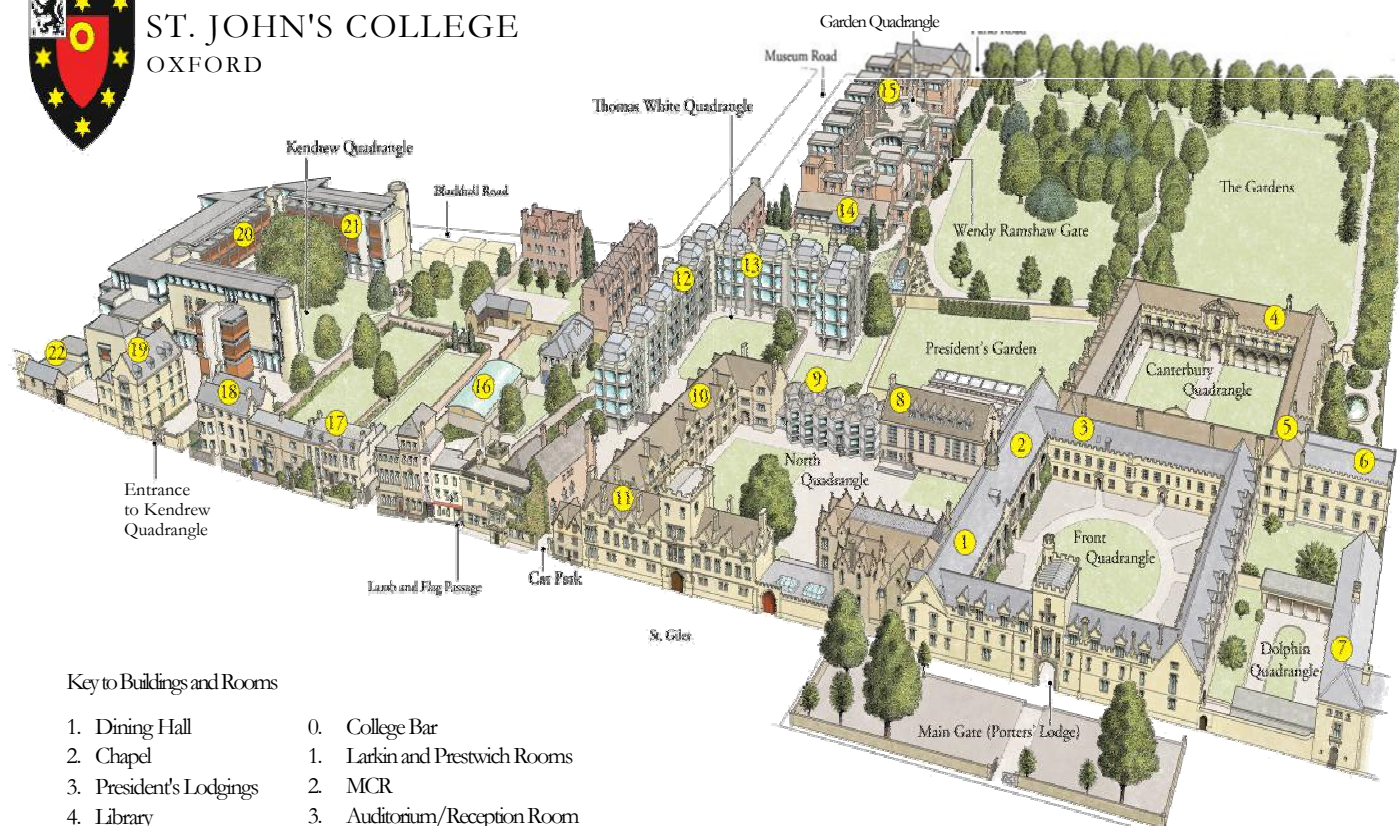


**ST. JOHN'S COLLEGE**  
**OXFORD**

**GRADUATE HANDBOOK**  
**2023-24**



# ST. JOHN'S COLLEGE OXFORD



## Key to Buildings and Rooms

- |                         |                                    |
|-------------------------|------------------------------------|
| 1. Dining Hall          | 0. College Bar                     |
| 2. Chapel               | 1. Larkin and Prestwich Rooms      |
| 3. President's Lodgings | 2. MCR                             |
| 4. Library              | 3. Auditorium/Reception Room       |
| 5. New Seminar Room     | 4. Gym                             |
| 6. Holmes Building      | 5. St. Giles House                 |
| 7. Dolphin Lecture Room | 6. 20 St. Giles/Alumni Guest Rooms |
| 8. SCR                  | 7. 21 St. Giles/ACR                |
| 9. Beehive              | 8. Kendrew Cafe/Gym/Events Room    |
| 10. Bursary             | 9. Law Library                     |
| 11. North Lecture Room  | 10. The Barn/Artist's Studio       |

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Drawn by Jeremy Bays, [www.art-workshop.co.uk](http://www.art-workshop.co.uk)

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## **PRESIDENT'S WELCOME**

A warm welcome to St. John's College. You are joining a diverse and vibrant community that is committed to education, research and scholarship, supported by a highly experienced and committed body of College staff.

We are a wonderfully open, inclusive and diverse College and, while your studies are paramount, I hope you will take advantage of the many extra-curricular activities in sport and culture that a broad collegiate University can offer. It is important to find a work/life balance that suits you and offers the freedom to explore new interests outside your comfort zone. In learning about yourself and expanding your network of friends, you will make strong relationships that will support you throughout the rest of your life.

The purpose of this Handbook is to provide some information about the College and how it works. You are entering an exciting and challenging chapter in your life and although there is no doubt that studying for a degree at Oxford is demanding, you have clearly shown the talent and desire to meet this challenge. I really hope that you both enjoy the experience and reap the rewards of your hard endeavours.

I look forward very much indeed to meeting you and getting to know you better.

Welcome to St John's.

Professor Dame Sue Black, Baroness Black of Strome  
President

## ARRIVING AT ST JOHN'S

Welcome to St John's! We recommend that new students arrive in Oxford by the weekend before Freshers' Week, which runs in the week before Michaelmas (autumn) term starts. This week is also called "0th" week and the first week of term is then called 1st week. During 0<sup>th</sup> week you can expect to have a busy schedule of important introductory meetings in the College and in your Faculty or Department. There will also be a number of social events to welcome you, providing opportunities to meet fellow graduate students.

In College you will need to complete your New Student Registration and attend a College Induction meeting. You may also wish to participate in other events and activities taking place.

Students living in college accommodation may be permitted to arrive earlier if you have been told that you will need to attend a pre-sessional course, or your course has a start-date before the beginning of Michaelmas Term. Please contact the [Accommodation Office](#) to arrange this. If you do plan to arrive in Oxford early, please note that you may not be able to access all libraries and facilities immediately.

A timetable of events offered by the College during 0<sup>th</sup> week for new graduate students is made available on the College website.

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 with information for new students before they arrive and during their 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

This handbook is designed to introduce you to the College and help you understand how it functions. The Handbook 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](#). You should 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 directly to post-graduate taught and research courses. Students who are completing the fourth year of an undergraduate course (for example the M.Chem., M.Math., MEngSci. and other similar courses) should refer to the Undergraduate 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 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 and for council tax exemption.

*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 the [form](#) available on the [College website](#) 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 [Accommodation Arrangements](#) and the [Domestic Arrangements for Graduate Students](#), available on the College website.

*How do I pay my battels?*

Please refer to section 7 of the Handbook.

*What funding does the College have available for current students?* Please refer to section 8 of the Handbook.

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

Please contact [Mrs Elaine Eastgate](#), the College's Disability Coordinator, in the Academic Office for further information.

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

There is a separate College Welfare Guide, produced by the Head of Student Wellbeing, 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.

*Who can I talk to in College if I have a problem with my course/supervisor?*

The Senior Tutor should be your first contact point for academic problems of this kind.

*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 can use it to register at the start of each year, to view your exam results and to ensure the University has the correct contact details for you.

*What is GSR (Graduate Supervision Reporting)?*

[GSR](#) is the University's graduate supervision reporting system. This is used by supervisors each term to review, monitor and comment on their students' academic progress and to assess skills and training needs. Students are given the opportunity to contribute by commenting on their own academic progress. Access to GSR is via Student Self Service.

*Can I work while studying?*

The University recognizes that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (e.g. teaching and demonstrating) or to help support themselves financially. The University has [Paid Work guidelines](#) for graduate students which you are advised to read.

The University's ["Any Questions?"](#) provides information for current and prospective 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. ABOUT ST JOHN'S COLLEGE**

The College consists of its buildings and its present and past membership. There are currently about 750 people in the College, made up of academics and non-academic members of staff. The Governing Body of the College includes the President, who is the head of the College, and about sixty Fellows, many of whom are either Tutors who both undertake research in and teach their respective subjects, or Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition. In addition to the College's academic staff there are about 200 members of staff who are employed in the administration, maintenance and service of the College.

The student body consists of approximately 400 undergraduates working for an honours degree of the University, about 260 graduate students working for a higher degree, diploma or certificate of the University, and a small number of academic visitors.

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 members of the College to discuss together matters affecting the well-being of the College and its members. Graduate and undergraduate students 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 academic Fellows of the College acting in a full-time or part-time capacity, supported by professional staff.

The Senior Tutor, together with the Fellow for Graduates and College Advisors, has the task of supporting graduate students. The Senior Dean and Junior Deans are concerned with non-academic discipline. Together with the Fellow for Welfare, the Head of Student Wellbeing and with Tutors, they also oversee the welfare of members of the College. Several arrangements exist for offering support and advice for graduate students about work-related, social and other aspects of College life. These are detailed in the section on Student Welfare Provision.

### **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.*

### **College Staff**

*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](mailto:academic.office@sjc.ox.ac.uk))*

*The Graduate Officer, [Caroline Lordan](#), is a member of the Academic Office team and will be your first point of contact for the administration of your course and other day-to-day issues which affect you.*

*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](mailto: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](mailto: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](mailto: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.

## 2. GENERAL INFORMATION

### **New student registration**

All new students must register with the University. The first part of this process can be done from 1<sup>st</sup> September; see <https://www.ox.ac.uk/students/registration>. You will receive a timetable of events for the College's Welcome Week (0<sup>th</sup> week) which will include information about how to complete the registration process so that we can formally enrol you on course.

For EU/Swiss students who do not have pre-settled or settled status, you will have been given an electronic visa from the Home Office. In order for us to retain a record of this, we need you to visit this webpage <https://www.gov.uk/view-prove-immigration-status> and enter your personal details and send us the share code by email to [academic.office@sjc.ox.ac.uk](mailto:academic.office@sjc.ox.ac.uk).

For international students, we will be handing out your BRP card along with your University ID card and other information for new students when you register during our Welcome Week. You will be required to send us a clear image (jpeg or PDF) of your passport ID page(s) and BOTH the front and back sides of your BRP card to us using the College's secure on-line form

at: <https://www.sjc.ox.ac.uk/passport-visa>. Your passport ID page(s) must include your photo and your signature.

Please do this as soon as possible, and no later than Monday of 1st Week (10th October), so that we can notify the University that we have seen your documents and securely store a copy in case the UK Home Office requests a verification of your arrival and attendance here. If you have any questions or problems uploading your documents to us, please contact us at [academic.office@sjc.ox.ac.uk](mailto:academic.office@sjc.ox.ac.uk).

### **Matriculation**

The formal admission of new members of the University takes place at the Matriculation ceremony, which is usually held at the end of the first week of Michaelmas term, unless you are entitled to incorporate (see below).

Visiting Students and students who have already matriculated for a previous degree at Oxford do not attend the matriculation ceremony.

### **Incorporation**

Students who have already had a degree conferred by Cambridge or Trinity College Dublin can choose to incorporate instead of matriculate. However, you are welcome to matriculate at Oxford, and this is usually done, as it is easier than going through the process of incorporating. Please contact the [Academic Office](#) for more details about incorporation.

### **The academic year**

At Oxford, the three terms which make up the academic year are called Michaelmas (autumn), Hilary (spring) and Trinity (summer). Each term lasts for eight weeks, known as Full Term. 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). Each Full Term begins on the Sunday of 1st Week and ends on the Saturday of 8th Week. Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The dates of Full Term in the 2023-24 academic year are as follows:

Michaelmas Term 2023	8 <sup>th</sup> October – 2 <sup>nd</sup> December 2023
Hilary Term 2024	14 <sup>th</sup> January – 9 <sup>th</sup> March 2024
Trinity Term 2024	2 <sup>nd</sup> April – 15 <sup>th</sup> June 2024

Please note that graduate taught courses will likely require you to be in Oxford outside the standard undergraduate term dates. For graduates working towards research degrees, the expectation is that they will work year-round and so term dates may be of little relevance.

### **Residence requirements**

All students are required to live in Oxford (within 25 miles of Carfax) unless you have applied for and been granted permission to live outside that area. You must be in residence for at least six weeks of every term for which you are paying University and College fees. Dispensation will only be granted for exceptional reasons – please contact the [Academic Office](#) if you would like more information. DPhil students going on fieldwork don't need to apply for permission to live outside the prescribed area as fieldwork forms an integral part of doctoral research. However, please inform the Graduate Officer of the dates that you will be away from Oxford and your contact details whilst you will be on fieldwork.

You are also encouraged to make sure you put suitable insurance arrangements in place, and plan any vaccinations etc. that you may need well in advance. See this [University guide](#) for the steps you should take.

### **Council Tax**

Council tax is a local tax for local services based on the estimated valued of the property and the number of people living in it. Students living on their own in multiple-occupation College buildings/houses are not liable for the tax.

Those living in flats in or out of College may be liable if they have a partner who is not a registered student. Students living in houses outside the College may be liable if those who are not students also share the premises. An enrolment certificate which exempts students from Council tax can be printed out from your Student Self Service page. You will need to bring your certificate in to the [Academic Office](#) to be stamped with the College stamp.

### **Maintaining contact with College**

Maintaining contact between the College and student members is very important at all times. Contact might be necessary to inform student members of 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 in residence are therefore required to collect mail regularly from pigeonholes in the Lodge (i.e. 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 or with their College Advisor.

The College needs to maintain an up-to-date record of students' contact details, including mobile phone numbers. We therefore ask you to make sure that your personal details, including your current home address and mobile number, are kept up to date via the University's [Student Self Service](#). You are also asked to use this service to provide the name and contact details (if not your home details) of a next of kin or other person who may be contacted in an emergency. In addition, you are advised to leave at the Lodge 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 or medical conditions, please ensure that this information is recorded in the College Lodge. Again, this information is treated as confidential.

### **Receiving emails**

Since communications from academic and administrative staff are usually sent to students by email, College Regulations require you to check your email on a daily basis. College will use only one type of email address: [firstname.lastname@sjc.ox.ac.uk](mailto: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 pigeonhole regularly.

Communications sent to graduate students and delivered to College pigeonholes or sent to electronic mail addresses in the domain [@sjc.ox.ac.uk](mailto:@sjc.ox.ac.uk) will be deemed to have been received after 24 hours, unless the student is out of residence.

The Academic Office is open all year (except Christmas) for enquiries in person, by email or telephone from, Monday-Friday 9.00 am -5.00 pm Monday-Friday (closed 1.00 -2.00 pm). You may also contact the office via the Academic Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via their pigeon holes at the Lodge, by telephone or by email (see the [College Website](#) for addresses).

### **Social Invitations**

From time to time you will receive invitations to College social events. A prompt reply to these (whether or not you wish to accept) is not only courteous but is also essential for those organizing the event so that they know how many people to cater for. Please therefore reply promptly to all invitations.

## Academic Dress

[Academic dress](#) is required for matriculation, examinations (if you have them) and graduation, and occasionally other formal University events. It comprises the appropriate gown, mortar board or soft cap, [subfusc](#), and hood. Candidates serving in HM Forces are permitted to wear uniform together with a gown. The hood is worn during the graduate ceremony only.

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.

## Graduation

At Oxford, degrees are conferred at degree ceremonies. You can graduate straight after you've finished your degree, or many years later, in person by attending a ceremony, or in absence. Only one degree can be conferred in person at a given ceremony, e.g. if you passed the examinations for a BA degree and then passed a Masters course, the BA would be conferred in absence and the Masters conferred in person at a ceremony.

If you have any fee debts outstanding to St John's College or to the University, it is possible that you may not be permitted to graduate. Please refer to the [University's Regulations](#) for Degrees, Certificates and Diplomas for more information.

Graduation ceremonies are an occasion for you as the graduating student and your family/friends to celebrate your achievement. To honour the occasion, we invite you and your guests to join us in celebrating the day. Information about individual events is provided when you book your degree day. You will be given a full timetable with instructions some weeks before the ceremony. Please be sure to read this carefully.

The College is able to present students to receive their degrees at a number of [graduation ceremonies](#) each year. If you wish to graduate *in absentia* (in absence), your degree can be conferred at the next available ceremony even if St John's is not presenting students in person. Graduates taking taught courses will be invited to book a degree ceremony via an email from the University's Degree Conferrals Office. Postgraduate research students are invited via email to book a degree ceremony when they have been granted leave to supplicate.

## The Middle Common Room (MCR)

All graduate students are members of the [MCR \(Middle Common Room\)](#), which is the College's graduate student community and a hub for graduate social life in St John's. The MCR organize events, maintains the MCR Building in College, represents and supports graduate students in the College.

### **Graduate Lecture Suppers**

The College aims to hold two Lecture Suppers each term, where graduate students, SCR members or external speakers are invited to speak about their work.

### **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](mailto: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/>

### **University Language Centre**

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

- The College will cover the cost of more than one course per year, subject to the approval of the Senior 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 Office](#).

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.

### **University Careers Service**

The [Careers Service](#) aims to provide and engage students in a range of high value career-focused services, programmes and activities in order to encourage them to make and implement well-informed decisions about their careers.

## **3. ACADEMIC SUPPORT**

### **University of Oxford Student website and Student Self Service**

The University's [Student website](#) is an invaluable University resource with information and resources relevant to all points of your student life at Oxford. You'll find everything from term dates to information about the University's counselling and disability provision. 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

- Attend your course
- Enter for University examinations and assessments if applicable and gain access to your results
- Use your University email account
- Obtain your University card/keep your University card valid
- Print an enrolment certificate
- Book a degree ceremony.

It is your responsibility to update your personal information and 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.

### **Enrolment certificate and status letters**

You can print your own enrolment certificate via Student Self Service. You will need your Single Sign On details (e.g. sjoh1234 and password) to log in. The Academic Office can sign and stamp the certificate for you.

The Academic Office can also produce other letters on College letter headed paper for you, for example if you need a letter confirming your fees and enrolment period for an external funding body. Please email or visit us if we can help.

The College will not issue letters or authorize forms for periods of time when you do not hold student status, or if your student status has not been confirmed.

### **On-course transcripts for taught-course graduates**

If you haven't yet completed your course, you can request copies of your [on-course transcript](#) from the University for a small charge. This will show your academic achievement to date. An on-course transcript will reflect the information you see on the Assessments page in Student Self Service and are only available once you are entered for an assessment. If your assessments have not yet appeared on the Assessments page and you are still studying at Oxford, the enrolment certificate available through Student Self Service will act as a certification of attendance.

### **Lost, damaged or stolen University Card**

University Cards (Bod Cards) are issued by the University Card Office via the Academic Office. Broken cards are replaced free of charge; please complete the [form](#) available on the College website 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.

### **University Examination Regulations**

The [University Examination Regulations](#) govern all graduate courses. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each graduate course but the Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

### **Examination Entry for those taking written papers as part of a taught graduate course**

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.

### **Consideration of mitigating circumstances by examiners**

If you are on a taught course and 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:

- acute illness
- bereavement
- 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 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:

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

## **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 Conference of Colleges' Appeals Tribunal**

The [Conference of College's Appeals Tribunal](#) (CCAT) is a body of the Conference of Colleges which considers appeals against some college disciplinary decisions, including both academic and non-academic matters. An appeal can be made to CCAT only after all avenues of appeal internal to a college have been exhausted.

## **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:

- programmes of study or research
- services provided to you as a student by the University and/or by your college
- 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.

## **4. GRADUATE EDUCATION**

### **Academic Provision**

The primary responsibility for the provision of Graduate education lies with the University. As a graduate student at Oxford you will belong to an academic department or faculty which will provide your teaching and supervision, and provide resources to support your studies. Each has its own academic community, dedicated to advancing knowledge in particular subject areas. If you are a research student, the University will assign you a supervisor to guide your studies. If you are taking a taught course, your Faculty or Department will provide much of your teaching. Membership of a college facilitates your studies by providing academic and pastoral support of various kinds, in addition to social and recreational facilities through the MCR.

### **The role of the Senior Tutor and College Advisors**

The Senior Tutor has general oversight, in conjunction with the relevant College Advisors, of the academic progress of graduate students of the College.

All students are assigned a College Advisor, who is normally a Fellow of the College. You will be notified of the name of your College Advisor when you arrive, and are encouraged to contact them to introduce yourself.



Your College Advisor can:

- provide pastoral support, including on any health, personal or coping issues, and/ or direct you to appropriate persons for assistance;
- monitor your progress, by discussing your University supervision reports and by being available for consultation, either in person or by email;
- discuss with you any problems or difficulties you may be experiencing in your Department or Faculty, and/or with your supervisor;
- consult the Senior Tutor if there are concerns about your academic progress and if you appear to be experiencing difficulties with your academic work;
- offer guidance on sources of support available within the College and University.

Your College Advisor is not expected to perform the role of your Department or Faculty Supervisor(s) and is not directing your academic work or giving detailed academic guidance. They will take an interest in your academic progress and should be regarded as a useful source of advice.

You are encouraged to contact your College Advisor as and when you need advice or help. You should also feel free to consult other College Officers as necessary, including the Senior Tutor, the Academic Administrator and the Graduate Officer. The MCR Welfare Officer can help if you would rather approach another student in times of need.

If you have any problems liaising with your College Advisor, please let the Graduate Officer know in the first instance.

### **Monitoring of academic progress**

The College takes a serious interest in the academic progress of its graduate students. All graduate students have the opportunity to meet the President, the Senior Tutor and their College Advisor during Hilary Term of each year to talk about their academic progress. These meetings are called “Collections”. You will be asked to provide a short assessment of your work a few weeks in advance of your meeting, in addition to any termly assessments you may have entered on the University’s Graduate Supervision Reporting System (GSR). Collections are intended to provide an opportunity to review how you are getting on with your course and allow you to seek help with any problems you may be experiencing.

### **Graduate Progressions (GSO) forms**

DPhil students in particular will become well acquainted with the [graduate progression forms](#) which need to be completed for each course milestone. A number of these previously paper-

based forms have now been replaced by on-line applications available via [Student Self Service](#) under the My Student Record Tab. It is your responsibility to submit applications in good time. If you are unclear on the submission/approval process for a particular GSO form or if you have questions about the sharing of your personal data, please contact your [Graduate Studies Assistant](#) or departmental graduate administrator.

If you find yourself in exceptional circumstances and require appropriate adjustments to your study timescales and arrangements, following discussions with your supervisor and College Advisor, and with the Senior Tutor if necessary, you will need to complete a form on the [Graduate forms for exceptional circumstances webpage](#).

The Graduate Officer in the Academic Office will be able to arrange for those forms which remain paper based to be reviewed and signed if approved. Please ensure both you and your supervisor have completed and signed off the relevant sections before bringing it to the Academic Office or leaving it in the Academic Office pigeonhole in the Lodge. Your forms should be completed in full before you bring them in for signature and you need to allow at least a week for this process to be completed.

### **If things are not going so well, what can you do?**

It is to be expected that some students will experience periods of difficulty, whether academic, personal, or medical. These will be viewed sympathetically by the College. You may choose to speak to your Supervisor or Director of Studies in your department/faculty about these matters, or you may prefer to speak to somebody in College, in which case you may approach a member of the Welfare Team, your College Advisor, or the Senior Tutor.

For more 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.

### **Changes to student status**

[Changes in student status](#) may include suspension, withdrawal, change of programme, lapsing and reinstatement, and early course completion.

### **Change from full-time to part-time mode of study**

Under University policy, if a student's programme of study is offered on both a full-time and part-time basis, they may apply to change their mode of study from full-time to part-time (and vice versa) once during their studies, except where the special regulations for the course

prohibit any change. Applications must be made to your department/faculty and will require the support of your supervisor or course director and of the College.

A student contemplating an application to change his/her mode of study is encouraged in the first instance to consult relevant sources of support available in the academic department. Student are also encouraged to draw upon the relevant sources of advice and support available in College, by requesting an informal discussion of options with the Senior Tutor or their College Adviser. Formal applications to change mode of study which have received the support of the current supervisor (PGR students) or course director (PGT students) should be submitted for consideration by the responsible College Officer (usually the Senior Tutor) via the Academic Office. Applications will be considered on a case by case basis. A meeting will usually be arranged with the Senior Tutor giving the opportunity for the student to discuss their particular situation. The Senior Tutor may request additional evidence or opinion to be supplied in support of the application.

The College's support will be given where the Senior Tutor is satisfied:

- That there is a significant change in personal circumstances giving rise to the application
- That a change of mode of study for health reasons is supported by medical evidence that indicates part-time study is feasible and full-time study is not
- There are no substantive concerns regarding the academic progress of the student pertinent to the request
- That there is a clear and feasible plan for successful completion of studies and assessment
- That any implications for funding and access to College facilities and services have been fully considered.

### **Suspension of status**

If you are considering suspending status, please speak to your College Adviser or the Senior Tutor (you can contact them directly), or contact your Supervisor, Director of Studies or the Graduate Studies Assistant in your department or Faculty for advice.

If you cannot work for a particular reason (e.g. illness, family circumstances, financial hardship) then you can apply for suspension of status for not less than one and not more than three terms at any one time. Overall, you cannot suspend status for any more than six terms. More information is available in the University's [Examination Regulations](#).

Suspension of status within the University 'stops the clock' for all elements of your degree, including residence, fees, and terms for which a particular status may be held. If you are funded by a research council or charity you may need to make a separate application to the funding

body in parallel to that being made within the University. Your funding body's regulations for suspension of status will not necessarily be the same as those of the University. Your supervisor, Director of Graduate Studies, or [Graduate Studies Assistant](#) should be able to advise you.

## **Access to facilities and services**

### ***University facilities***

A student with suspended status will retain their University card and Single Sign On (SSO) access to online resources, including email, and to University libraries, during periods of suspension. If your University card expires while you are on a period of suspension, you should contact the Academic Office to request a new card, which will be issued to last until your new expected completion date.

If you have a disability advisor at the [Disability Advisory Service](#), you are welcome to remain in contact with them, however, the services accessed through the Disabled Students Allowance will not be available to you until you return to formal studies. This includes services such as specialist SpLD tuition, specialist mentoring, assistive technology training, proof-reading and library assistance. Disability Advisors will be very happy to help you to make plans to reinstate recommended support as quickly as possible on your return to study.

You are eligible to refer yourself to, and use, the [University Counselling Service](#) during your period of suspension. If you are already engaged with the Counselling Service at a time when you suspend you can continue with your counselling until an appropriately agreed ending. If you are living away from Oxford, you can arrange to have on-line counselling support with the Service.

It can be most useful to have contact with the Counselling Service at the point when you are suspending to work out how you can be best supported over the period of suspension. This can help you address such issues as finding appropriate therapeutic or medical support back at your home. It may also be helpful to access the Service before you return to your studies to help you re-engage with your academic work and college life.

If you access the Service during your period of suspension you will be offered the same level of therapeutic support as all other students. The Counselling Service offers brief and focussed therapeutic interventions. This can be negotiated with the clinician you are working with to decide how the Service can best support you. If you need longer or more specialised

therapeutic treatments to help you address psychological difficulties then you will need to be referred to the appropriate NHS medical, psychological or psychiatric services.

A student may be suspended by the University because of [non-payment of fees](#). If you are suspended due to non-payment of fees your access to University facilities and services will be withdrawn.

### ***College facilities***

It is important to recognise that the College is a place of academic study and cannot play a significant role in the provision of welfare or other support whilst your status is suspended.

The College's policy with regard to those students who have suspended their studies is that they are not expected to be studying and therefore are not entitled to access the College's academic facilities other than email or online resources. Access to the College for other purposes will be agreed between the student, the Senior Tutor and the Fellow for Welfare prior to their suspension of studies.

### **Impact of suspension on your student visa**

If you are an overseas student on a Tier 4 student visa you should be aware that a change to your student status can have an [impact on your visa](#) and may also affect the visas of any dependents you have in the UK and their permission to work here.

### **Changing course**

Graduates who wish to change their course should arrange to discuss the matter with the relevant contact in their Faculty or Department and with the Senior Tutor.

### **Withdrawing from your course**

If you are considering withdrawal from your course, please speak to the Senior Tutor or your College Adviser as soon as possible. You will be able to talk to them e.g. about whether a temporary suspension would be advisable in the first instance, and/or what the College may be able to do to support you.

## **5. 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.

### **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.

## 6. WELFARE PROVISION

### Who's Who in St John's Senior Welfare Team?

#### **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, with surgery times in the College Dispensary to treat minor ailments and offer advice on any medical problems. Staircase 5, North Quad.



### **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. 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.

### **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.

### **Accommodation for graduate students with disabilities, temporary illnesses or injuries.**

The College is committed to providing reasonable adjustments where and when possible in the provision of accommodation for students with a disability/disabilities in order to ensure that they are not at a disadvantage compared to students without a disability/disabilities. It will also endeavour to assist students who have specific accommodation needs as a result of temporary illnesses/injuries/conditions which fall outside the [Equality Act definition of a disability](#).

However, with a limited number of rooms available in College for graduate students, demand for accommodation may surpass availability. As such, students with a disability or medical condition cannot be guaranteed a room and so each request for accommodation will be assessed and considered by the College in order to ascertain that accommodation is allocated in an appropriate and fair manner.

New students who declare a disability on their application form for graduate study will be contacted by the College prior to their arrival in order to discuss their accommodation and other domestic needs. All on-course graduate students will be contacted by email during Michaelmas Term each year to remind them about how to make an application for a room “off-ballot” for the following academic year.

### **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.

### **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](mailto:kate.doornik@sjc.ox.ac.uk)) - Fellow for Equality

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

Zuzanna Olszewska ([zuzanna.olszewska@sjc.ox.ac.uk](mailto: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.

## 7. FINANCIAL MATTERS

### The Finance Office

The Finance Office is available to all students for assistance with financial matters. and can be contacted by email in the first instance ([battels@sjc.ox.ac.uk](mailto:battels@sjc.ox.ac.uk))

### Your battels account

Your battels account refers to your account with the College where we keep a record of the bills that the College will issue to you and the payments that you make to the College.

You will be sent statements four times a year at the start of each term showing the charges you need to pay. The statements will be emailed to your St John's mailbox.

All fees and charges on your battels statement should be paid by the deadline shown. This is normally ten days after the statement date. Where a battels balances remain unpaid, College facilities may be withdrawn.

If full payment is not received, interest may be charged on the outstanding balance.

Any queries concerning your battels statements, please contact [Michelle Murray](#).

### Payment method

This is shown below and also at the bottom of your battels statement along with the College's bank details.

- Bank transfer from a UK or international bank account. When making a bank transfer please quote your member number shown on the top left of the statement and your family name as a reference. If your bank is not UK based, it may charge you an administrative fee to make an international transfer. Please ensure that the sum received by the College is the full amount due.

Bank Name:	Royal Bank of Scotland
Bank Address:	Child & Co branch, 1 Fleet Street, London
Sort Code:	15 – 80 – 00
Account Number:	65961167
Account Name:	St John's College General
IBAN Code:	GB06RBOS15800065961167

Swift Code:	RBOSGB2L
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### **Course fees**

All students are liable to pay course fees for the duration of their standard period of [fee liability](#). Course fees will be billed on your first battels statement and must be paid in full by the date shown.

### **US Federal Loan Funding**

If you are a student funded by US federal loans, you will receive a statement showing the fees and charges due but you do not need to make a payment unless your loan is insufficient to cover the full amount of your fees as they will automatically be deducted from your loan instalments in equal parts through the year.

If your loan is intended to fund all or part of your living costs in addition to fees and charges shown on your battels, you will need to open a UK bank account and pass the account details to a member of the accounts team so that any balance due to you can be paid over.

### **University and College continuation charges**

Graduate students who have reached the end of their standard period of fee liability may be required to pay a termly University and/or college [continuation charge](#). Both charges are payable up to and including the term in which you submit

### **University Policy on suspension for non-payment of fees**

You are required to pay your fees for the year no later than Week 1 in the term in which you commence study or seven days after the actual start date of your course if this is later. The University website has [information about the payment of fees](#), including FAQs on payments and refunds, and what happens if you don't pay your fees.

### **Hardship Funds**

The University and the College have hardship funds which can be made available as either a loan or a grant to students who find themselves unexpectedly and unforeseeably in financial need. Please note that this does not therefore include hardship arising from circumstances which could have been foreseen at the time of admission.

Both the College and the University hardship fund committees look very carefully at your original financial guarantee/declaration paperwork. Evidence is therefore needed of circumstances leading to your guarantor's inability to continue to provide funding. Please note that currency fluctuation does not count as unforeseen hardship.

Application to the [College Hardship Fund](#) is made by completing a confidential form available from the Senior Dean, the Fellow for Welfare, or [on-line](#). 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.

The University may award [Hardship Grants](#) for students who experience financial hardship as a result of unforeseen circumstances.

## **Employment**

The University recognises that some graduate students will want to undertake a limited amount of paid work during their studies, whether as part of their academic development (for example, teaching and demonstrating) or to help to support themselves financially. The University has [Paid Work guidelines](#) which you are advised to read. These aim to ensure that any paid work undertaken does not adversely affect students' success in their studies or their ability to complete their course on time. In addition, some graduates will have prescribed limits on how many hours' paid work they can do, which must be observed: for example, graduates funded by research councils and some other scholarships, and those graduates with student visas.

The College's position on graduate students taking paid work is that they may, with the express permission of their Supervisor or Course Director, undertake up to six hours of paid work per week outside their studies. This includes teaching, library work, non-academic work etc. Working in excess of this weekly limit constitutes a breach of the College student contract; it is presumed all students are working full time on their academic work and will complete their course of study promptly.

You should be aware that demand for part-time paid work in Oxford often exceeds the amount of paid work available, whether it is academic paid work or other forms of paid work. For this reason, you should not rely on the availability of paid work to fund your University and college fees and living costs when planning how to finance your studies and completing the Financial Declaration.



## 8. GRANTS, SCHOLARSHIPS AND PRIZES

Please be aware that the majority of scholarships are available only at the point of application, with the exception of the North Senior & Beeston Scholarships, which are available to on-course students.

### North Senior & Beeston Scholarships

The College elects four North Senior Scholars each year from amongst its current graduate students. Applicants must be currently registered for a research degree. The Scholarships are open to candidates in all subjects. A successful candidate in the field of Middle Eastern Studies would be awarded the title Beeston Scholar. The basis for the award will be excellence in research. Scholars have the right to dine at High Table once a week in Full Term, and will receive an emolument of £1,000 per year. The Scholarships are tenable during the period of fee-paying study up to a maximum of two years. Application forms and further information are available on the College website in Trinity Term.

### Special Grants

Special Grants are available to graduate students of St. John's each year. Students are expected to discuss their plans with their supervisor or College Advisor (if your supervisor is not a member of St John's) who is then asked to confirm they have agreed to support the application. [Notes of guidance](#) and links to an online application form, are available on the [College website](#). Students are expected to seek funding from other sources, including their Departments or Faculties. The University's Fees and Funding website has a guide to funding for current graduates at <https://www.ox.ac.uk/students/fees-funding/otherfunding>.

### Academic Grants

Graduate students may apply for help towards the purchase of approved books and materials of an academic nature as below:

- Books and academic materials
- Computer and equipment as below
  - portable or hand-held computing devices
  - monitors
  - desktop computers
  - computer software and peripherals
  - memory or hard-disk upgrades
  - computer repairs

- personal printers
- USB ethernet adapters
- Tickets for performances/exhibitions

Travel, phone or data services, printer ink or paper, maintenance or insurance contracts for items purchased are not eligible for reimbursement.

Graduates may claim a **maximum** of £522 for the academic year 2023-24.

Purchase of a single item which costs in excess of the annual limit may be permitted, with prior approval from your Tutor/Supervisor/College Advisor. The cost will then be amortised annually over the remaining years for which you are eligible for the academic grant. A copy of the receipt for this item must be retained and submitted with your first claim.

Applications can be made from Week 0 of Michaelmas Term to Week 8 of Trinity Term and are limited to three in any one year, so please collate purchases and receipts rather than sending them in individually. Further information is available on the [College website](#)

### Blues Squad Grants

Students may apply for grants of up to £250 per year to cover the costs incurred through membership of university representative team squads. Claims are made on a [Blues Grant](#) application form which after completion should be accompanied by receipts, countersigned by an official of the relevant university sports club, and submitted to the [Sports Officer](#).

### D.Phil Thesis Binding Grants

The College will pay towards the costs of binding two copies of a D.Phil Thesis. One of the copies must be for submission to the Bodleian Library. Up to £50 maximum per copy may be claimed back from the College (£100 in total).

The [Thesis Binding](#) application form must be submitted, together with receipts, to the College's Accounts Office. All claims must be made within 3 months of being granted leave to supplicate for your D.Phil.

### Mapleton-Bree Prize for work in the Creative Arts

The College will offer a prize of up to £300, which may be shared if deemed appropriate by the judges, for original work in any branch of creative art (drawing, painting, sculpture,

poetry, music, photography, etc.). If there is no entry of adequate standard there will be no award.

All junior members, whether graduates or undergraduates, may compete and the entries will be judged by a Committee consisting of both junior members and senior members of the College. Competitors should send in one example of work done during the previous twelve months. Entries are considered in Trinity Term each year and should be sent to the [President's PA](#) not later than the end of the third week of Trinity Term.

#### **Alister Sutherland Award**

This award is for a journey in the high mountains. Applications are invited for this award which has been instituted as a result of a generous gift from Dr Gillian Sutherland in memory of Alister Sutherland, distinguished economist, who read Politics, Philosophy and Economics at St John's. The award, up to £350, will be made annually to an undergraduate or graduate member of St John's who presents the most imaginative and best planned proposal for a journey in the high mountains, preferably (but not necessarily) in mountainous regions where the summits exceed 3000 metres in height. The purpose is to encourage the discovery and the enjoyment of the high mountains.

Applications are considered in Hilary Term each year and should be sent to the [President's PA](#) not later than the end of the third week of Hilary Term.

#### **Hans Michael Caspari UN Travel Grant**

This grant is for studies in the field of International Relations. It was established through the generous gift of the late Professor Sir Fritz Caspari and his wife, in memory of their eldest son Hans Michael, who like his father and brother, attended St John's. The award, of up to £700, will be made annually to an undergraduate or graduate member of St John's to assist them to travel to Bonn, New York, Geneva, Vienna or one of the other seats of the UN or more generally to the seats of other international organizations, in order to further their study of International Relations.

Applications, in the form of a letter of no more than two pages with a separate CV and marks if available, should be sent to the [Academic Office](#) by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

#### **Burke Knapp Travel Scholarship**

This scholarship is for students in pursuit of development issues in the Third World/Emerging Economies. Applications are invited for this travel fund, which has been established through the generous gift of the late Mr Joseph Burke Knapp, Honorary Fellow of St John's College. The award, of up to £500, will be made annually to an undergraduate or graduate member of St John's to cover travel and related expenses in pursuit of

development issues in the Third World/Emerging Economies. Applications should be made to the [Academic Office](#) by Friday of 1st Week of Hilary Term and will be awarded in time for travel during the Easter or Long Vacations.

#### Sir Royston Goode Prize for BCL or MJur

The Sir Royston Goode Prize for the BCL or MJur is awarded owing to the generosity of Sir Royston Goode C.B.E., Q.C., M.A., (L.L.B., L.L.D., Lond.), F.B.A., formerly Norton Rose Professor of English Law, and Emeritus Fellow of the College. A sum of £1000 is awarded annually to the St John's graduate student who, in the opinion of the College Law Tutors, has achieved the best marks at the level of distinction for the BCL or MJur degrees.

## 9. COLLEGE POLICIES AND PROCEDURES

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

## GUIDANCE ON THE NON-ACADEMIC DISCIPLINARY PROCEDURE

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

## 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;

- 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]**;
- 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
- 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

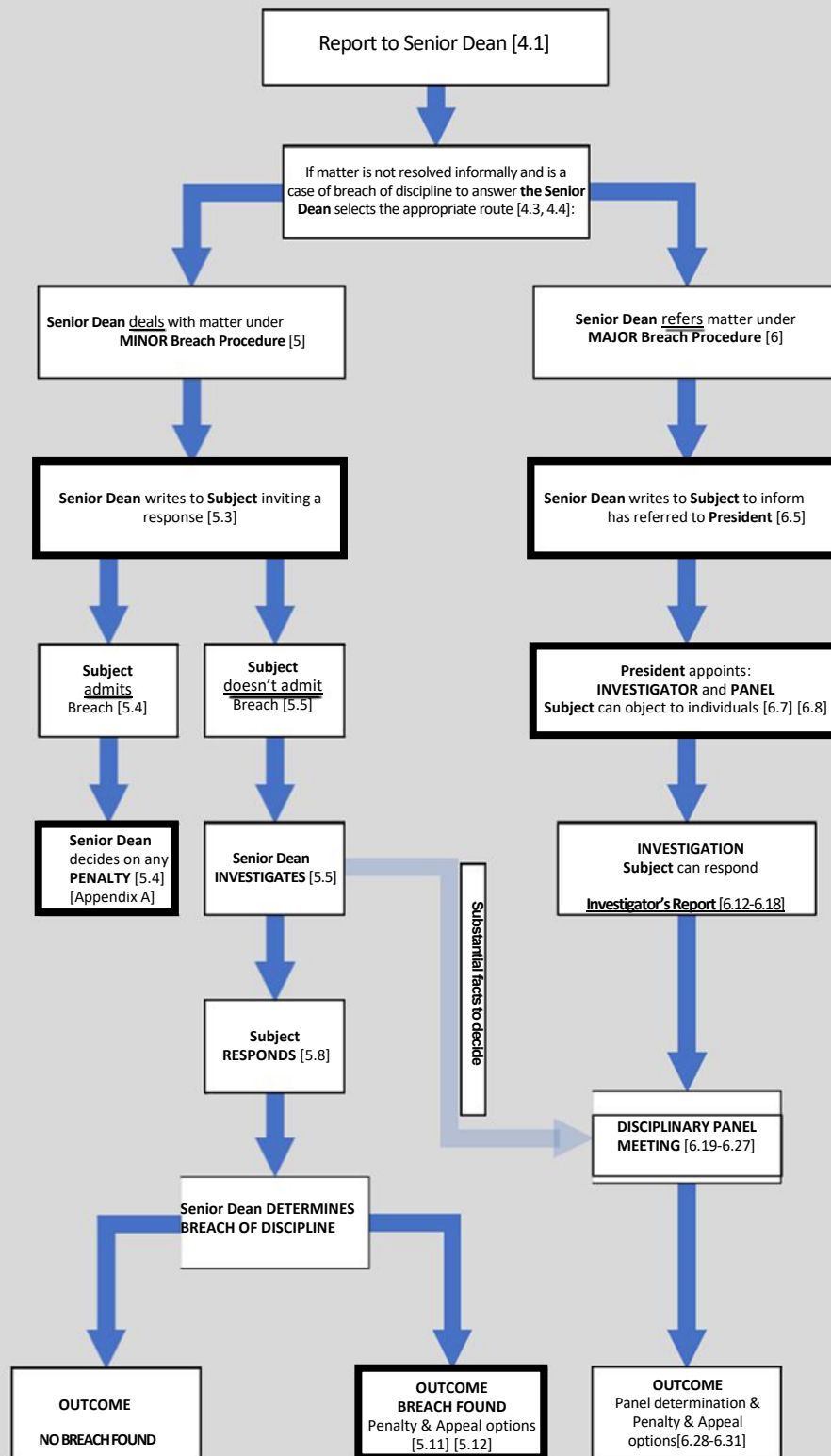


Figure 1 – Minor/Major Breach Procedure Flow Chart

## 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

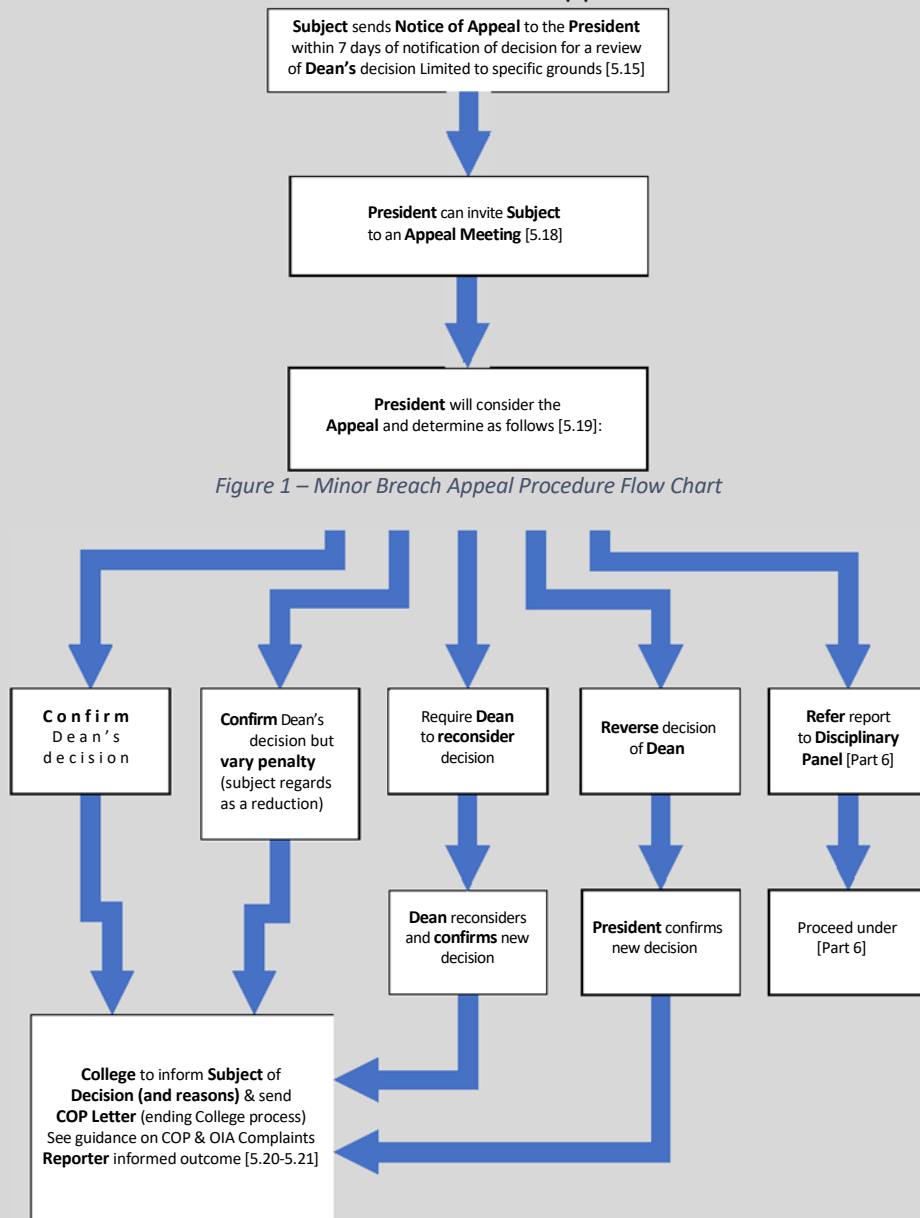
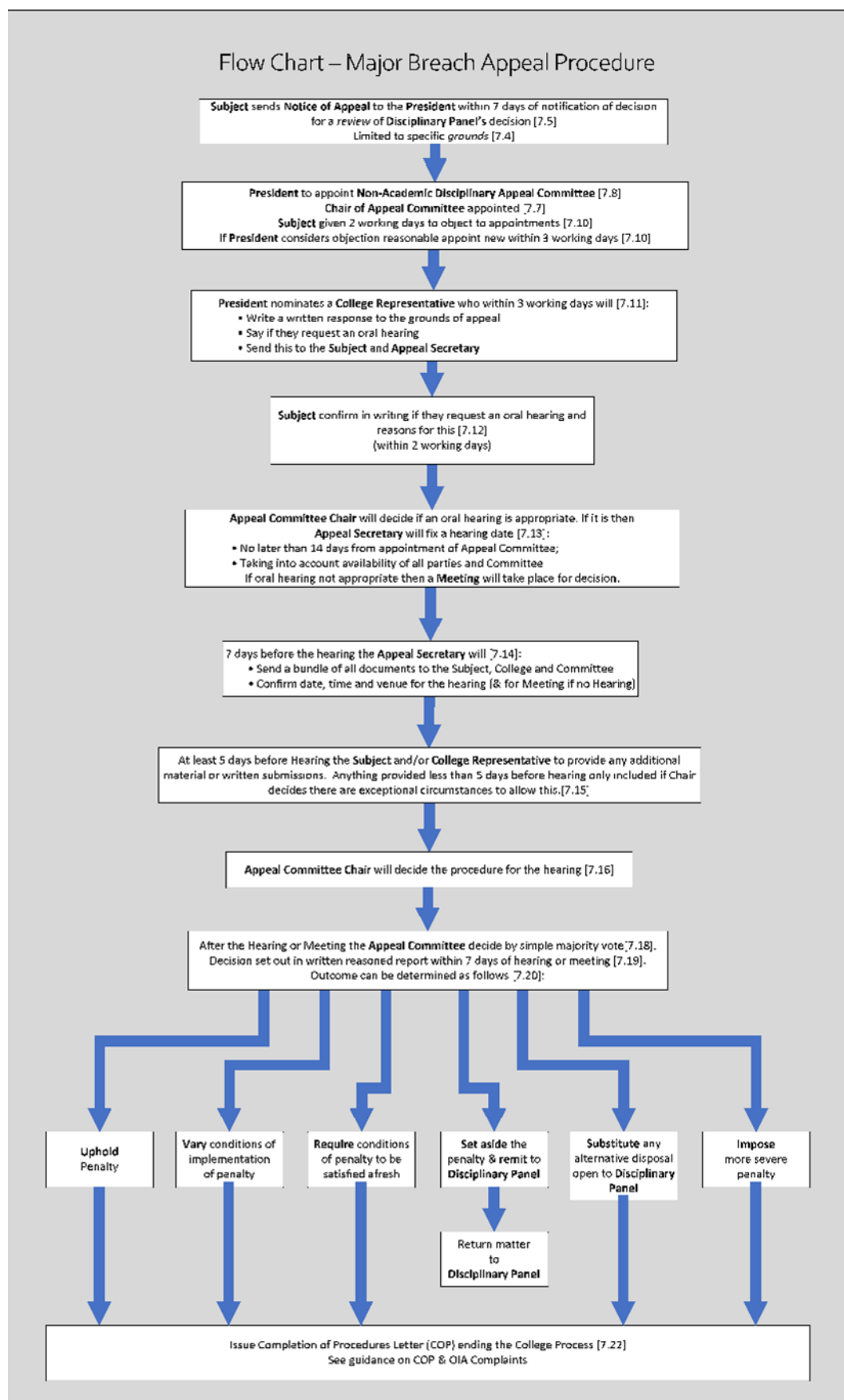


Figure 1 – Minor Breach Appeal Procedure Flow Chart

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.
  - The name and position of the supporter should be provided in advance.

- 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:

- the seriousness of the matter and potential outcome;
- whether any points of law are likely to arise;
- the complexity of the case;
- the capacity of the student to present their own case;
- any procedural difficulties;
- the need for reasonable speed in reaching a decision;
- 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:

- concerns criminal conduct and/or
- 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](mailto: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.<sup>1</sup>

- 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

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<sup>1</sup> 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.<sup>2</sup>
- 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

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<sup>2</sup> 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 evidence<sup>3</sup> 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

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<sup>3</sup> 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.<sup>4</sup>

- 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

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<sup>4</sup> 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**  
**DISCIPLINARY PROCEDURE**  
**APPENDICES**  
**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 to<sup>5</sup>:

**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.

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<sup>5</sup> A 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 College<sup>6</sup> 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 College<sup>7</sup> 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;

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<sup>6</sup> 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

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<sup>7</sup> 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 premises<sup>8</sup> 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

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<sup>8</sup> 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 sites<sup>9</sup>, 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

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<sup>9</sup> 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 suspension<sup>10</sup> (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.

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<sup>10</sup> 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.<sup>11</sup>
- 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.

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<sup>11</sup> 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 accommodation<sup>12</sup>**

- 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 grounds<sup>13</sup>.
- 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.

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

<sup>13</sup> 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 Dean<sup>14</sup>. 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.

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<sup>14</sup> 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

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

#### Embracing equality and diversity

- We place **equality** and **diversity** at the core of our values.
- 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