildings.
- 6.4 Posters other than election posters for national, local, or Oxford Union or Oxford Student Union elections may not be displayed on walls or windows of the College or its Museum Road, Blackhall Road or St. John's Street houses, nor generally in such a way as to cause annoyance or offence to those using any College premises or being in the vicinity of any College premises.
- 6.5 Wet washing should not be hung in rooms or outside windows to dry.
- 6.6 Improvised displays (including flags other than those listed in the College's Flag Flying Protocol) are not permitted to be hung outside College windows for safety reasons as well as issues relating to heritage and aesthetics including the risk of damaging the building fabric.
- 6.7 The playing of ball-games, frisbee or similar games is not permitted in any of the College's open spaces or gardens, except for the playing of croquet on the Croquet Lawn.
- 6.8 Cooking equipment (including toasters) may not be kept or used in rooms.
- 6.9 In accordance with Government Legislation, all buildings and enclosed spaces in St John's College are non-smoking. Some designated smoking areas are provided in the College grounds¹³.
- 6.10 Certain parts of the College, including the President's Lodgings, Fellows' rooms, the Porters' rooms in the Lodges, the SCR, the Kitchens, the Buttery and (except at stated times) the Bursary, are out of bounds to junior members and may only be entered by them upon invitation from the President or the relevant officers.
- 6.11 Residents in College who wish to entertain parties of twelve or more persons in their rooms or elsewhere in College must obtain leave of one of the Junior Deans. The time fixed for the ending of such entertainment must be strictly adhered to, and disturbance of neighbours must be minimised both by prior consultation and by consideration for their convenience during the party concerned.

¹² Students are reminded of the College's [Domestic Arrangements](#)

¹³ See the College's [Smoking Policy](#)

- 6.11 Use of the College Hall for a public event requires the prior permission of the President on the advice of one of the Junior Deans, to whom applications for such permission should be made. Applications to use the JCR Functions Rooms, New Seminar Room or a lecture room should also be made to a Junior Dean. The person making the booking will be held responsible for the good behaviour of all present and will be expected to remain in the room throughout the period of its booked use.
- 6.12 Any College (or University) group or society wishing to book a College room for a meeting which will involve an outside speaker must do so according to the process outlined in the College's [Room Booking Policy](#).
- 6.13 Residents may arrange for guests to spend a limited number of nights in College; details about such arrangements are provided in the College's [Domestic Arrangements](#). Members of the College are responsible for the conduct of their guests. In particular, they must ensure that guests cause no disturbance or inconvenience to other members of the College, and that guests are either escorted off the College premises or are in the company of a member of the College after the gates of the College are locked at night.
- 6.14 Except as provided in 6.13, guests may not without the permission of a Junior Dean remain in College after the Gate is closed. Junior members and their guests are not allowed to sleep overnight in any of the College public rooms, including the JCR and MCR rooms.
- 6.15 All junior members of the College are required to be members of the Junior Common Room and of the Amalgamated Sports Clubs. Graduates and Senior Status Students are also members of the Middle Common Room.
- 6.16 The College Bar will only be open during licensing hours. The supply and consumption of alcoholic drinks on College premises shall take place subject to restrictions determined by the Senior Dean¹⁴. The purpose of these restrictions, which will normally relate to the public rooms of the College, is to ensure that the standards required by the licensing laws are adhered to strictly. Contraventions of these restrictions will therefore be liable to be treated as serious offences.

7. Trashing

'Trashing', is antisocial behaviour which has significant negative community, environmental and financial impacts on the whole Oxford community. Trashing is offensive and distressing to many students and to members of the public and impacts disproportionately on those Colleges close to where trashing occurs. St John's congratulates our students on the end of their exams but asks that you do not add to the anti-social problem of trashing; offenders may be subject to disciplinary procedures including a fine.

The College supports the University's request that students find alternative ways to [celebrate sustainably](#) in Oxford's green spaces, pubs and restaurants.

¹⁴ See also the College's [Student Events with Alcohol Policy](#)

St John's College Values

Setting the PACE

Pursuing excellence

- We are **committed** to the highest of standards for ourselves and the College.
- We believe everyone — members of College and future students — should have a chance to **reach their full potential**.
- We are **dynamic** and **forward-looking** and work together with a **shared purpose**.

Acting with integrity

- We work together in a spirit of **professionalism, openness** and **collegiality**.
- We **respect** each other and act with **kindness** and **patience**.

Caring for our community

4. We **reach out** to ensure that students with the highest academic potential are admitted to the College.
5. We **support** each other and our local community.
6. We **monitor our impact** on the world and we are striving to **create a more sustainable future**.

Embracing equality and diversity

7. We place **equality** and **diversity** at the core of our values.
8. We promote an **inclusive** learning and working environment in which all are welcomed.

ST JOHN'S COLLEGE

APPEALS PROCEDURE

1. INTRODUCTION

This document sets out the normal procedure that the College follows when there is an appeal by a student against a decision of a College Officer.

The intention in specifying this procedure is to provide appellants with a document they can refer to that sets out clearly the normal process that College follows when dealing with appeals in order to ensure a consistent and sensitive approach to difficult situations. The specific process set out in any individual College Policy should follow the general principles set out here. However, in the event of apparent conflict between the provisions of this document and those of any other College Policy, the provisions of this document shall prevail.

While this document is intended to set out the framework for appeals regardless of their origin, it remains possible that a situation may arise which is outside the scope of normal expectation and where the President and Governing Body must agree an ad-hoc process; nevertheless, the normal expectation is that the underlying principles set out in this document should still be followed.

1.1 Form of Communication

Where a College Policy requires communication with an appellant in writing, the normal method is by email to the appellant's personal email address. An email will be regarded as having been delivered to the recipient at the time of sending.

In the event of dispute over receipt of communication from the appellant to the College, the College reserves the right to require production of reasonable evidence of such communication which may include evidence of recorded delivery posting or sending by email.

1.2 Underlying Principles

Decision making by College Officers will normally have followed the sequence of informal process followed by formal process. In the case of decisions affecting an individual student or member of staff, the person concerned will normally have been consulted at both the informal and formal stage and will have been able to be accompanied by a friend or adviser to any meeting with College Officers. Normally every attempt to resolve issues will be made at the informal stage before a formal stage is invoked by the College Officer according to the appropriate College policy which covers the specific issue. If a student is then unhappy with the

decision of the College Officer they should be able to appeal, giving written reasons, within a time specified in the appropriate College policy. On receipt of an appeal, an Appeal Panel should be convened and should come to a decision as quickly as practically possible and inform the appellant without delay of their decision.

If the appellant is unhappy with the decision of an Appeal Panel, then depending on the issue they may be able to request that the College decision is considered by the [Appeals Panel of the Conference of Colleges](#) or they may decide to refer the College decision to the [Office of the Independent Adjudicator for Higher Education](#) (for which there is a time limit). The OIA will normally expect a student to exhaust their remedies through the College and/or University's internal appeals processes before it will consider a referral.

2. APPEAL PROCESS

2.1 Requesting an Appeal

If a person is unhappy with the decision of a College Officer they must, within a time specified within the appropriate College Policy, write to the College Officer (or President, as specified in the appropriate Policy) to request an appeal, setting out the grounds for their appeal.

2.2 Appeal Panel Process

- 3.** All Appeal Panels are convened by the President and normally will be chaired by the Vice-President or a senior member of the College's Governing Body with no previous involvement in the case. They will normally have at least three members, who should be drawn from the Governing Body and may in addition include professional advisers.
- 4.** The Chair will fix a date for a formal meeting of the Appeal Panel to hear the case, and will invite the appellant (who may be accompanied by a friend or adviser) to attend to discuss the concerns and all relevant issues. If requested by the Chair, a member of the College administrative staff will act as Secretary to the Panel.
- 5.** Wherever possible, the appellant will be given at least 7 days' notice of the meeting of the Appeal Panel. The appellant will be informed of the purpose of the hearing. The appellant will also be provided with a copy of any documents to be considered at the meeting and asked to provide any documentation they wish the Panel to consider in good time for the meeting.

- 6.** The appellant may be accompanied at the meeting by a friend or other adviser. The adviser's role is to support the appellant. They may not question witnesses, call witnesses or address the panel.

Disabled appellants may also be accompanied by a support worker where required. The appellant and the Panel Chair should inform each other of those attending the meeting at least 24 hours in advance of the meeting.

- 7.** The purpose of the meeting will be to consider the evidence available, including the appellant's concerns, and to reach an appropriate decision, action plan or other outcome according to the relevant College Policy.
- 8.** An Appeal Panel will order its proceedings at its discretion. It may call witnesses and may also institute enquiries to assist its deliberations.
- 9.** The Chair of the Appeal Panel will ensure that all parties have access to all documents. The decision the Panel arrives at shall be confirmed by the Chair of the Appeal Panel after obtaining a collective decision from members of the Panel.
- 10.** The appellant should be notified in writing of the decision, with reasons, within the time set out in the appropriate College Policy