



NON-ACADEMIC DISCIPLINARY PROCEDURE

RESPONSIBLE COMMITTEE: Decanal Committee

RESPONSIBLE OFFICER: Senior Dean

LINKED DOCUMENTS (College): Undergraduate Fitness to Study Procedure, College Regulations, Harassment Policy and Procedure.

LINKED DOCUMENTS (Other): [University Student Disciplinary Procedure \(non-academic misconduct\)](#), University information on [Student Conduct](#).

Annual Review date: Trinity Term

Guidance on the Non-Academic Disciplinary Procedure

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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:

- It has been made anonymously, unless the Senior Dean considers that exceptional circumstances and compelling reasons warrant its consideration **[2.5]**;
- 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

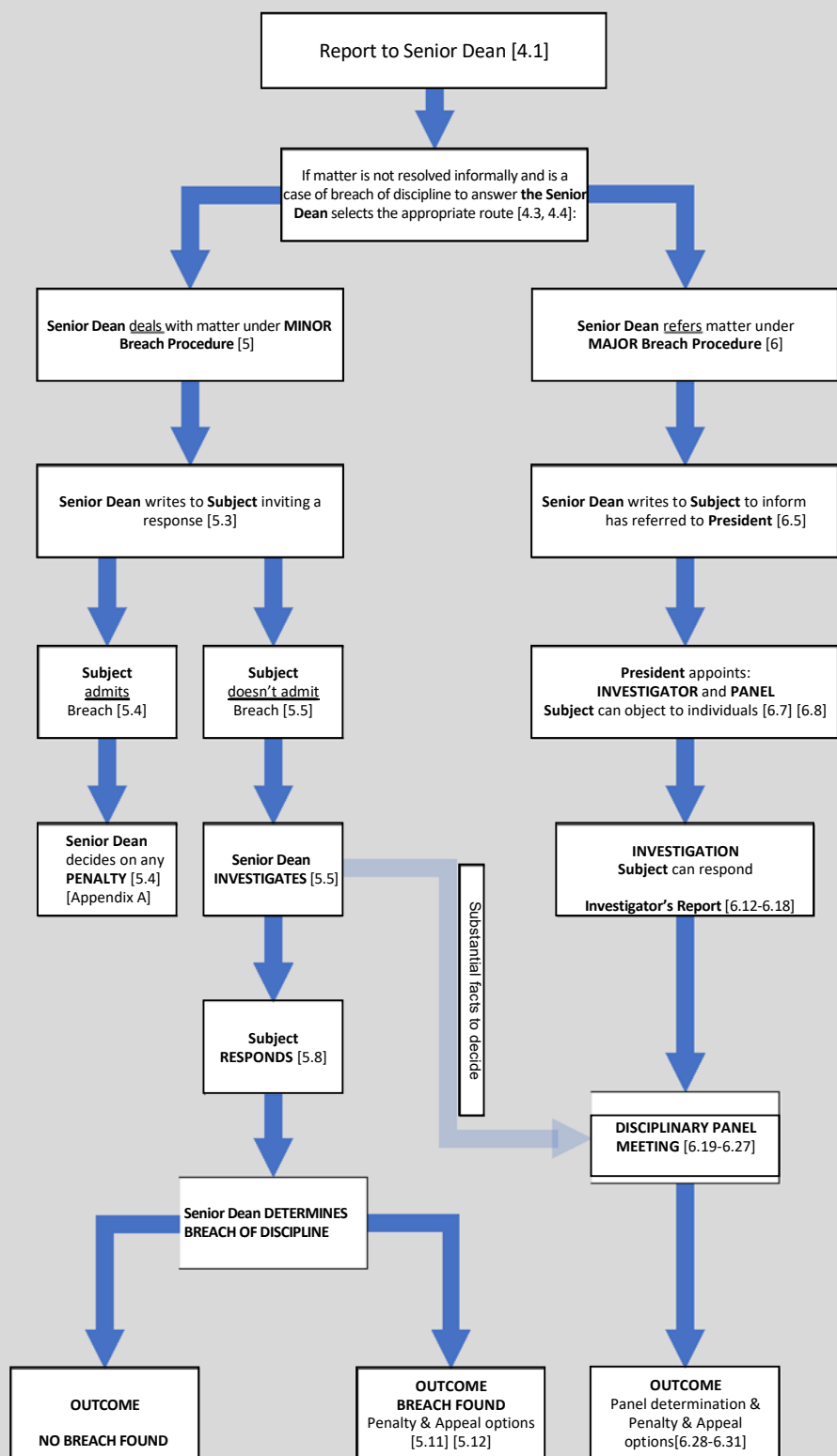


Figure 1 – Minor/Major Breach Procedure Flow Chart

Section 4:

Appeals and Reviews

4.1 Who can Appeal?

- **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]**

- **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

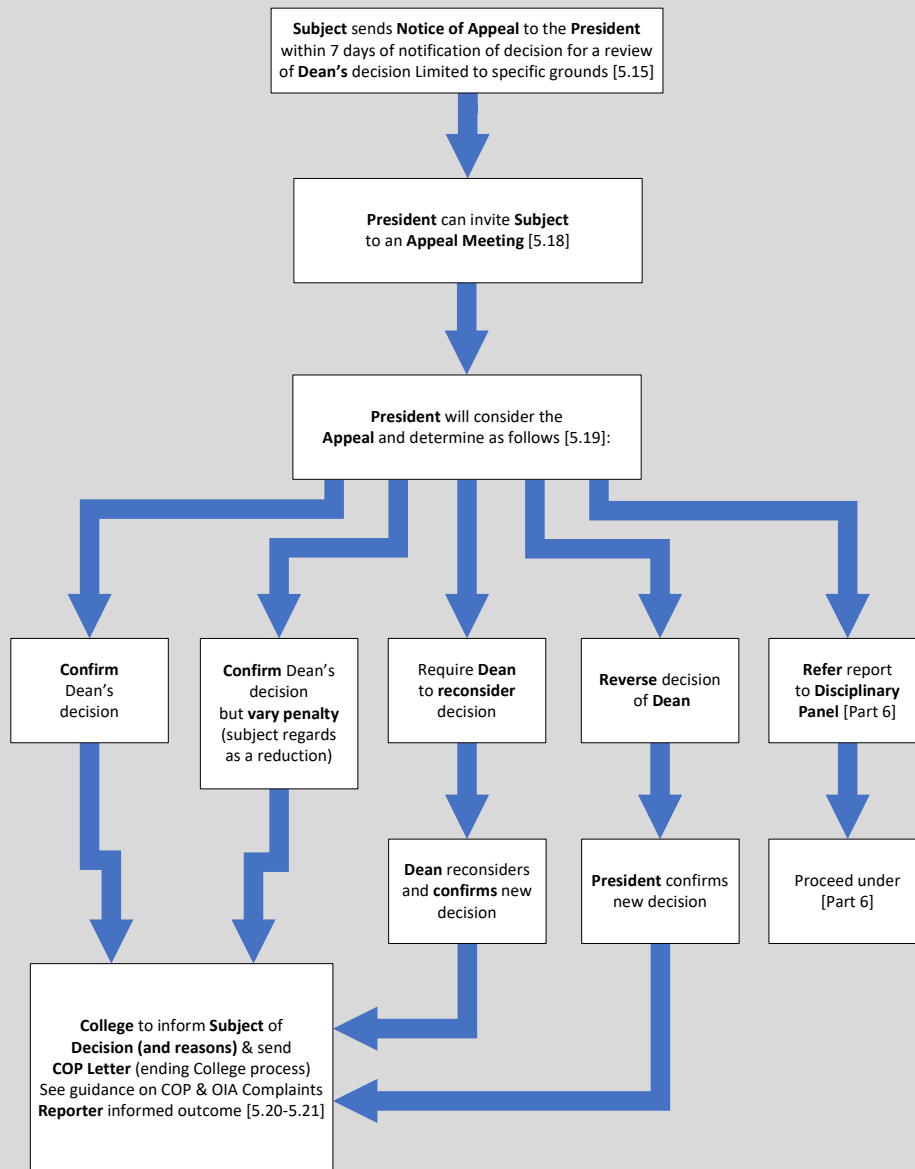


Figure 1 – Minor Breach Appeal Procedure Flow Chart

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

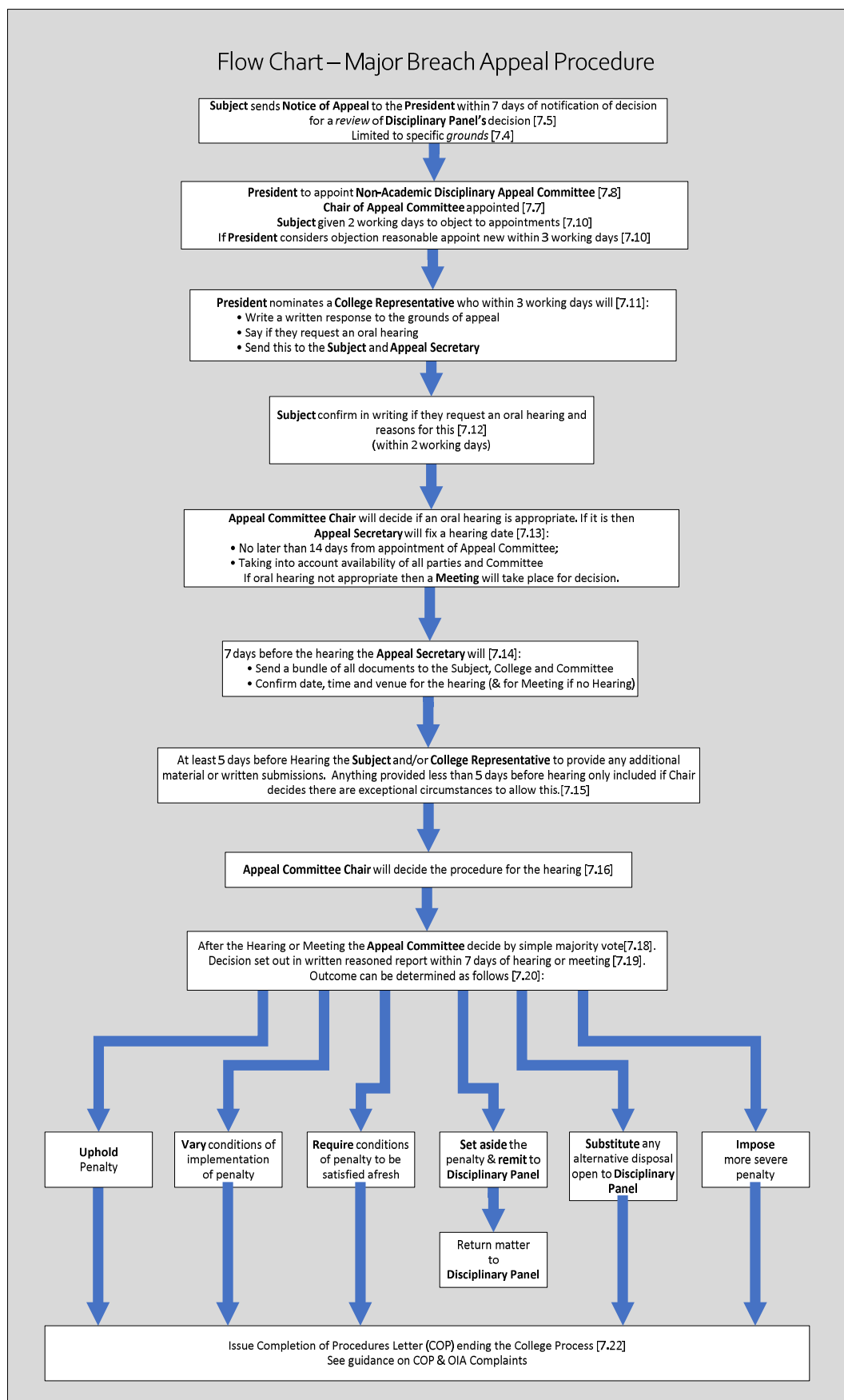


Figure 2 - Major Breach Appeal Procedure Flow Chart

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.

- If the Senior Dean is unable to act for any reason the President will appoint a substitute.
- 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's [Lead on Fitness to Study](#) procedures
 - [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.
- 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
 - The University Student Welfare and Support Services [add contact details or hyperlink], Oxford SU Advice Service
- 1.6. Separately, the Senior Dean may impose any safeguarding measures which are reasonably necessary to ensure the peace of the College and the safety of its members. Such measures may include requiring a student to have no contact with another Member of the College or excluding any person from College premises. These safeguarding measures are neutral in effect and do not imply that any student on whom measures are imposed has been found to be in breach of any of their obligations.¹
- 1.7. This Disciplinary Procedure follows the principles set out by the Office of the Independent Adjudicator for non-academic discipline: accessibility; clarity; proportionality; timeliness; fairness; independence; confidentiality; and improving the student experience. All persons involved in action taken according to the procedure are expected to follow these principles. Disciplinary procedures are internal to the College and are not unduly formal. It is recognised that persons involved in proceedings may not have legal or other formal training relevant to disciplinary situations, but they are expected to act to the best of their ability and in a reasonable manner. It is expected that students, their representatives and staff will act reasonably and fairly towards each other and will treat the disciplinary process with respect.

2. General

- 2.1. Reports will be dealt with confidentially by all parties involved and details will not be disclosed except where it is necessary to do so to carry out a fair investigation, to effect a safeguarding or precautionary measure (under

¹ College Safeguarding Policy

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 circumstances where there are compelling reasons to do so. While some investigation may be possible in certain cases, it will usually be very difficult to proceed with disciplinary action following an anonymous report, because of the need to allow the subject to respond to the report.
- 2.6. Subjects and reporters may be accompanied to meetings, interviews or hearings by a supporter, who should normally be a member or employee of the College or a member of the Oxford Student Union, so long as the name and position of the supporter is provided in advance and any further procedural requirements set out in the procedure below are met. Requests to be accompanied by a supporter should be made to the Senior Dean, Investigator and/or Disciplinary Panel Chair as appropriate at least 48 hours in advance of the date of any meeting or hearing. Legal representation will not normally be permitted, though reasoned requests for such representation may be made, and will be considered.²
- 2.7. Meetings and hearings may take place online where this is necessary to avoid undue delay or to protect the welfare of any person.
- 2.8. Where there is more than one reporter and/or more than one subject it may be appropriate for all the subjects to hear or be provided with the other subjects'

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

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 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.

3. 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.

4. Reports and Precautionary Measures

- 4.1. Reports should normally be made in writing, by email to the Senior Dean. If a reporter does not wish to make a written report in the first instance they should

contact any senior member or employee of the College who will make a written account of the report which they will invite the reporter to confirm. That report will then be submitted to the Senior Dean.

- 4.2. If the report is not successfully resolved informally, or if informal resolution is not appropriate, the Senior Dean will decide whether to investigate an alleged breach of discipline.
- 4.3. If the Senior Dean considers that a report raises a case of a breach of discipline requiring an answer, they may (i) investigate the report under the Procedure for Minor Breaches of Discipline set out at Part 5 below, or (ii) refer the case to the President in accordance with the Procedure for Major Breaches of Discipline set out at Part 6 below.
- 4.4. The Senior Dean will not normally investigate, or refer to the President, an alleged breach of discipline which is reported to have occurred more than 6 months previously but may do so in exceptional circumstances. In determining whether exceptional circumstances warrant investigation and/or referral the primary consideration will be whether there is a risk of harm to any current member(s) of the College and will take account of safeguarding considerations where relevant. Factors which the Senior Dean may consider include (but are not limited to): the gravity of the alleged breach of discipline; whether the alleged breach of discipline was an isolated event, was repeated or was part of an alleged course of conduct; the length of any delay in reporting; the reasons for any delay in reporting and any barriers to reporting. Exceptional circumstances are more likely to be found to exist in cases of sexual misconduct and/or violence. The Senior Dean will notify the reporter of any decision not to investigate or refer a report under this provision.
- 4.5. The Senior Dean may at any time impose temporary precautionary measures on the reporter and/or the subject for the remainder of this Procedure. Precautionary measures do not indicate any finding of misconduct and are not penal in nature.
- 4.6. Possible precautionary measures may include (without limitation): a no contact arrangement; a ban from, or time constraints for, accessing particular College buildings or services; recommending a ban from, or time constraints for, accessing particular University buildings or services or services of another college (subject to endorsement by the University or relevant college as appropriate); moving either the reporter or subject to alternative College or University accommodation; and/or, where no other option is appropriate, a temporary suspension of studies.
- 4.7. Precautionary measures should aim to cause the minimum restriction necessary to protect the individuals concerned, or members of the College from an identified risk, or to protect an investigation under this Procedure, and should take into account safeguarding considerations where relevant.
- 4.8. Precautionary measures are particularly likely to be appropriate in cases involving a risk to any individual's mental or physical health, issues of a highly sensitive or confidential nature and/or where there is a threat of significant

disruption to academic study or other College activities.

- 4.9. The Senior Dean will promptly provide the student and, where appropriate, the reporter, with written reasons for any precautionary measures imposed. Any student upon whom precautionary measures are imposed may ask the Dean to review them, and, if the request is refused, may apply to the President at any time for the precautionary measures to be reviewed.
- 4.10. The Senior Dean may refer a matter to the police or seek guidance from the police or other public safety agencies where the report concerns criminal conduct and/or where there is a significant imminent risk of harm to students or staff. In deciding whether to do so, the Senior Dean should take into account the wishes of the reporter.

5. Procedure for Minor Breaches of Discipline

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

Determination by the Senior Dean

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

where it is necessary to withhold information, such as the identity of a witness, to protect the rights of others, and where the Senior Dean judges that in all the circumstances the need to protect such rights overrides the subject's need for the information in question.

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

Appeal to the President

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

- (a) There was bias, or a reasonable perception of bias, on the part of the

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

Senior Dean;

- (b) The Senior Dean acted unfairly or failed to follow this Procedure;
- (c) The subject has new material that it was not reasonably practicable for them to provide earlier in the process, which would be likely materially to have affected the outcome;
- (d) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;
- (e) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made;
- (f) The penalty imposed was disproportionate.

5.16. Any appeal must be made by sending a notice of appeal to the President within 7 days of notification of the Senior Dean's decision. The notice of appeal must set out the ground(s) upon which the subject is appealing, as set out in 5.15 above, and explain why the subject considers that the particular ground of appeal is established. At the same time the subject should provide a copy of the Senior Dean's decision under paragraph 5.12 above and any other documentary evidence which is relevant to their grounds for appeal.

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

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

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

5.20. The President will determine the appeal as soon as reasonably practicable and will normally inform the subject of their decision, and the reasons for it, in writing within 7 days of the determination. The reporter will be informed of the decision.

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

6. Formal Procedure for Major Breaches of Discipline

6.1. This section addresses the procedure which will be followed where the Senior

Dean refers a case to the President for the purposes of convening a Disciplinary Panel.

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

Notice of Referral

- 6.3. The Senior Dean may make a referral under this section where they consider that if the alleged breach of discipline is established, the penalties set out in paragraphs (1) to (8) of Appendix A, under the heading “Penalties for Minor Breaches of Discipline” may not be sufficient to address it.
- 6.4. A referral may be made at any stage after receipt of a report, including at any stage of an investigation under Part 5 above, prior to a determination being made.
- 6.5. On referring the report to the President, the Senior Dean will write to the subject informing them of the report, setting out the provision(s) of the College Code of Discipline alleged to have been breached, stating that the matter has been referred to the President under this part and that a Disciplinary Panel will be convened to consider the report.
- 6.6. In any case in which the Senior Dean has determined that there are exceptional circumstances which warrant referral under paragraph 4.4 above the Senior Dean shall provide reasons for that conclusion. The subject may appeal to the President against that determination by writing to the President within 3 working days, setting out the reasons for which they contend that the Senior Dean’s determination that there were exceptional circumstances was incorrect/disproportionate. The President will consider the appeal on the papers and will allow the appeal if they consider that the Senior Dean’s conclusion was one which no reasonable decision-maker could have reached.

Appointment of Investigator and Disciplinary Panel

- 6.7. The President will normally appoint an Investigator to investigate the report. The appointment will normally be made within three working days of the referral. The Investigator may be a senior member of the College or an external Investigator, at the President's discretion.⁴
- 6.8. The President will write to the subject and the reporter informing them of the identity of the Investigator and that if they have any objection to the appointment, they must set out the reasons for their objections in an email to the President within 2 working days. If the President considers that the grounds for objecting are reasonable, they will aim to appoint an alternative Investigator within 3 working days of the objection being made. The subject and the reporter

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

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 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:
- (a) There was bias, or a reasonable perception of bias, during the procedure;
 - (b) There was unfairness or a failure to follow this Procedure;
 - (c) The subject has new material that it was not reasonably practicable for them to provide to provide earlier in the process, that would have been likely to make a material difference to the outcome;
 - (d) There was an error of interpretation of any of the provisions referred to in Appendix A or of this Procedure;
 - (e) The decision that a breach of discipline was established was one which no reasonable decision-maker could have made; and/or
 - (f) The penalty imposed was disproportionate.
- 7.5. 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:
 - i. Fellows of the College who hold academic posts (but who need not be members of the Governing Body);
 - ii. Fellows of the College who are members of the Governing Body (but who need not hold academic posts);
 - iii. 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;
 - iv. 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
APPENDIX A

(I) THE CODE OF DISCIPLINE

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

(II) OUTCOMES

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

Penalties for Minor Breaches of Discipline

1. A requirement that the subject apologise, orally or in writing, to the College and/or to named individuals
2. A requirement that the subject undertake specified training
3. A requirement that the subject produce a written reflection
4. A warning, which will remain on the subject's disciplinary record for a specified period
5. 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.
6. 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.
7. A fine of up to £500, so calculated so as not to expose the subject to disproportionate hardship.
8. Denial of access to certain College benefits and grants for a specific period. This might include but is not restricted to access to Vacation Residence and

⁵ 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

Grant, Academic Grant and Special Grant.

Penalties for Major Breaches of Discipline

9. 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
10. 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
11. Suspension from the College⁶ for a period of up to one academic year, with or without conditions that need be satisfied before return to College; or

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

12. Expulsion from the College⁷ unless certain conditions are satisfied; or
13. 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:

- (a) 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;
- (b) 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;
- (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

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

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

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):

- The seriousness of the breach of discipline
- The degree of harm caused to any victim, including the College
- The subject's previous disciplinary record
- Whether the subject has co-operated with the investigation
- The degree of insight shown by the subject
- The existence of mitigating or aggravating factors
- In the case of a financial penalty, the subject's financial position
- 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)

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

Aggravating factors may include (without limitation):

- Any failure to co-operate with investigatory or risk assessment processes
- Where the conduct was motivated by protected characteristics or perceived protected characteristics
- Repeated breaches of the same or similar provisions of the Code of Discipline
- 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

- 1) 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.
- 2) 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:
 - a) it was committed on or near College premises; or
 - b) it was committed on or near the premises of another college or on or near University premises⁸ and a reasonable request is received from the Dean or other competent official of that other college, or from the University Proctors or the Head of a University Department or the Chair of a University Faculty Board as the case may be, to deal with the matter as an offence against College discipline; or
 - c) it was committed during College activities away from College premises; or
 - d) it was committed when studying at a partner organisation; or
 - e) it was committed on social media against any other member of the College; or
 - f) 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
 - g) it was committed by the use of College facilities (such as computer networks) or privileges (such as intercollegiate internal mail); or
 - h) it was committed by the use of University facilities (such as computer networks) or privileges (such as a University Card) and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or
 - 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:
 - a) Complaints about harassment including sexual misconduct may be

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

considered under the College's harassment and sexual misconduct procedure.

- b) 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.
- c) 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 OIAs 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**

- a) 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.
- b) 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.
- c) 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 behavior 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) A junior member who, whilst a member of College, brings the College into disrepute and/or indulges in conduct inimical to the orderly life of the College will be liable to disciplinary action by the College. Action may be brought against members in respect of such behaviour, *inter alia*, within other Colleges, within the precincts of the University, or elsewhere within the City. The University includes the student press, social networking sites⁹, weblogs and online sites associated with the University.

(b) 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.

(c) 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

2. Members of the College are required:

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

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

3. Charges

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

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

responsible cannot be identified. The Senior Dean consults with the Presidents of the JCR and MCR before imposing charges to general damages.

4. Domestic

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

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

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

5. 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.
- 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.

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

- 5.4 At no time are radios, etc., to be played in any of the quadrangles or gardens of the College, nor are they to be played from within any room so as to be clearly audible in the quadrangles or gardens.

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

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

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

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

or a lecture room should also be made to a Junior Dean. The person making the booking will be held responsible for the good behaviour of all present and will be expected to remain in the room throughout the period of its booked use.

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

7. Trashing

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

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

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

St John's College Values

Setting the PACE

Pursuing excellence

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

Acting with integrity

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

Caring for our community

- 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.

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
08/03/2023	Update of existing policy to reflect new Conference of Colleges template	Confirmed	05/05/2023
05/06/24	Reviewed by Decanal Committee; no changes proposed.		12/08/24