

**ST. JOHN'S COLLEGE  
OXFORD**

**UNDERGRADUATE HANDBOOK  
2016 - 17**

## TABLE OF CONTENTS

PRESIDENT'S PREFACE	1
<b>INFORMATION FOR JUNIOR MEMBERS:</b>	
INTRODUCTION	2
The Governing Body and College Officers	2
College Staff	3
The Academic Year	4
Residence Requirements	5
Council Tax	5
Being away from College	6
Contact	6
Communication during Term-time	7
Social Invitations	7
ACADEMIC WORK IN ST JOHN'S	8
College Teaching	8
Plagiarism	10
Academic Good Standing: what is expected of you?	11
Understanding your progress: Tutorials, OxCORT & Collections	12
Academic Discipline	13
Failure in the First Public Examination	14
YOUR ACADEMIC LIFE IN COLLEGE: FROM ADMISSION TO GRADUATION	15
The Junior Common Room	15
Oxford Student Gateway & Student Self Service	15
Matriculation	16
Academic Dress	16
Academic feedback	17
If things are not going so well, what can you do?	17
Examinations Entry	17
Alternative Examination arrangements	18
If your academic performance is affected by ill health	18
Academic Appeals	19
Office of the Independent Adjudicator (OIA)	19

University Examination Regulations	20
The University Proctors and the Assessor	20
Degree Ceremonies	20
The College Library	21
Computing Facilities	23
Scholarships and Book Prizes	23
EXCEPTIONAL CIRCUMSTANCES	25
Changes of Course	25
Suspension of Course	25
Fitness to Study	26
STUDENT HEALTH AND WELFARE PROVISION	26
The Welfare Team	26
Other people you can approach	27
The University Counselling Service	28
Oxford Nightline	28
Students with disabilities	28
Support for students with partners and/or children	29
OUSU	30
Healthcare	30
Medical services in the UK	30
Immigration Health Surcharge (IHS) for access to NHS treatment	30
Emergency medical care	31
Medical care	31
Sexual health	32
Harassment	32
Safety	33
Safety and Fire Precautions	33
Drugs	34
MONEY MATTERS	34
Battels	34
Financial Support for Academic Activities	34
Vacation Residence and Vacation Grant	35
Academic Grants	36
Language Courses offered by the University Language Centre	36
Employment during Term and Vacations	36

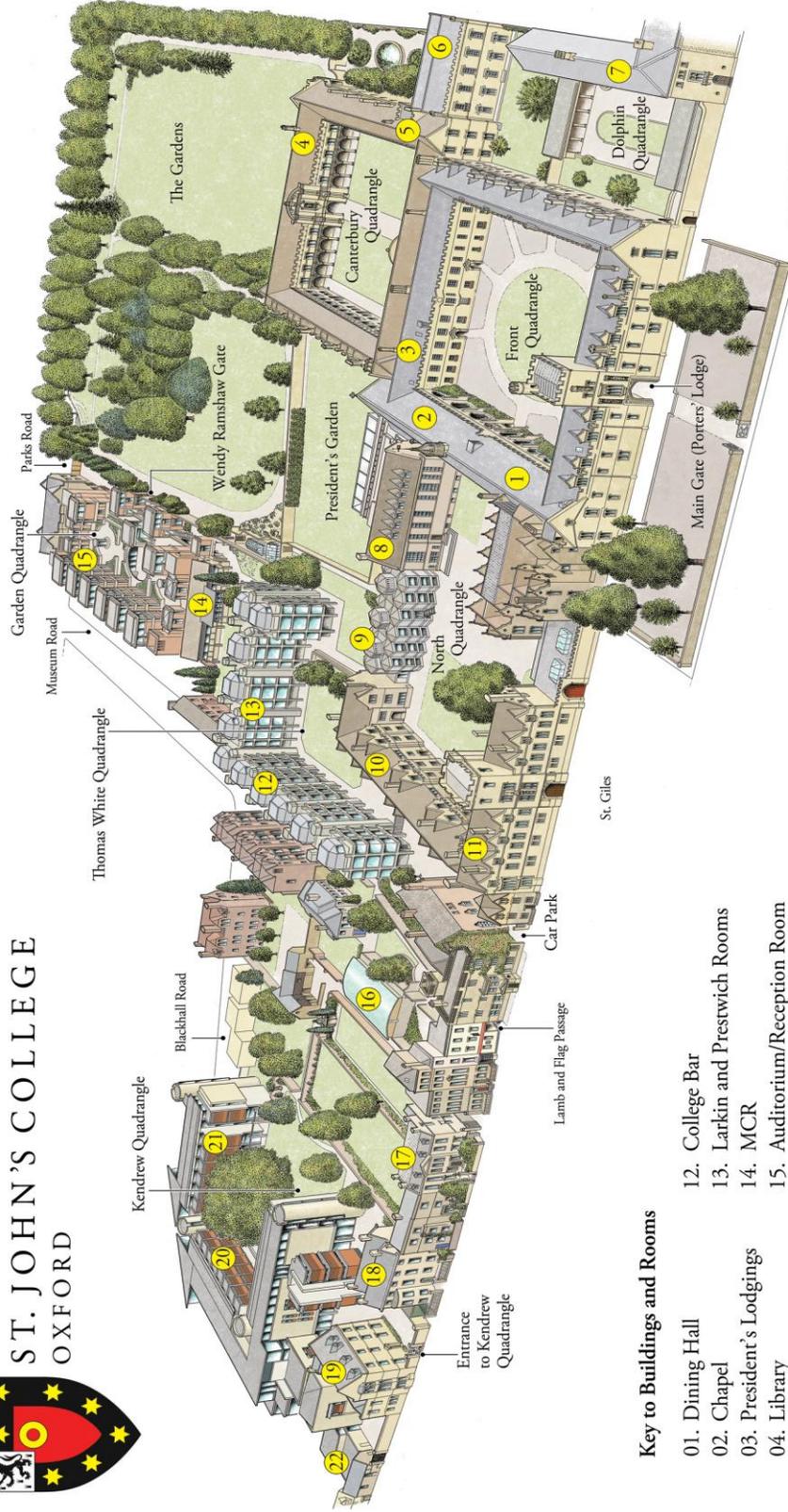
The Hardship Committee	37
COLLEGE POLICIES	37
List of College Policies	37
University Policies and Guidance	38
Academic Disciplinary Procedure for Undergraduate Students	39
College Regulations	45
College Disciplinary Code	51
Policy on Undergraduate Intermission	56
Undergraduate Fitness to Study Procedure	67
Appeals Procedure	77

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

Please contact the College Office if you would like a copy of this handbook in an alternative format.



# ST. JOHN'S COLLEGE OXFORD



## Key to Buildings and Rooms

- 01. Dining Hall
- 02. Chapel
- 03. President's Lodgings
- 04. Library
- 05. New Seminar Room
- 06. Holmes Building
- 07. Dolphin Lecture Room
- 08. SCR
- 09. Beehive
- 10. Bursary
- 11. North Lecture Room
- 12. College Bar
- 13. Larkin and Prestwich Rooms
- 14. MCR
- 15. Auditorium/Reception Room
- 16. Gym
- 17. St. Giles House
- 18. 20 St. Giles/Alumni Guest Rooms
- 19. 21 St. Giles/ACR
- 20. Kendrew Café/Gym/Events Room
- 21. Law Library
- 22. The Barn/Artist's Studio

## **PRESIDENT'S PREFACE**

Welcome to St. John's. The purpose of this Guide is to tell you about the College and how it works. For the next three or four years you will be part of an academic community, all of whose members - undergraduates, graduates, professors, research fellows, Lecturers and Tutors - are deeply committed to academic study and research.

We hope that you will also make use of the many opportunities provided in both the College and the University for music, sport, drama and other extra-curricular activities. The facilities provided in St. John's for such activities are particularly good, and I am sure that each of you will find many things which suit you.

You are now entering a time in your lives when fresh opportunities will open up for you, both in your chosen field of study and elsewhere. You will develop new interests. You will make new and lasting friendships. Studying for a degree at Oxford is demanding, but all of you have shown both the talent and the desire to meet this challenge. I hope that you will work hard and also enjoy yourselves while you are at St. John's.

Professor Maggie Snowling  
President

## INTRODUCTION

The College consists of its buildings and its present and past membership. There are currently about 750 people in the College. The President, who is the head of the College, and about fifty-five Fellows who are members of Governing Body, many of whom are Tutors who both study and teach their respective subjects. A number of the Fellows are also Professors in the University. There are also about thirty College Lecturers who engage in research, and give lectures, classes and tuition.

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

There are about 150 members of staff who are employed in the administration, maintenance and service of the College.

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

### **The Governing Body and College Officers**

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

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

The day-to-day affairs of the College are administered by College Officers, who are normally Fellows acting in a full-time or part-time capacity, supported by professional staff. The Tutors and the Senior Tutor, supported by the Academic Dean, have the task of organising and conducting the teaching and academic supervision of junior members. They have the task of

helping with any work problems which junior members encounter and of maintaining academic standards and expectations.

The Senior Dean and Junior Deans are concerned with non-academic discipline and, together with Tutors, with the welfare of members of the College. Several arrangements exist for offering support and advice for junior members about work-related, social and other aspects of College life. These are detailed in the section on Student Welfare Provision.

### **College Staff**

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

- i. The Academic Administrator and College Office staff are responsible for the administration of academic matters relating to junior members. The College Office is on the first floor of the Bursary, North Quad, Staircase 7.
- ii. The Finance Bursar and Finance Office staff are responsible for collection of fees, charges and other College bills. The Finance Office is on the second floor of the Bursary, North Quad, Staircase 7.
- iii. The Domestic and Conference Manager and Domestic Office staff are responsible for the administration of accommodation provided for junior members, and ancillary services, including furnishings, equipment and cleaning. Their offices are on the second floor of the Bursary, North Quad, Staircase 7. The Domestic Supervisor's office is on the first floor of the Bursary.
- iv. The Estates Manager and Estates Office staff are responsible for repairs and maintenance of property and buildings. The Estates Office is in North Quad.
- v. The Lodge Manager and Lodge Porters are responsible for security, issuing keys and administration of post. The main Lodge is at the entrance to the College in St Giles'. There is also a Lodge at the entrance to the Kendrew Quad.
- vi. The IT Officers are responsible for administration of the College data network and computer rooms. The IT Office is located on the ground floor of the Bursary, North Quad, Staircase 7.

## THE ACADEMIC YEAR

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

Certain subjects require undergraduates to be in residence for extended terms in some years of their degree.

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

Vacation periods between terms are referred to as the Christmas vacation, Easter vacation and Long vacation (summer).

The terms in the 2016-17 academic year are as follows:

<b>Michaelmas Term</b>		
Sunday 0th Week	Sunday 2 <sup>nd</sup> October 2016	Fresher undergraduates to arrive on this day
Thursday 0th Week	Thursday 6 <sup>th</sup> October 2016	All other undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 19 <sup>th</sup> October 2016	Start of Full term
Saturday 8th Week	Saturday 3 <sup>rd</sup> December 2016	End of Full Term. All undergraduates to leave College on this day
<b>Hilary Term</b>		
Thursday 0th Week	Thursday 12 <sup>th</sup> January 2017	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 15 <sup>th</sup>	Start of Full Term

Week	January 2017	
Saturday 8th Week	Saturday 11 <sup>th</sup> March 2017	End of Full Term. All Undergraduates to leave College on this day
<b>Trinity Term</b>		
Thursday 0th Week	Thursday 20 <sup>th</sup> April 2017	All undergraduates to arrive on or before this day
Sunday 1st Week	Sunday 23 <sup>rd</sup> April 2017	Start of Full Term
Saturday 8th Week	Saturday 17 <sup>th</sup> June 2017	End of Full Term. All Undergraduates to leave College on this day

Sometimes you may have to be in Oxford for periods longer than those stipulated above. For example, you may find yourself doing exams during the 9th or 10th weeks of term, or you may want to remain in College for other academic reasons. If you live in College you will need to apply for Vacation Residence for permission to stay in College accommodation during these periods. This is covered in the section on vacation residence on page 35.

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

### **Residence Requirements**

In addition to the College's requirements, the University also makes residence requirements of students, stating the number of terms and/or the period within each term you must be resident in or around Oxford in order to qualify for a particular degree. These requirements vary, depending on the qualification for which any particular student is working but it is worth noting that the general University requirement is for 42 nights "in residence" during each "Statutory" Term (a Statutory Term is a little longer than a Full Term); and that residence must normally be within six miles of Carfax (i.e., central Oxford).

### **Council Tax**

Full-time students living in rented property are exempt from paying council tax. Certificates confirming your student status (which can be used to prove your exemption from council tax) may be downloaded from the Student Gateway at

<http://www.ox.ac.uk/students/new/firstweeks>. You will need to visit the College Office to have your certificate stamped with the College stamp.

### **Being away from College**

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

### **Contact**

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

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

The College needs to maintain an up-to-date record of students' contact details, including mobile phone numbers. This is maintained by the College Office. You must advise the College Office of your address in or around Oxford (if you are living in non-College accommodation) and of any change to that address. You must also advise the College of any change of your permanent home address and provide the name and contact details (if not your home details) of a next of kin or other person who should be contacted in an emergency. You may notify the College Office of a change by email at [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk), or by calling in to the Office. In addition you are advised to leave at the Lodge a temporary forwarding address for vacations. This information is kept confidential: it is not disclosed to anyone other than authorized University personnel without your express permission.

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

The College Office will contact you during your final year to ask for a permanent home address where you may be contacted with regard to arrangements for you to take your degree.

### **Communication during Term-time**

There are three main ways by which information is passed to students:  
student pigeon holes,  
Lodge noticeboards,  
email.

Since communications from Tutors and administrative staff are usually sent to students by email, College Regulations require you to check your email regularly (ideally on a daily basis). College will use only one type of email address: `firstname.lastname@sjc.ox.ac.uk`. If you wish to use a different address you **MUST** arrange a divert from your college address. College Regulations also require you to check your pigeon hole regularly.

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

The College Office is open all year (except Christmas) for enquiries in person, by email or telephone from 9.00 am -5.00 pm Monday-Friday (closed for lunch 1.00 -2.00 pm). You may also contact the office via the College Office pigeon hole at the Lodge. Academic and administrative staff may be contacted via their pigeon holes at the Lodge, by telephone or by Email (see the College Web site - [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk) for addresses).

### **Social Invitations**

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

## **ACADEMIC WORK IN ST JOHN'S**

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

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

### **College Teaching**

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

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

College undergraduate teaching is provided in a number of ways: first, directly by the Tutors in your subject; second, by other senior members of the University, who are normally working within departments or other colleges within the University; third, sometimes by academics from outside Oxford or by graduate students within the University. Whoever teaches you on behalf of the College, the obligations and responsibilities are the same on both sides. From here on the word "Tutor" is used to refer to anyone who carries out teaching for the College.

You may expect that the form and amount of teaching suitable for a particular examination paper will be specified at the beginning of your work for that paper. It is usual for the Tutors in your subject to arrange a meeting in 0th Week (or in the 8th Week of the preceding term) to organise the teaching for the coming term. These meetings are essential. If you miss them, you may cause great inconvenience to your fellow-students as well as Tutors. If no meeting is held and a plan of work is not settled by some other means, you should attempt to contact one of the Tutors in your subject. If you are unable to succeed in this you should contact the Academic Dean. Except in subjects where the department or faculty sends timetables directly to the undergraduates, the Tutors in your subject will provide the University's lecture timetables as they become available and will identify relevant lectures, practical courses or other teaching for you to attend. Some subjects no longer publish paper copies of lecture timetables, in which case you will need to check timetables on-line via your Departmental/Faculty website.

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

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

At the beginning of each term, it is common practice for the College to set written tests, called "Collections". These will often relate to an imminent University examination, but may relate to work that you have carried out during preceding terms. You will normally be told the topics for these College tests at the end of the preceding term. Your performance in these internal tests is one of the ways in which the College assures itself, and you, of your academic progress.

At the end of term, meetings are held with the President or Vice-President to discuss your progress. These are called Presidential and Vice-Presidential Collections. Further information about Collections is provided on page 12.

All College teaching should be conducted in accordance with the College's Policy and Procedure on Harassment. If you feel that a teaching session is being conducted in a way that is not consistent with this procedure, you should raise the matter with the tutor in charge of the

teaching session. If you feel that you need advice on how to go about doing this, you should consult a member of the College's Harassment Panel (see the section on harassment and information on College Policies at the back of this handbook). If necessary, you should report the matter to one of the tutors in your subject or to the Academic Dean. If a complaint cannot be resolved informally, the College provides for a formal procedure for the hearing of complaints.

If you have any complaints or concerns about academic matters that you do not wish to discuss with a particular Tutor you should normally approach another Tutor in your subject or the Academic Dean. The Academic Dean, other College Officers (particularly the Senior Dean, and Tutor for Women) and members of the panel of Student Advisers are also available to help in such cases. If it is absolutely necessary you may apply to the Academic Dean to change your Tutor or your Tutorial partners without explaining your reasons to the Tutor or student concerned. You must be prepared to justify such a request, but you need not fear adverse consequences.

## **Plagiarism**

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the University's regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

Plagiarism is a serious offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university. These rules apply equally to any material obtained via the internet; although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions. Similarly, the College regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct which will be investigated under the College academic disciplinary procedures and may result in the imposition of severe penalties.

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

Further information about what constitutes plagiarism and advice on how to avoid it is available on the University website at <http://www.ox.ac.uk/students/academic/guidance/skills>

### **Academic Good Standing: what is expected of you?**

As you will no doubt remember from your own experience of the admissions process, students are admitted to the College by academic competition. While the College encourages you to take a full part in the College community and the wider University community, your continued membership of the College is conditional upon your maintaining a satisfactory record of academic work. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Second Class Honours degree (a 2.1), or even better. You are expected to produce work of a standard which fits your individual ability and circumstances, which should normally be of 2.1 standard, and never below that of a Third Class Honours degree. At St John's you are not permitted to read for a Pass School (i.e. for a degree without Honours), and, if your work falls below Third Class level and remains at that low level, you may not be permitted to continue your studies at St John's (see the section on Academic Discipline on page 13).

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

You must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which you are studying, e.g. for practical work or vacation courses. And you must produce assignments (essays, problem sheets etc) with the regularity required by your Tutor(s), unless you have obtained permission on adequate grounds, preferably in advance, from the Tutor(s) concerned. You must also fulfill the residence requirements of the University outlined for you on page 5.

## **Understanding your progress: Tutorials, OxCORT & Collections**

You will find that you will be constantly reviewing your progress in your subject with your Subject Tutors through the work which you do with them in Tutorials. In addition, in order to help both you and your Tutors chart your progress through your course more formally on a term by term basis, Tutors may submit reports on Tutorials via a system called OxCORT and the College arranges, as explained below, a system of 'Collections'.

### **Tutorials**

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

### **OxCORT**

OxCORT ("Oxford Colleges On-line Reports for Tutorials") is a web application used by all colleges. It allows Tutors to write Tutorial reports for undergraduate students on-line. These are submitted to the College at the end of each term and you will be able to use the OxCORT system to read your reports online. Further information, including how to access OxCORT, can be found at [www.OxCORT.ox.ac.uk/](http://www.OxCORT.ox.ac.uk/)

Please note that some undergraduate subjects do not use the OxCORT system. Your Tutor will advise you how you will receive written feedback on your work if this applies to your subject.

### **Collections**

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

1. Immediately before the beginning of each term you will be required to take internal College assessments (called 'Collections'), unless you have been specially dispensed by your Tutors or the Academic Dean. These formative assessments, usually set on the work covered during the previous term, and/or on work set for the Vacation, are designed to give undergraduates experience of writing under examination conditions and to help students assess their own progress. They are held on the Friday and Saturday of 0th week each term and take precedence over all other activities. You may also be set Collections at other times apart from the beginning of term: see the section on Academic Discipline below. It is not usual for Collections to be set at the beginning of a term following one in which you have taken major University Exams, for example, a First Public Examination.

2. On the last Thursday or Friday of each term (8th Week) you will usually be expected to attend an interview with the President or Vice-President and your subject Tutor(s). These interviews are also called 'Collections' (or 'President's and Vice-President's Collections'). They provide an opportunity to discuss Tutors' reports on your work and progress. If your work is going especially well, this is an opportunity for formal recognition of this success. If your work should not be going well, for whatever reason, this will be discussed at Collections and, in this case, the Tutors in your subject will usually wish to discuss the position with you in advance of the Collections.

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

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

### **ACADEMIC DISCIPLINE**

Attendance at Tutorials, Collections and classes required by Tutors is compulsory. This includes practical and other classes organised by the University as a required part of your course. By accepting your offer of a place at St John's College, you have agreed to comply with all its regulations, as well as those of the University, including the academic requirements outlined here. This means that you must not absent yourself from Tutorials without prior permission, except for sudden illness or other urgent cause, which you must explain to your Tutor preferably in advance, or as soon as possible afterwards.

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

You will find outlined on pages 39 - 44 a full version of the College's Academic Discipline Procedure. It explains stage by stage what will happen if you fail to maintain academic good standing in the eyes of the College by failing to comply with its academic requirements. The procedure is intended to be transparent and to give every opportunity for you to explain to Tutors, to the Academic Dean or to the President, any special circumstances which should be taken into account in reviewing your situation. As with all the College's policies, the Academic Discipline Procedure is governed by the College's commitment to the provision of equal treatment for all of its members. All Tutors wish to ensure that their students make the best use of their time at St John's, so as long as you do this and work to the best of your ability then you will not be affected by the terms of the Academic Disciplinary Procedure. There have been very few instances in recent years where Penal Collections have been set and it is expected that there will be very few occasions when the Academic Disciplinary Committee would need to meet. You should, however, take the time to read the Procedure so that you have as clear as possible an idea of the consequences of not maintaining a standard of work commensurate with your abilities.

Visiting Students are required to comply with the academic discipline procedure.

### **Failure in the First Public Examination (First-year exams)**

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

The Academic Dean will write to any undergraduate who fails the First Public Examination at the first attempt. The letter will clarify the academic support offered in preparing for the re-sit; make clear the possible consequence of termination of the course in the event of a second failure; and remind the recipient of the importance of disclosing any extenuating circumstances which may have affected performance in the First Public Examination.

The Academic Dean will write to any undergraduate who fails the First Public Examination at the second attempt to notify them that their course will be terminated. An undergraduate will have the right to appeal this decision to the Education Committee of the University on the grounds of exceptional circumstances.

## **YOUR ACADEMIC LIFE IN COLLEGE: FROM ADMISSION TO GRADUATION**

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

### **The Junior Common Room**

Many social aspects of life in College come through the Junior Common Room (the JCR), and you will be a member of the JCR and able to take part in JCR activities including, if you wish, to stand for election for various JCR posts. These JCR Officerships are important for the life of the College and very worthwhile activities but you should also keep in mind the balance between time devoted to academic studies and social activities and be prepared to discuss this balance with your Tutors, particularly before committing yourself to any particular course of action.

### **Oxford Student Gateway and Student Self Service**

The Oxford Student Gateway (<http://www.ox.ac.uk/students>) and Student Self Service (<http://www.ox.ac.uk/students/selfservice>) are University web pages providing access to information, services and resources for students. The University's IT Services will send your Oxford Single Sign-On IT credentials by email to you before you arrive in Oxford so that you may access Student Self Service.

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

You must register in order to

- Attend your course
- Release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)
- Enter for University examinations and assessments and gain access to your results
- Use your University email account

- Obtain your University card/keep your University card valid
- Print an enrolment certificate
- Book a degree ceremony.

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

### **Matriculation**

Matriculation is the ceremony that marks your formal admission to the University. It only occurs once, at the outset of your Oxford career, regardless of the number of courses you may eventually undertake.

In order to matriculate, you are required to attend a Matriculation Ceremony. Although there are exceptions, the majority of students attend the main ceremony which is held on the Saturday of week 1 in Michaelmas Term. The exceptions are purely for those who do not commence their courses at the start of the academic year.

### **Academic Dress**

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

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

### **An opportunity for you to provide feedback**

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

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

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

Obviously, students do sometimes go through some periods of difficulty with their work, and this will be viewed sympathetically by Tutors, provided that you do your best to keep up a satisfactory level of work at all times. The Tutorial system works best when there is a high level of trust between Tutor and student, so do keep closely in touch with your subject Tutors, particularly if you are experiencing some difficulties, academic, medical or personal, which may affect your ability to maintain the pressure or standard of work that your Tutor is requiring. It may well be that you prefer to speak to someone other than your Tutor about such matters, and if your academic performance is involved, you are strongly encouraged to speak to the Academic Dean, who will be able to advise you of the best course of action. For other points of contact in College for personal problems or difficulties, see the section on Student Health and Welfare provision on pages 26 - 34.

### **Examinations Entry**

Students are required to enter for examinations via an online process using Student Self Service. You will receive an email invitation from the University to login to Student Self Service to complete your optional examination entry assessment selections by a given date. Your selections will be validated and confirmed by a series of display screens within Student Self Service, and you will be able to log back in and change your choices within the examination entry window as many times as you wish.

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

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

Candidate numbers are sent to candidates directly from the Examination Schools. Therefore the College Office does not hold records of candidates' numbers. If you have mislaid your candidate number you will be able to find it via Student Self Service.

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

### **Alternative Examination arrangements**

If you believe that you will need alternative arrangements to be put in place for your examinations because you have a Specific Learning Difficulty (SpLD), disability or chronic medical condition please contact the Academic Administrator straight away. Those with a known medical condition who would find it difficult to sit exams in the Examination Schools may be granted permission by the University to take examinations in College. In all cases a medical certificate from the College Doctor is essential. If you are unsure whether your particular case warrants extra help or time, or if you have a particular query, please contact the Academic Administrator.

If your examination timetable includes clashes with religious observances which you wish to uphold, you can apply to the University for an adjustment to your timetable. Please speak to the Academic Administrator as soon as possible in the Michaelmas Term prior to your examinations to explore what adjustments might be possible and make an application.

### **If your academic performance is affected by ill health**

If you are unwell during term so that your studies are affected you should ensure your Tutor is kept informed. If you are aware that your work in preparation for, or during, a University Examination is affected by illness, then you must make sure that your Tutor and the Academic Dean are told immediately of the circumstances.

If you would like University examiners to be aware of any factors that may have affected your performance before or during an examination, you are advised to discuss your circumstances with your Tutor and the Academic Administrator. You should complete a form "Factors affecting performance in examinations" (available from the College Office) and email this to the Academic Administrator with appropriate supporting material. The College will submit the application to the University for forwarding to the relevant chair of examiners.

Factors including acute illness, unforeseen circumstances (for example a traffic accident, bereavement), a disability or long-term health condition may be considered. You should submit the form as soon as possible after sitting the affected papers, and before your examination is marked. Applications received after results are known will not usually be forwarded to examiners. However, in exceptional circumstances, the Proctors may agree to forward such applications to the board of examiners.

### **Academic appeals**

Students may appeal against exam results to the Proctors if they have a concern about procedures not being correctly followed during an examination or if they have reason to believe that their examination was not conducted fairly, or that the examiners did not take account of previously notified factors affecting performance. However, it should be noted that the Proctors will only authorise the re-checking of marks if at first sight there is evidence of an irregularity having occurred or if some other sufficiently serious justification is in play. Marks will not be checked merely because a candidate is disappointed with them or is puzzled by the distribution, or because they fall below marks predicted by their college tutors etc. You should consult the Academic Administrator in the first instance if you wish to appeal against your exam results.

Further information is available in the University's Student Handbook (also called the "Proctors' and Assessor's Memorandum of Guidance") which is available at <http://www.admin.ox.ac.uk/proctors/info/>.

Here as elsewhere you may choose to make a subject access request to the University under the terms of the Data Protection Act 1998 in which case you would receive a transcript of any comments written on your exam papers, including any marks noted, plus any comments made by second markers, but not copies of your actual exam scripts.

### **Office of the Independent Adjudicator**

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

The Independent Adjudicator can deal with complaints about:

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

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

### **University Examination Regulations**

The University Examination Regulations governing all undergraduate examinations are available online at <http://www.admin.ox.ac.uk/examregs/>. It is your responsibility to be aware of the regulations governing your course. Most Departments and Faculties will produce a course handbook covering each undergraduate course but the Examination Regulations remain the authoritative version and take precedence over regulations published elsewhere.

### **The University Proctors and the Assessor**

The Senior and Junior Proctors are senior officers of the University elected annually by colleges. They are responsible for ensuring that the University operates according to its statutes. Amongst other things they deal with University (as distinct from college) student discipline, complaints about University matters, and the running of University examinations. They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance.

The "Student Handbook", explains the role of the Proctors and Assessor and provides much useful information about welfare, support, recreation, examinations and University regulations. The booklet is available on line at <http://www.admin.ox.ac.uk/proctors/info/pam/> and issued to new students in hard copy at the beginning of their first year.

### **Degree Ceremonies**

Once you have passed your Final Honours School you will want formally to collect your degree. Degree days are administered by the University and are scheduled for various days throughout the year.

You will receive an email from the University's Degree Conferrals Team at the start of your final year with information about how to book a place at a degree ceremony. Further details are available at <http://www.ox.ac.uk/students/graduation/ceremonies/>.

The College reserves the right to refuse to enter the name of any junior member for conferment of a degree until debts or dues outstanding to the College are cleared and all library items and any other College property have been returned. Please note also that the University may choose not permit a junior member to graduate if they have any outstanding debts to the University, or have items which have not been returned to University libraries.

If you are unable to attend a ceremony in person, there is the option to have your degree conferred in absentia. If you have any queries, please email the College Office.

### **The College Library**

The College Library aims to provide a comfortable, efficient and friendly study support service to all members of College, as well as participating in the broader cultural enrichment of College life. Its extensive teaching collections provide support for most undergraduate studies and some postgraduate studies, whilst its rich historic collections draw researchers from around the world and are often displayed for members.

#### *Buildings & Facilities*

The main College Library is located in Canterbury Quad, its two main study rooms comprising the 17<sup>th</sup> century Laudian Library (mainly arts & humanities books) and the Paddy Room (mainly science & social science). In term time it is open from 9am to midnight (or 2am in Trinity Term) 7 days a week, with reduced opening hours in vacations. There is wireless connectivity throughout. The 16<sup>th</sup> century Old Library is also located here but is only accessible by appointment. In addition to these spaces the Library administers a 24 hour study space (also in Canterbury Quad) and the Law Library in Kendrew Quad (also with 24 hour access, although only accessible for those studying law), and is also about to be augmented by an extension providing enhanced study facilities and storage, to be constructed over the next three years.

#### *Books & Things*

The Library maintains teaching collections across the full range of subjects offered by the College and amongst the main means for keeping these current are those recommendations provided by Junior Members and Fellows. Suggestions for new books or other resources are happily considered and can be submitted on-line, via email or in person. Besides textbooks the Library also houses general fiction, DVDs, a small range clinical medical equipment, book-rests

and the JCR's games collection, all for loan. Details of all of its teaching collections can be found on the SOLO website (<http://www.bodleian.ox.ac.uk/solo>), along with access to all of the electronic journals, databases and books provided by the University.

### *Borrowing stuff*

To borrow anything from the College Library simply bring your Bodleian Card and the items you wish to borrow to the Library Issue Desk. This is staffed throughout opening hours.

Undergraduates can borrow up to 10 books (this is extra to any borrowing from the Bodleian or Faculty libraries), for up to 2 weeks each during term time, with extended loans over the vacation period. The Graduate loan period is a whole term and Fellows have extended borrowing rights. Law Library books are for reference only and cannot be borrowed.

### *Historic Books*

The College Library is also a repository for rich historic collections, and cares for around 400 manuscripts (200 of which are medieval, the oldest being 9<sup>th</sup> century), 20,000 historic printed books (dating back to 1465), various artefacts, and collections of letters and papers belonging to alumni such as Robert Graves, A.E. Housman, and Philip Larkin, as well as the Spike Milligan collection of typescripts and original illustrations. Highlights are numerous and cover most subject areas, but include several books printed by William Caxton (including a hand-coloured copy of the Canterbury Tales), two highly illustrated 14<sup>th</sup> century bestiaries, 5 letters from Jane Austen, and early editions of key works by figures such as Shakespeare, Milton, Copernicus, Kepler, Vesalius, Ortelius and Mercator. These items are regularly studied by researchers from across the world, but members of College are also welcome to view them for study by appointment with the College Librarian, and various exhibitions and displays are mounted throughout the year.

### *Staff*

The Library staff are here to help and provide a welcoming environment. If members have any queries about the Library collections or need support with finding or accessing resources then please do get in talk to us. We are happy to provide one-to-one instruction or may be able to arrange sessions for groups.

Contact & Enquiries: [library@sjc.ox.ac.uk](mailto:library@sjc.ox.ac.uk) or (01865 2)77330

For more details: <https://www.sjc.ox.ac.uk/385/Library-and-Archives.html> or

<http://www.facebook.com/StJohnsCollegeLibraryOxford>

## **Computing Facilities**

Junior members must observe both College and University regulations governing the use of Information Technology facilities. University regulations can be obtained from Oxford University IT Services and are posted at <http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>. Students are reminded that they are not permitted to connect their own network routers (wired or wireless) to the College network.

Further information on College IT, including rules for network access at the College, is available at <http://www.sjc.ox.ac.uk/it>

## **Rewards for good progress and outstanding performance: Scholarships and Book Prizes.**

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

Scholarships and Book Prizes are awarded as followed:

### **1. First year examinations:**

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

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

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

An undergraduate who does not get a Distinction or First in the First Public Examination in a subject which does not have second-year examinations may be awarded a Scholarship if the

proportion of Distinctions or Firsts in that subject in a typical year is particularly low and if the undergraduate's marks were very close to the borderline.

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

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

## **2. Second-year examinations and third-year examinations in four-year degrees:**

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

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

## **3. Final Honour Schools**

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

## **4. Others**

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

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

## EXCEPTIONAL CIRCUMSTANCES

### Changes of Course

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

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

### Suspension of course

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

Although the College itself does not have any rules covering the length of time a student may take to complete their course, the University's regulations state that a student on a three-year course must take their final examination within four years of their matriculation, and a student on a four-year course must complete within five years of their matriculation. These regulations are outlined in the University's Examination Regulations. For further information please refer to the College's Policy on Undergraduate Intermission on pages 56 - 66.

## **Fitness to Study**

Fitness to study refers to two situations; one where a student is not well enough to continue their course of study, the other where a student, whilst physically well, is nevertheless not academically fit to study. The College's Fitness to Study policy is on pages 60 - 68.

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

## **STUDENT HEALTH & WELFARE PROVISION**

Just occasionally things can go wrong for any student, to the extent that some advice and possibly serious help is needed to sort the problem out. Accordingly, the College has tried to make sure that this is easily available to you, on several fronts and at several levels. In the first place, as you will know by now, your own JCR Committees include Welfare and Women's Officers, among others prepared to help.

Where more detailed, technical, or serious help and advice are needed, members of the College Welfare team and other members of staff may be able to help; their photographs are displayed in the Porters Lodge to help you recognize them in person and find out how to contact them. All may be approached either directly or by making an appointment by telephone, e-mail, or note to the relevant pigeon hole.

### **The Welfare Team**

If you do have a problem and would like to seek help, please make yourself known to a member of the welfare team:

1. **Senior Dean:** Professor Jason Schnell is responsible for welfare provision, including liaison with the medical and counselling services; for discipline; for forwarding applications for financial assistance; for liaison with JCR and MCR committees; for the operation of the Porters' Lodge.
2. **Chaplain:** Revd. Dr Elizabeth Macfarlane is someone you can talk to about any kind of topic or problem. Welcomes people of all faiths and none to talk about any matter of concern, in confidence.

3. **Junior Deans:** Aravind Ganesh, Giustina Monti, Nina Schneider and Jacob Taylor are responsible for giving permissions and imposing conditions for parties and room-bookings; for discipline. Their office hours are advertised in the Lodge. They are also happy to listen if you want to talk about problems or anxieties.
4. **College Counsellor:** Dr Denise Barulis is available to see people in College on Thursdays. She can be contacted by email: [denise.barulis@sjc.ox.ac.uk](mailto:denise.barulis@sjc.ox.ac.uk)
5. **Tutor for Women:** Professor Theresa Burt de Perera is concerned with specifically women's matters, though she is equally prepared to talk to men as well as women.
6. **Fellow for Equality:** Dr Kate Doornik is responsible for ensuring that the College policy on equality of opportunity without regard for gender, ethnic background, sexual orientation, disability, age, etc., is followed.

### **Other people you can approach**

1. **Your Subject Tutors**

Your Tutors will soon get to know you well as individuals, and will naturally be the people to approach initially in the case of any problems or worries. If they cannot solve it themselves, they will know in which direction to send you for expert advice on most fronts. However, we do appreciate that there may be occasions when, for whatever reason, your Tutor is not the person you would prefer to talk to about some particular difficulty. It may be to do with health, stress, financial difficulties, personal relationships or whatever. In such a case, you might prefer to approach someone else.

2. **Senior Tutor:** Professor Alan Grafen is responsible for the oversight of all general academic provision, maintenance of standards, and academic policy development.
3. **Academic Dean:** Dr Ellie Clewlow is responsible for overseeing a range of academic activities within the College, including those relating to students and their academic progress.
4. **Academic Administrator:** Mrs Eileen Marston heads the College Office Staff and is responsible for the day-to-day academic administration of the College. She is also the College's Disability Co-ordinator, a post that will be filled by another member of the College Office staff during Michaelmas Term 2016.

5. **Finance Bursar:** Ms Sally Layburn is responsible for administering grants and collecting battels.

### **The University Counselling Services**

All students are eligible to use the University Counselling Service at 3 Worcester Street (see <https://www.ox.ac.uk/students/welfare/counselling> for details of the service offered by the University and how to book a Counselling Service appointment).

### **Oxford Nightline**

Nightline is a completely independent listening, support and information service run for and by students. It aims to provide every student in Oxford with the opportunity to talk to someone in confidence. No contact is made with any outside agency, academic department or anyone else; you don't even have to give your name.

You can phone Nightline on (2)70270 any time from 8 pm to 8 am. It is open from Sunday of 0<sup>th</sup> Week until Saturday of 10<sup>th</sup> Week, and a week on either side. If you are calling from an Oxford (01865) number or from a mobile it is possible for Nightline to call you back if you wish.

Alternatively, you can call in to the office at 16 Wellington Square, or contact the service via skype. Further information is available at <http://www.ox.ac.uk/students/help>

### **Students with disabilities**

Responsibility for meeting the needs of disabled students is shared across the Collegiate University. The Common Framework for supporting disabled students (available via <http://www.admin.ox.ac.uk/aad/swss/disability/commonframework/>) sets out the principles that underpin the procedures.

The College is committed to helping put in place recommended support for students with disabilities, including appropriate accommodation and/or access needs in College. Please contact the Academic Administrator in the first instance. The Academic Administrator can also liaise on your behalf with your Faculty or Department, the Examination Schools and the University's Disability Advisory Service.

The University's Disability Advisory Service (DAS) provides information and advice on disability issues and facilitates support for those with, for example, sensory or mobility impairments,

long-term health conditions, specific learning disabilities, autistic spectrum conditions or mental health difficulties. The DAS plays a central role in assessing student need and making recommendations for reasonable adjustments to remove disability-related barriers including working in collaboration with, and providing advice and guidance for, students, colleges, departments and other relevant sections of the collegiate University.

We strongly encourage you to let the Disability Advisory Service (DAS) know if you have (or think you might have) a disability as early as possible so that they can advise on the range of study support that is available and can make any support arrangements that may be required. You can download a guide to accessing disability support from the DAS website:

[www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability). Alternatively, please contact the team to speak to a Disability Advisor who will be happy to answer any questions you might have via:

- Email: [disability@admin.ox.ac.uk](mailto:disability@admin.ox.ac.uk)
- Phone +44 (0)1865 280459
- In person at 3 Worcester Street, Oxford, OX1 2BX

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

### **Support for students with partners and/or children**

The College has a limited amount of accommodation suitable for students who will be in Oxford with their partner and/or children. The Domestic Office can provide details on request.

The University of Oxford Newcomers' Club is an organization, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic members of the University to settle in and to give them the opportunity to meet people in Oxford. Membership is free (see [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk)).

The College expects to complete the building of a new, purpose-built college nursery in time to welcome the first children at the beginning of the 2016/17 academic year. The nursery, which is adjacent to the College's Sports Ground on Bainton Road, will cater for children from 6 months to pre-school age. The aim is to provide high quality childcare in a small and caring setting for the children of students, academic and non-academic staff of the College. Weekly

fees for College members are expected to be comparable to other University or college nurseries. Further information is available from the Bursary Manager.

More information about support for student parents is available at <https://www.ox.ac.uk/students/welfare/childcare>.

## **OUSU**

Oxford University Student Union (OUSU) is the official students' union, representing all matriculated students of the University. Further information is available at <http://ousu.org/>.

## **HEALTHCARE**

### **Medical services in the UK**

The National Health Service (NHS) is the UK's state health service, and provides a full range of medical treatment. The UK Council for International Student Affairs gives a good summary of the services provided by the NHS and which service should be used for which type of illness: [www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/NHS-Services](http://www.ukcisa.org.uk/International-Students/Study-work--more/Health-and-healthcare/NHS-Services).

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

### **Immigration Health Surcharge (IHS) for access to NHS treatment**

For anyone coming to the UK for more than 6 months an IHS is paid as part of a Tier 4 and other visa applications, including student dependents. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS. Students who already have a visa will be covered as normal for NHS treatment unless and until they need to make a further visa application.

Further information is available at <https://www.gov.uk/healthcare-immigration-application>

## Emergency medical care

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

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

If you are in College, please let the Lodge know about any emergency situation. Call 77300 from an internal phone or +44 (0)1865 277300.

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

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

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

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

## Medical care

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

**The College Doctor:** Dr. Debbie Waller and her colleagues in the 19 Beaumont Street practice (<http://www.19beaumontstreet.com/>) are the doctors that most St John's students register

with. Dr Waller has a particular, specialist interest in student health. Appointments should be made by telephone directly to the surgery (240501). Graduate students who are NOT registered with the College Medical Officer must inform the Lodge Manager of the name, address and telephone number of their doctor.

**The College Nurse:** Mrs Vivienne Davis is available 8.30 am -10.30 am each weekday morning in the College Dispensary to treat minor ailments and offer advice on any medical (or social) problems. Staircase 5, North Quad.

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

## **Sexual Health**

The College Doctors and College Nurse are available to offer support and advice on matters of sexual health. The nearest Sexual Health Clinic is at the Churchill Hospital, Headington. Details of how to find the clinic and the services it provides can be found here:

[www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/](http://www.sexualhealthoxfordshire.nhs.uk/visiting/opening-times-and-how-to-find-us/oxford/)

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

## **Harassment**

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

The Colleges Harassment Policy and Procedure should be read in conjunction with the College's Equality Policy. Both are available at <http://www.sjc.ox.ac.uk/391/College-Policies.html>

St John's College Harassment Advisers for 2016-2017 are:  
Kate Doornik (kate.doornik@sjc.ox.ac.uk) - Fellow for Equality  
William Whyte (william.whyte@sjc.ox.ac.uk) – Vice President  
Theresa Burt de Perera (theresa.burt@sjc.ox.ac.uk) - Tutor for Women  
Nikolaj Lübecker (nikolaj.lübecker@sjc.ox.ac.uk)

And see <http://www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork/>

The University Policy and Procedure on Harassment can be found at:  
<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

## **Safety**

Like any other large city, Oxford has suffered its share of problems. Please use common sense when out after dark and keep to well-lit and well-populated areas. Most College Rooms have door chains, but if your room does not and you would like one, please ask at the Domestic Administrator's office or the Estates Office. Incidents of theft and intrusion do occur in College and you should lock your door when leaving your room even for a short period.

## **Safety and Fire Precautions**

The Safety Officer (College), Professor Angela Russell, has general responsibility for implementing safety policy but every member of the College has, by law, a personal responsibility for communal safety.

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

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

The College's Statement on Health and Safety Policy is available on the website at <https://www.sjc.ox.ac.uk/391/College-Policies.html>

## **Drugs**

It is a criminal offence for the College to permit the use of illegal drugs on any of its premises. Therefore such behaviour cannot be tolerated, and any instance will be treated severely. Any individual involved with dealing in such substances, on however small a scale, and whether on College premises or elsewhere, can expect to be treated with the utmost severity.

## **MONEY MATTERS**

If you experience financial or other problems that might affect your ability to pursue your studies, you are urged to discuss these problems at the earliest possible stage with your Tutors, or with the Bursar, the Academic Dean, the Senior Dean, or the President.

## **Battels**

Accounts (battels) for each term will be ready for collection from the Porter's Lodge at the beginning of each term, except that final battels for students leaving residence will be sent by post about the end of August. Battels should be paid within one week of their receipt. The Bursar is authorised to charge interest on money owed. Anyone who has concerns about paying battels on time should contact the Finance Bursar, room 26 in the Bursary.

## **Financial Support for Academic Activities**

Special Grants are available to undergraduate students of St. John's for special academic purposes, for example to cover travel or accommodation outside Oxford. The purpose need not be directly related to your course - for instance, a student could apply to visit sites or museums, to attend a course of study or a conference, to undertake research outside Oxford, etc. Applicants are expected to give their Tutors a detailed schedule of what they wish to do, and Tutors are required to write in recommendation. Further information, together with the application form, is available on the College website. Applications are due in by 12 noon on Friday of Week 5 in Michaelmas Term and Fridays of Weeks 0 and 5 in Hilary and Trinity Terms. Retrospective applications are not accepted.

## **Vacation Residence and Vacation Grant**

If you have a valid reason you may seek permission to remain in College at the end of a term (i.e. after Saturday of 8th Week), or return before Thursday of 0th Week of the following term, or to stay in College during some part of a vacation. Permission is sought by applying for vacation residence and provided space is available, requests for residence will not normally be refused although you may not be able to remain in the room you have occupied during term.

You will need to apply for Vacation Residence if you need to stay in College beyond the end of term in order to take University exams; this is not arranged automatically by the College.

You will be charged for the period of residence for which you apply unless you apply for vacation grant to offset the cost of remaining in residence outside of term time. You may apply for up to 21 days vacation grant for approved study purposes during each year of your course.

Vacation grant is awarded for residence for academic purposes only. It is not available for non-academic events or to support overseas students who do not return home during the vacations. It is not necessary for students to use grant days if they are remaining in College to take a University Exam or if they are helping with College events such as open days. In these circumstances, students will not be charged for accommodation but they must still apply for residence.

The annual allowance is calculated starting from the Thursday of 0<sup>th</sup> Week of Michaelmas Term of each year. Unused days from previous years may be carried forward until the day after the last examination in Trinity full term of a student's final year. Vacation grant days may only be used if Vacation residence is also approved.

You must return your room key to the Main Lodge and ensure that your key is signed in by a Porter when you vacate your room at the end of each term. If you fail to return your key you may continue to be charged for your room.

Applications for vacation grants are made at the same time as those for vacation residence. In order to claim for each day of vacation grant a student must sign at the Lodge by 11pm on each day of residence in order to register their presence in Oxford.

You will be contacted by the College Office via email during the course of each term with information about how to apply for vacation residence and grant.

## **Academic Grants**

Undergraduate students are entitled to apply for help towards the purchase of approved books, materials, and other items which directly support academic study. The grant may be used towards the purchase of portable or hand-held computing devices, monitors, desktop computers, computer software or memory/hard-disk up-grades, and peripherals. Other items are considered on a case-by-case basis. The College will not reimburse the costs of phone or data services, maintenance contracts for items purchased, or for items of academic dress such as gowns. You should if necessary consult your tutor in advance to determine whether a projected purchase is relevant to your academic work.

Completed applications must be received in Room 23 of the Bursary during 8<sup>th</sup> Week of each term, except that applicants in their final year may only submit claims in the Michaelmas and Hilary Terms. Grants are credited on the subsequent term's battels. The total claimed over the academic year must not exceed the maximum grant for that year. A note of previous claims should be made on subsequent claim forms to enable this to be verified. The Academic Grant application form is available on the College website.

## **Language Courses offered by the University Language Centre**

The College will reimburse the fee for students taking courses organized by the University Language Centre (the LASR and OPAL programmes), payable in the case of OPAL on completion of the course. You are advised to check with your Tutor before paying the fee that they are happy for you to enrol on a course, given the additional work involved.

## **Employment during Term and Vacations**

Vacations:

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

Full Term:

You will find that the heavy academic work load during Term leaves little time for other forms of work. If you want or need to carry out a limited amount of paid employment or voluntary work during the Term, you must get permission in advance from your subject Tutor(s), and also from the Academic Dean.

### **The Hardship Committee**

The College has a fund for the relief of exceptional and unforeseeable financial hardship on the part of both undergraduates and graduates. Application to the Committee is made by completing a confidential form available from the Senior Dean or his secretary, who is based in the College Office, or on-line. Normally the application will be forwarded to the members of the Committee after a short discussion with the applicant, and a decision can usually be reached within a week; the whole process is treated in strict confidence. The Committee can offer grants, loans, deferment of payment of battels, or any appropriate combination of these.

## **COLLEGE POLICIES**

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

The policies listed below can be found at [www.sjc.ox.ac.uk](http://www.sjc.ox.ac.uk):

Booking of conference and external events

Bribery and fraud policy

College regulations relating to the use of Information Technology facilities

Data protection and Cookies Policy

Data sharing policy

Equality policy

Fire Safety

Freedom of speech policy

Harassment policy and procedure

Harassment flowchart

Health and safety policy

Identification and reporting college members and staff at risk of radicalization procedure

Identifying at risk students policy

Information security policy

IT policy

Management of faith facilities policy

Physical security policy  
Prevent duty policy  
Prevent duty training procedure  
Prevent team reporting procedure  
Public sector equality duty policy  
Room booking by students policy  
Room booking by students procedure  
Safeguarding policy  
Smoking  
Social media guidelines  
Social media policy  
Statement of purpose

### **UNIVERSITY POLICIES AND GUIDANCE**

An A-Z of University policies and guidance is available at <http://www.admin.ox.ac.uk/aad/a-zofpolicies/>

## ST JOHN'S COLLEGE

### ACADEMIC DISCIPLINARY PROCEDURE FOR UNDERGRADUATE STUDENTS

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

- (i) For the purposes of these procedures, 'undergraduates' includes graduates reading for a Final Honour School. It also includes Visiting Students following an undergraduate course of study at St John's but not reading for a Final Honour School, except that 1(iii) shall not apply to such students.
- (ii) Undergraduates are required to produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage which they have reached in their course. This will normally be of 2.1 standard, but in no case of below Third Class standard. Undergraduates are not permitted to read for a Pass School.
- (iii) Undergraduates must keep the residence requirements laid down by the University. An undergraduate who fails to do so will be sent down, unless they have been granted dispensation by the University.
- (iv) Attendance at Tutorials, Collections, Tutor meetings and at classes required by Tutors is compulsory. Undergraduates must not absent themselves without prior permission except for illness or other urgent cause, which must be explained to the Tutor as soon as possible afterwards. Undergraduates must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which they are studying, e.g. for practical work or vacation courses.
- (v) Every undergraduate is required to produce assignments (essays, problem sheets etc) with the regularity required by their Tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the Tutor(s) concerned.
- (vi) Every undergraduate is required either to sit a written invigilated Collection at the beginning of term when required to do so, or to submit by the end of 0th Week written work specified by a Tutor and produced during the vacation, unless dispensed by their Tutor. Collections take precedence over all other engagements.

- (vii) Marks awarded for Collections or other academic work set during the vacation, shall be submitted to the Academic Dean by Tutors where possible by the end of 3<sup>rd</sup> Week of each term.
- (viii) Undergraduates shall be summoned at the end of 8th Week before the President and Vice-President and their own subject Tutor(s) to hear reports on their work and progress.

## **2. Academic deficiency**

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

### **Stage I: First Formal Warning**

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

## **Stage 2: Second Formal Warning**

If the undergraduate fails to produce the improvements required in Stage I during the specified timescale, or fails to sustain them during the specified probation period, they shall be given a second formal warning by the Academic Dean at a special interview. During this interview there will first be a full discussion during which the student will be invited to put their case and make the college aware of any mitigating or complicating circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Subject Tutor's satisfaction (normally within 1-4 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcome of the interview will be confirmed in writing to the undergraduate concerned within one week, and will be copied to the relevant Subject Tutor.

## **Stage 3: Final Formal Warning**

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

#### **Stage 4: Penal Collections**

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

- (a) If the academic deficiency consists of substandard work, the undergraduate shall be set Penal Collections. The form of, date (which shall be as early as practicable) for, and standard to be attained in these Collections shall be approved by the Academic Disciplinary Committee on the advice of the Subject Tutor(s) and Academic Dean, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the undergraduate in the formal warnings previously given. After the Academic Disciplinary Committee has approved these details, they shall be communicated by the Academic Dean in writing to the undergraduate. Penal Collection papers shall be set externally and blind marked by two external assessors who shall not previously have taught the undergraduate in question. If the assessors' marks differ, it shall be decided whether the required standard has been attained by taking their average. The outcome will be communicated to the undergraduate as soon as possible, and normally within two weeks. Failure to attain the required standard shall be referred to the Academic Disciplinary Committee. Attainment of the required standard shall be followed by probation against failure to sustain it for the remainder of the undergraduate's time at the College, breach of which shall entail recommencement of the procedure at Stage 3.
- (b) If the academic deficiency is of any other kind, it shall be referred directly to the Academic Disciplinary Committee.

#### **Stage 5: Academic Disciplinary Committee**

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

- (a) The Committee's hearing shall take place as soon as practicable; normally within one week of the Academic Dean's informing the President and Vice-President. The undergraduate shall in advance of the hearing be given a clear statement of the grounds for their being referred to the Committee, and a copy of all documentation with which the Committee is provided. They should be given the opportunity to bring forward

material considerations and mitigating circumstances which may include, but need not be confined to, medical evidence. The undergraduate should be allowed to take advice in advance of the hearing and should be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear in person before the Committee. The undergraduate should in the latter case be offered the possibility of being accompanied by the person of their choice.

- (b) It shall be the duty of the Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be sent down; or should be suspended, to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee should decide. The undergraduate, their representative or companion, and their Subject Tutor(s) should withdraw before a decision is made. The Committee's decision, including a statement of all the relevant facts, shall be put in writing and conveyed to the undergraduate by the Vice-President.
- (c) An undergraduate who, after any stage of the above procedure, attains what is required of them and meets the terms of any specified probation period, but who in the view of their Tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the Tutor to the Academic Dean. The Academic Dean shall then recommence the above procedure at Stage 2.
- (d) If at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing the standard of work of which they are in principle capable, a strategy will be agreed between the undergraduate, the subject Tutor(s) and the Academic Dean whereby the undergraduate will have access to appropriate additional tuition/support. A note of the strategy will be sent to the undergraduate within a week of the agreement. The undergraduate's progress under the strategy will be monitored on a weekly basis for a period to be decided by the Academic Dean in consultation with the subject Tutor(s).

### **Stage 6: Appeal**

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

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

### **First Public Examination**

- (a) An undergraduate may not continue to study at the college unless they have passed the First Public Examination before the beginning of their second year of study (or the fifth term in the case of Honour Moderations in Greek and Roman Language or Literature).
- (b) An undergraduate who fails to pass a First Public Examination at their first attempt shall be required to retake the Examination at the next possible occasion.
- (c) If the examination is failed at the second attempt, then unless there are clear mitigating circumstances, a student will be required to leave the University.

## **ST JOHN'S COLLEGE**

### **COLLEGE REGULATIONS**

The Deans, 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 Deans maintain written regulations governing the behaviour of members. The regulations which follow are needed so that the College can function successfully and harmoniously as a large and complex community of junior members, senior members, administrative and domestic staff of many descriptions. The written regulations have evolved as the result of joint work by senior and junior members to help create conditions favourable to study for all members of College. All persons becoming members of the College do so on the understanding that they will abide by the written regulations.

The Deans are empowered at their discretion to impose a wide range of penalties on any junior member who commits a breach of the regulations. Where appropriate, the Deans 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 Deans in the exercise of their discretion can be made to the President.

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.

#### **General**

Members of the College are required:

1. To respect each others' 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. 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 their 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.

3. To observe the statutes, rules and regulations of the University.
4. 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.
5. Serious breaches of the rules and regulations of either College or University may entail suspension (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 Deans, but with an appeal to the President. There is 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 for the Independent Adjudicator for Higher Education.

### **Charges**

6. All members shall pay their termly College bills (battels) at the time notified by the Bursar, unless the Bursar has given written permission to the contrary. Junior members are encouraged to discuss with their Tutor, the Bursar, the Senior Dean or the President any difficulties they may have in meeting their College bills; but unless they have obtained written permission for the delay of payment, junior members may not come into residence for the new term until any College bill which has been outstanding in whole or in part for a complete term has been paid. Late payment of College bills will be liable to be treated as a disciplinary offence. Junior members are not normally presented to the University for degrees whilst any College bill is outstanding.
7. Damage to College property or to that of its members shall be charged to the member responsible. Residents in College (including College annexes) are responsible for any damage done in their rooms. General damages may be charged to all junior members resident in College if the person responsible cannot be identified. The Senior Dean consults with the Presidents of the JCR and MCR before imposing charges to general damages.

## **Domestic**

8. Undergraduates who wish to be absent for the night during the week in full term should sign out at the Porter's Lodge. 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.
9. Equally, undergraduates wishing to be absent for one or two nights on Friday, Saturday or Sunday nights during Term should, before they leave, sign the signing-out book in the Lodge for that purpose and should sign again in the same book when they return.
10. 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: Tutor, Head Porter, Academic Administrator, College Nurse, Deans. This does not dispense junior members from using the signing-out book 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. Junior members living in Middleton Hall, Museum Road, Blackhall Road, St John's Street or in other premises designated by the Deans and Bursar as extensions of the College for the purpose of the Regulations are subject to the same rules and discipline as those living in College.

## **Regulation of noise**

12. 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.
13. There are certain hours during which 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. Throughout the year, these hours are:  
11.30 pm - 8.00 am and 9.00 am - 1.00 pm every day,  
5.00 pm to 7.00 pm on weekdays.

14. 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.
15. 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.
16. Various other rules attach to the use of the College premises, particularly to rooms in which members of the College reside:
  - i) No explosives, including fireworks, are allowed in College
  - ii) Aerials may not be placed on nor attached to College buildings
  - iii) Posters other than election posters for national, local, European Parliamentary or Oxford Union or OUSU 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.
  - iv) Wet washing should not be hung in rooms or outside windows to dry.
  - v) 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.
  - vi) Cooking equipment may not be kept or used in rooms.
  - vii) In accordance with Government Legislation, all buildings and enclosed spaces in St John's College are non-smoking. Some designated smoking areas are provided in the College grounds.
17. Certain parts of the College, 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.

18. 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.
19. Use of College rooms for public events:
  - i) Use of the College Hall requires the prior permission of the President on the advice of one of the Junior Deans, to whom applications for such permission should be made. Applications to use the JCR Functions Rooms, New Seminar Room or a lecture room should also be made to a Junior Dean. The person making the booking will be held responsible for the good behaviour of all present and will be expected to remain in the room throughout the period of its booked use.
  - ii) Any College (or University) group or society wishing to book a College room for a meeting which will involve an outside speaker must give notice to a Junior Dean using the appropriate form available at the Lodge. Such notification must be given at least one week before the date of the meeting. It is the responsibility of the organiser of the meeting to provide a Junior Dean with full details of the purpose of the meeting, the name of the group or society, and the names of all outside speakers invited to the meeting. If a Junior Dean is not notified, the meeting will not be allowed.
20. Residents may arrange for guests to spend a limited number of nights in College; details about such arrangements are circulated separately. 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.
21. Except as provided in Rule 20, guests may not without the permission of a 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.

22. 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.
  
23. The College Bar will normally 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 Deans. 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 strictly adhered to. Contraventions of these restrictions will therefore be liable to be treated as serious offences.

## ST JOHN'S COLLEGE

### DISCIPLINARY CODE

#### 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 sites, weblogs and online sites associated with the University.
- (b) Any junior member who has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) is required to inform the Senior Dean, who will instigate disciplinary procedures as set out in section 5 below.
- (c) 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.

#### 2. Disciplinary offences

A disciplinary offence is

- (a) a contravention of any regulation within the College Regulations; or
- (b) a contravention of any University regulation or code as found by the appropriate University authority; or
- (c) Any other conduct which disrupts or attempts to disrupt the lawful activities of members of the college or its staff, constitutes dishonest dealings with another member of the college or its staff or is otherwise seriously detrimental to the interests of the college.

### **3. General principles in imposing penalties**

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

### **4. Penalties and charges which may be imposed by the Senior Dean**

- (a) Disciplinary powers exercised by the Senior Dean normally include fines up to £250, exclusion from parts of the College for short periods (no more than one term), disconnection from the IT network, confiscation, and community service (no more than 10 days). The Senior Dean may also impose charges for damage to property, sufficient to cover the costs of repair and/or replacement up to £1000.
- (b) In the case of minor offences (such as might be covered by the penalties outlined in section 4(a), above), the junior member will be informed in writing of the penalty and the reasons for its imposition. They should be given the opportunity to attend a meeting with the Deans before the penalty comes into force, if they wish. In circumstances where there is doubt as to fact, responsibility or identity, the junior member shall normally be summoned to appear before the Deans. A summons will also normally be held in cases of repeated offence or where the seriousness of the offence makes it appropriate. The Dean will keep a brief confidential record of the offence and penalty.
- (c) Appeals by junior members against penalties arising from minor offences should be received in writing by the President no later than 5 days following the receipt of the letter communicating the penalty. The President will convene a Disciplinary Committee (as outlined in 5b below) which will meet to consider the penalty within two weeks. The penalty will normally be suspended pending appeal.

### **5. Formal Disciplinary Procedure**

- (a) Serious offences (such as might not be covered by the penalties outlined in (4.a) must be referred by the Senior Dean to a Disciplinary Committee. Penalties available to the Committee include: fines in excess of £250 and charges above £1000; community service of greater than 10 days; denial of access to College facilities (including bar,

Library, Computer Room, IT facilities; Hall; accommodation), rustication (i.e. denial of access to College premises for a specified period, possibly requiring the fulfilment of specified conditions for return); sending down (i.e. termination of rights of access to the College's premises, facilities and services); expulsion (i.e. permanent loss of membership of the College); combinations thereof.

- (b) The Disciplinary Committee shall consist of three members, drawn from a pool of ten members of the Governing Body, excluding the Senior Dean; none of the members selected for the Committee shall have been a tutor or supervisor of the junior member. The pool shall be appointed by the President at the start of the academic year; the membership of each Committee will exclude those who have previously served on a Committee or an Appeals Committee that year, and thereafter be determined by lot. When all members have served on one Committee during the course of an academic year, they will be asked to serve a second time, as determined by the principles outlined above. The President will appoint one member as Chair.
- (c) The Committee's hearing shall take place as soon as practicable; normally within one week of the Senior Dean's informing the President. The junior member shall be notified of the composition of the Committee, any penalty which will be proposed to the Committee by the Senior Dean and the proposed time and place of the Committee's hearing (which will allow reasonable time for the junior member to prepare for it). In advance of the hearing the junior member should be given a clear statement of the grounds for his or her being referred to the Committee, and a copy of all documentation with which the Committee is provided. This will include a list of any witnesses. The junior member should be allowed to take advice in advance of the hearing and is entitled to be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear in person or with a representative before the Committee. The junior member should normally in the latter case be offered the possibility of being accompanied by an officer or other member of their Common Room. They may also ask for witnesses to attend.
- (d) The duty of the Committee is to establish all relevant facts, based upon the evidence submitted and statements made by the Senior Dean, Junior Deans, the junior member, witnesses and the junior member's representatives and then decide whether the case is proven. If it is so decided, the Committee will then determine, bearing in mind the interests of the College and the junior member, the proportionate, appropriate and practical penalty. The evidence may be written, but is not confined to this form. The Committee may ask the Senior Dean to propose a penalty.

- (e) The hearing will begin with the Chair reading the statement of the grounds for the junior member being referred to the Committee. The Senior Dean, Junior Deans, junior member and witnesses may be asked to speak in an order and format to be determined by the Chair of the Committee. The junior member or their representative will be given an opportunity to: make an opening statement; cross-examine any witnesses; submit evidence (written or otherwise) and/or argument; make a closing statement after any closing statement by the Senior Dean. The Chair of the Committee will be responsible for making a written record of the hearing.
- (f) The Committee will ask the junior member, the Senior Dean and any witnesses to withdraw before deliberation. They may re-summon any of the above: the junior member will be given the opportunity to be present for any further summons. Having considered the matter, the Committee will agree its decision by vote: the Chair's vote will be the casting vote in the event of a tied vote. The Committee may confirm, increase, decrease or set aside any penalty proposed by the Senior Dean. The decision will be promptly communicated in writing to the junior member and to the President.
- (g) For offences involving more than one junior member, the Committee may choose to hear each case separately or to hear all offenders' cases together before the Committee. All offences will be decided on their individual facts.
- (h) When considering appeals against minor offences the Committee may choose to allow written evidence and written submissions only. Decisions will be communicated by the Chair in writing to the junior member(s) and copied to the Senior Dean.

## **6. Serious Cases: Appeals**

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

- (a) In a case involving a serious offence (which is not covered by 4a), a junior member may appeal to the Conference of Colleges Appeal Tribunal, of which the College is a member. The Junior member may appeal to the Tribunal not more than five days after the Disciplinary Committee's decision. The Conference of Colleges may be contacted via its Secretariat in the University Offices, or at <https://weblearn.ox.ac.uk/portal/hierarchy/colleges/confcoll>
- (b) Under the Higher Education Act 2004, certain complaints which the junior

member considers not to have been properly dealt with by either the College and/or the Appeal Tribunal of the Conference of Colleges can be pursued with the Office of the Independent Adjudicator for Higher Education; information on the Adjudicator may be found at OIA, Second Floor, Abbey Gate, 57 – 75 Kings Road, READING, RG1 3AB. Tel. 0118 959 9813. Web <http://www.oiahe.org.uk/>

- (c) In cases where the junior member is subject to proceedings under both disciplinary and academic grounds, the President may convene a joint Disciplinary Committee and if required, a joint Appeal Panel. In such cases, the President shall determine which procedure should take precedence.
- (d) Very serious offences that may involve criminal proceedings will be reported to the police.
- (e) The President may suspend a junior member, pending the hearing of an appeal where it is judged on reasonable grounds that the continuing presence of that junior member would be disruptive to the College community. Such a suspension would be precautionary rather than punitive.
- (f) Where a decision is made against a student under the regulations referred to in sections 5 above, the student shall immediately be informed of the right to appeal, and provided with a statement of the nature of the appeal process and the steps necessary to make the appeal.

## ST JOHN'S COLLEGE

### POLICY ON UNDERGRADUATE INTERMISSION

#### 1. Introduction

##### 1.1 Purpose

This document sets out the general principles and process the College uses to make suitable provision for those cases in which an undergraduate or other student reading for a degree is in medical or other difficulties which require them to take a temporary break from their studies, such that they will not be able to complete those studies according to the originally anticipated schedule, or where a student is required to interrupt their studies under the action of the Fitness to Study Policy, the Academic Disciplinary Procedure for Undergraduate Students, or the College's Disciplinary Code.

Students are admitted for a course of study of fixed or limited duration and are expected to complete the course of study within that duration, without interruption, unless a situation arises that makes that impossible. However, the College recognizes that situations do arise where some form of intermission will be necessary or required in the interests of the student's welfare. The College will do everything it can to ensure that the student understands the process of applying for, being required to take, and returning from, intermission and that the student receives support throughout this process. Sometimes the nature of a situation may be such that, regrettably, the course of study cannot be completed at all. The interruption may be too prolonged or too repeated to allow for the measure of continuity that is necessary successfully to participate in the relevant course. The College will seek to be as supportive as possible throughout such a process.

The College itself does not set out specific rules covering the length of time a student may take to complete their course but rather follows those set out by the University. The University's regulations state that an undergraduate student on a three-year course must normally take their final examination within four years of their matriculation, and a student on a four-year course should complete within five years of their matriculation. These regulations are outlined in the University's Examination Regulations and are available on-line at:

<http://www.admin.ox.ac.uk/examregs/information/contents/>

Depending on the reason for intermission, this Policy on Intermission should be read together with the College's other Policy documents, particularly Fitness to Study, Academic Discipline and College Disciplinary Code.

### **1.2 Support for Students**

A student whose situation is or may be covered by this Policy on Intermission is encouraged in the first instance to consult the relevant sources of support available to them in College. These include their Subject Tutor, the Senior Tutor, the Academic Dean, the Senior and Junior Deans, the Tutor for Women, the College Medical Practice, the College Nurse, the College Counsellor, the Chaplain, and JCR Welfare Officers. Further information is available in the College's Undergraduate Student Handbook and on the University's website at <http://www.ox.ac.uk/students/welfare>

### **1.3 Deadlines**

The College aims to deal with cases covered by this Policy on Intermission as quickly as possible so that the delay does not aggravate any difficulties with academic progress. Accordingly, this policy includes various deadlines with which the College and the Student must make every reasonable effort to comply. In a case where delay is unavoidable, the delaying party must explain the situation giving rise to the delay before the deadline expires, or failing that at the earliest possible opportunity afterwards, and must also keep the other party informed of progress in making up for lost time. All time periods mentioned (whether expressed in hours, days, or weeks) are to be read inclusively.

### **1.4 Form of Communication**

Where this Policy on Intermission requires communication to a student in writing, the normal method is by email to the recipient's personal ox.ac.uk email address (or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes) as well as via the pigeonhole of the student. An email will be regarded as having been delivered to the recipient at the time of sending.

## **2. General Principles**

### **2.1 Definition of Intermission**

Subject to 2.2 below, any interruption of full-time studies, including when imposed by the College under disciplinary procedures, is an intermission for the purposes of this policy. This includes any case in which a student withdraws from a University examination during or immediately before that examination with a view to re-entering for that examination at a later date.

## **2.2 Grounds for Intermission**

The College will permit a student's intermission for the following reasons:

(i) Where the Responsible College Officer (who will normally be the Academic Dean) is satisfied that:

- a. an intermission is necessary on medical, personal or compassionate grounds;  
*and*
- b. the circumstances are such that the Student can reasonably be expected to be able to resume his or her studies at the end of the period of intermission.

(ii) Where a student is required to intermit their studies as a result of action of the Fitness to Study Policy,

(iii) Where a student is required to intermit their studies as a result of action under the Academic Disciplinary Procedure for Undergraduate Students or the College Disciplinary Code.

For the avoidance of doubt, students are not able to intermit their studies without the Responsible College Officer being satisfied that the intermission is necessary and supported by appropriate cause.

## **2.3 Period of Intermission**

An intermission is normally for three academic terms so that the student returns to their study at the same point as when they intermit. The following are the only exceptions:

- a. if the Academic Dean, having taken into account the views of the Student's Subject Tutor and the College Doctor or other circumstances, judges that the circumstances warrant it, a student who applies for intermission before the start of Hilary full term of their first year on any course of study may be permitted to restart the same course of study with effect from the start of Michaelmas term of the following academic year;
- b. if the Academic Dean, having taken into account the views of the Student's Subject Tutor and the College Doctor or other circumstances, judges that the circumstances warrant it, a student who has already missed a substantial amount of work during a period in which they were not intermitted may be granted an intermission of less than one year so as to allow resumption of work at the point at which, effectively, it was abandoned;

Subject to the permission of the Academic Dean and if necessary, agreement of the Senior Dean, a Student may ask to return during the vacation preceding the term in which they recommence their studies.

### **3. Initiating Intermission**

It is expected that intermission will usually be requested by a student on medical or compassionate grounds. It may also be imposed upon a student by the action of the College Fitness to Study Policy, Academic Disciplinary Policy for Undergraduate Students or College Disciplinary Code.

#### **3.1 Intermission Initiated by a Student**

Under certain circumstances College may be willing to consider a request for permission to go out of residence for up to one year. Intermission is usually permitted on the basis of medical reports concerning a serious and long-term condition. Requests to go out of residence on non-medical but compassionate grounds will be considered on a case-by-case basis.

##### **3.1(i) Application process**

- a. A student contemplating intermission should normally request an informal meeting with the Academic Dean to discuss their particular situation. Following informal discussion, a formal application for intermission of studies should be made to the Academic Dean in writing by the student, or (in cases where the student is unable) by someone acting on their behalf.
- b. Except where the opinion of the College Doctors has been (or will shortly be) sought by the student or by the person applying on behalf of the student and has been (or will shortly be) communicated direct by the College Doctors to the Academic Dean, evidence supporting the proposed intermission should be included with an application.
- c. In the event that the Academic Dean doubts the adequacy of the evidence supplied, they may require additional evidence to be supplied and/or require the student to obtain the opinion of the College Doctors. This evidence is to be communicated directly to the Academic Dean.

- d. A student applying for intermission should consult the College Doctors, but may wish to discuss with the College Doctors whether they might take into account an assessment from another doctor of the student's choosing.
- e. This Policy is intended not to affect the normal interactions of students with the College Doctors or their own Doctors acting as their general medical practitioners. It still allows for students to consult the College Doctors confidentially for the normal range of advice and support.

### **3.1(ii) Consideration of application**

An application for intermission of studies under 3.1(i) is considered by the Academic Dean who will arrive at a recommendation after consulting with the student's Subject Tutor and, if appropriate, with the College Medical Practice.

In the event that the intermission is allowed by the Academic Dean, timely arrangements will be made for the intermission to take effect.

### **3.2 Intermission Imposed Upon a Student**

Intermission may be imposed upon a student as a result of action under the Fitness to Study Policy, the Academic Discipline Policy or the College Decanal Code. The process leading to imposition of intermission for each case is set out in the respective Policy documents.

## **4. Conditions for Return into Residence After a Period of Intermission**

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

### **4.1 Medical Conditions as to Return**

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

Where certification of fitness to study is required as a condition of an intermitted student's return into residence it shall be the responsibility of the student to consult the College Doctors for the purpose of certification. That consultation normally occurs three months before returning to College but should in any case take place no earlier than 14 weeks and no later than 4 weeks before the first day of the full term in which the student's return is anticipated.

An intermitted student who believes that they cannot reasonably be expected to consult the College Doctors in accordance with the timetable above, or who wishes to have a second attempt following a failed attempt to obtain certification of fitness to study, may apply to the Academic Dean in writing, no later than 3 weeks before the first day of the full term in which the student's return is anticipated. Any such application shall include a reasoned explanation for the request, and shall be allowed only at the discretion of the Academic Dean, to be exercised on reasonable grounds. Both the decision of the Academic Dean and the grounds for a decision are to be communicated to the Student in writing within 7 days of any such request. In the case of any dispute as to whether the Academic Dean's grounds for refusing the request are reasonable, the appeal procedure under 5.3 below applies.

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

#### **4.2 Academic Conditions as to Return**

The College may set academic conditions to be achieved in order for a student who is intermitting to return to College. It is not normal to set academic conditions for students who intermit on medical grounds. Academic conditions may be set for students who intermit on other grounds in accordance with the appropriate Policy statement.

#### **4.3 Failure to Meet Conditions as to Return**

If the student fails to meet any conditions as to return, then (subject to the outcome of any appeal they may launch under 5 below), the student ceases forthwith to be a member of

the College, and this is an automatic consequence of the failure rather than a new determination by the College.

Pending any appeal the student remains a member of the College but is to be allowed back into residence only at the discretion of the Governing Body.

In the event of a failed appeal, the student's membership is regarded as having ceased at the time at which they failed to meet the condition as to return, not at the time of determination of the appeal. Subject to the exception in 4.1 above, the College does not allow for repeated attempts at meeting any conditions as to return.

Where the Academic Dean, after consulting with the student's Subject Tutor, judges that the student fails to meet any condition as to their return set under an appropriate Policy, or the student fails to meet any condition to be satisfied after return, notice of that failure, and of the consequence, will be given in writing to the student by the Academic Dean acting on behalf of College, within 7 days of the failure having come to the attention of the Academic Dean.

In case of dispute about whether any condition as to return has been met by the Student, the appeal procedure under 5 below applies.

#### **4.4 Further Conditions to be Met after Return**

In cases where the College Doctors have certified a student fit to study after a period of intermission, but have indicated that the student's fitness to study should be kept under review, the Academic Dean shall ensure that such review take place at regular intervals.

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

In the event that the College doctors certify that a student should only be allowed to return into residence following a period of intermission if they satisfy certain conditions relating to medical supervision or treatment, and the student then fails to meet those conditions, the Fitness to Study Panel may, if it deems it appropriate, terminate the student's membership of the college. Pending any appeal under 5.0 below the Student remains a member of the College.

#### **4.5 Content of Communication from the College Doctor**

Where the College Doctors provide the Academic Dean with an opinion for the purposes of this Policy, that opinion will include such detail of the student's medical or medically related conditions as are necessary, in the opinion of the College Doctors, for their opinion to count as helpful evidence for the College in determining the success of an application of intermission.

Where the College Doctors provide the Academic Dean with a certificate of fitness to study for the purpose of this Policy, the certificate shall state

- a. whether, in the view of the College Doctors, the student is or is not fit to continue with or (as the case may be) resume their studies at the date of certification;
- b. whether that view is informed by the direct observations of the College Doctors, or by material assembled from other sources, or by both methods together;
- c. where the student is not certified fit to study, the main medical explanation or explanations for that being the case;
- d. where the student is certified fit to study, any proviso to the effect that in the opinion of the College Doctors continuing review of the situation is required, or continuing treatment or medication is required, or any similar proviso that will enable the College to set suitable conditions for the Student to meet, under 4.3 above, after their return to College.

#### **4.6 Doctor-Patient Confidentiality**

In cases in which the College Doctors are to communicate any matter (whether an opinion or a certification) directly to the Academic Dean, the student may be required to grant to the College Doctors a limited waiver of doctor-patient confidentiality for that sole purpose. The Academic Dean undertakes to preserve the confidentiality of any matter communicated by the College Doctors under such a waiver except to the extent that further communication is required under 3.1(i) above or for the purpose of 5.2 below, and when such further communication is required a similar obligation to preserve confidentiality will be attached to the communication.

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

## **5. Appeals**

### **5.1 Appeals Against Refusal of Intermission**

Intermission instigated by the student is a special concession granted out of compassion or for medical reasons and is not a right of a student. There is no obstacle to the making of a fresh application supported by new evidence or on the basis of a change in situation or on any other basis such that the College might reasonably be expected to reach a different determination. The College may, however, decline to accept, and hence consider, a re-application which the Academic Dean judges to be in substance a mere repetition of a recently refused application. If a student is unhappy with the decision of the Academic Dean in relation to a request for intermission the student may appeal in accordance with the College Appeals Procedure.

### **5.2 Appeals Against the Imposition of Intermission**

If a student is unhappy with a decision to impose a period of intermission under the Fitness to Study Policy, Academic Discipline Policy or College Decanal Code the student may appeal the decision in accordance with the College Appeals Procedure.

### **5.3 Appeals Against Conditions as to Return**

Any student granted an intermission, or who has an intermission imposed upon them, may appeal against the imposition of any condition as to return on the ground that the condition is not appropriate to their case.

The student exercises the right of appeal under this provision by giving notice of appeal in writing, and giving reasons for an appeal, to the Senior Tutor within 7 days of the student's being informed under 3.1(ii) above of the decision to allow their request for intermission,

or under 3.2(i) above of the decision to impose an intermission upon them. The Academic Dean has the discretion to extend the 7 day time limit in this provision by any number of days in cases in which, in the opinion of the Academic Dean, the health of the student was such at the time of intermission that they could not reasonably have been expected to exercise their right of appeal within 7 days.

The Academic Dean can decide to a) dismiss the appeal against the imposition of condition(s) as being without basis or vexatious, b) request the President to convene an Appeal Panel in accordance with the College Appeals Procedure, or c) refer the College decision to the University Fitness to Study Panel, as described in 5.2 above.

#### **5.4 Appeals Upon Failure to Satisfy Conditions for Return**

Any student granted an intermission, or who has an intermission imposed upon them, may appeal against the coming into effect of the consequence of their failure to meet any condition as to their return, or any condition to be met after return, but only on one or more than one of the following grounds:

- a. that the Academic Dean unreasonably refused to allow the student a second or belated attempt, under 4.1 above, to satisfy a fitness to study condition; or
- b. that the Academic Dean was mistaken in their judgment under 4.2 above that the student failed to meet one or more of the academic conditions; or
- c. that any medical evidence that the College based their decision on is disputed.

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

The student exercises the right of appeal under this provision by giving notice of appeal in writing to the Academic Dean within 7 days of the student's being informed under 4.3 above that they have failed to reach the conditions required for their return to College.

#### **6. Use of College Facilities During Intermission**

Junior members who have intermitted their studies are expected not to visit College often or to use the College's facilities, other than email or online resources, but may be given permission to

visit College occasionally, to consult with Tutors or other College Officers, or to attend social events, with the written prior permission of either the Senior Dean or the Academic Dean. Students who suspend status retain their University card and their Single Sign-On (SSO) access during periods of suspension and therefore continue to have access to central online resources (including email) and to University libraries.

## ST JOHN'S COLLEGE

### UNDERGRADUATE FITNESS TO STUDY PROCEDURE

#### 1. Introduction

This document sets out the procedure that the College follows when there are concerns about the fitness to study of an undergraduate student on account of medical, psychological or emotional problems.

The intention in specifying this procedure is to provide students with a document they can refer to that sets out clearly their full responsibilities and the expectations related to their commitment to study and live within the College community. Whilst the focus of this procedure is on the fitness of the student to study, its ambit is of necessity wider than this as a student's lack of fitness to study may have a serious impact upon the welfare or ability to study of other members of the College community. If and when a problem arises, the steps taken will be limited to those necessary for protecting the best interests of the student and other members of the College community, and for ensuring a consistent and sensitive approach to difficult situations. Decisions made by the College will combine a proper regard for the welfare of an individual student with recognition of the demanding academic requirements of Oxford degree courses.

While this document is intended to cover both undergraduate and graduate members of College, in the case of graduate students, fitness to study has aspects which may require both College and Departmental involvement, depending on the precise situation.

This Fitness to Study Policy should be read together with the College's other Policy documents, particularly those regarding Academic Discipline, Intermission and the College's Disciplinary Code.

#### 1.1 Use of the Fitness to Study Procedure

As a general rule this procedure is intended for use only in cases in which the physical or mental health of a student, their behaviour, disruption caused by them, or risk presented by them is perceived by the College to be of a serious or potentially serious nature. Where possible the support services available to students should be used as the first port of call prior to taking any formal action.

## 1.2 Form of Communication

Where this Fitness to Study Policy requires communication to a student in writing, the normal method is by email to the recipient's personal ox.ac.uk email address (or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes) as well as via the pigeonhole of the student. An email will be regarded as having been delivered to the recipient at the time of sending.

## 2. Definition of Fitness to Study

For the purpose of this procedure, "fitness to study" is as defined in the University's Statute XIII, Part B (<http://www.admin.ox.ac.uk/statutes/787-121.shtml>). It means an undergraduate or graduate student's fitness;

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

and their ability to meet;

- (iv) the reasonable academic requirements of the course or programme; *and*
- (v) the reasonable social and behavioural requirements of a student member (whether resident in college or not) without their physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or University or college staff (notwithstanding adjustments required by law).

## 3. Circumstances Under Which a Student's Fitness to Study may be Brought into Question

A student's fitness to study may be brought into question as a result of a wide range of circumstances. These include (but are not restricted to) the following:

- (i) The student informs the College of their own concerns.
- (ii) Serious concerns about the student emerge from a third party (for example, a Medical Professional, a Tutor, a member of the College staff, a member of a University Department, friend, etc.) which indicate that there is a need to address their fitness to study.

- (iii) The student has told a member of the College that they have a problem and/or provided information which indicates that there is a need to address their fitness to study.
- (iv) The student's disposition is such that it indicates that there may be a need to address an underlying mental health problem, for example if they have demonstrated mood swings; shown signs of depression; or become withdrawn.
- (v) Behaviour, which would otherwise be dealt with as a disciplinary matter, which it is considered may be the result of an underlying physical or mental health problem.
- (vi) The student's academic performance or behaviour is not acceptable and this is thought to be the result of an underlying physical or mental health problem.

All students should be aware that there are separate Academic Discipline regulations which relate to situation (vi) when there are no underlying physical or mental health problems.

#### **4. Action to be Taken If Concerns are Raised Regarding a Student's Fitness to Study**

##### **4.1 Support for Students**

- (i) Early intervention in student health/behaviour and recommendations for support can prevent a crisis situation. Before the College's Fitness to Study Procedure is initiated, students will usually be directed by Subject Tutors or other staff to any support services in the College and the University that may be able to help.
- (ii) Students whose situations are or may be covered by this Fitness to Study Policy are encouraged in the first instance to consult the relevant sources of support available to them in College. These include their Subject Tutor, the Academic Dean, the Senior and Junior Deans, the Tutor for Women, the College Medical Practice, the College Nurse, the College Counsellor, the Chaplain, and MCR/JCR Welfare Officers. Further information is available in the College's Student Handbook and on the University's website at <http://www.ox.ac.uk/students/shw/>
- (iii) The Fitness to Study procedure detailed below has three stages:
  - Stage 1: emerging or initial concerns are identified
  - Stage 2: continuing or initial serious concerns about an individual student's health, safety or mental wellbeing are raised

- Stage 3: persistent or significant concerns are raised about a student's health, safety or mental wellbeing that pose a risk:
  - (i) to the student's academic progress, *and/or*
  - (ii) of disruption to College life, *and/or*
  - (iii) of an unacceptable adverse effect upon other student(s).

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

#### **4.2 Informal Action by the College: Stage 1**

- (i) If early intervention in terms of support and guidance as outlined above is unsuccessful, then normally the Subject Tutor, or the Academic Dean will attempt to resolve the matter by informal discussions with the student. If the fitness to study issue is related to academic or behavioural deficiency as in 2(iv), 2(v), the student should be made aware of the precise nature of the deficiency and/or circumstances that has caused concerns to be raised.
- (ii) Students in this situation should be given the opportunity to explain their own views on the matter, and be encouraged to think about using one or more of the support services offered by the University.
- (iii) It is hoped that in most cases issues can be resolved at this stage. It may be necessary to obtain independent corroboration as to whether support offered is being taken up. The responsibility for providing this will lie with the student.
- (iv) A review period may be determined by agreement between the Subject Tutor or Academic Dean. At the end of this period a meeting should be held to discuss any steps taken by the student to address the concerns. If the concerns have been addressed satisfactorily, this will be noted and no further action will be taken. If, however, the concerns have not been addressed satisfactorily, either a further review period will be agreed, or the case will move to the next stage of the Procedure.
- (v) The informal discussions, advice and any undertakings made by the College or the student should be documented and a note retained on the student's personal file. Copies of documents will be made available to the student. A letter setting out what has been agreed should be given to the student.

- (vi) If students are unable or unwilling to cooperate with this process or to modify their behaviour, they should be informed that more formal action under Stage 2 of this Procedure may be considered appropriate.

#### **4.3 Case Review Group: Stage 2**

- (i) If the Responsible College Officer (who will normally be the Academic Dean) believes that the action taken under Stage 1 has not been successful, or that the case is too serious to be dealt with informally, they can invoke Stage 2 of the Procedure.
- (ii) A Case Review Group will be convened by the Academic Dean which should meet with the student as soon as practicable. This Group will include, for undergraduates, the student's Subject Tutor and the Academic Dean. It may also include any of the following thought to be appropriate: the Academic Administrator, the Senior Dean, College Nurse or another member of the College Welfare support team. The College may ask one or more expert advisors to join the Case Review Group.
- (iii) At the meeting the student may be accompanied by a friend or other advisor. A support worker, if required, may also accompany disabled students. The student and the Academic Dean should inform each other of those attending the meeting at least 24 hours in advance of the meeting.
- (iv) The Academic Administrator should be the point of contact with the student and should ensure that the Responsible College Officer is kept informed of all communications. The Academic Dean should be the main point of contact with all other agencies and individuals, and should keep records of the whole process.
- (v) The Academic Dean should appoint a deputy if unavailable to act at any stage.
- (vi) Before the meeting, a medical assessment may be sought from the College Medical Practice. The student will be encouraged to consent to this, as it will ultimately enable the College to address the student's difficulties in the most effective manner possible and to make an accurate assessment of risk.

The medical assessment may be used to determine the following matters:

- a. the nature and extent of any medical condition from which the student may be suffering;
- b. the student's prognosis;

- c. the extent to which it may affect his/her fitness to study and manage the demands of student life;
  - d. any impact it may have or risk it may pose to others;
  - e. whether any additional steps should be taken by the College, in light of the medical condition, to enable the student to study more effectively;
  - f. whether the student will be receiving any ongoing medical treatment or support.
- (vii) The student will be asked to authorise full disclosure to the College of the results of any medical examination. The College recognises that any such information disclosed will constitute "sensitive data" for the purposes of the Data Protection Act 1998 and will be handled, processed and stored accordingly. Should the student refuse to undertake a medical examination, or disclose results, the College may continue this procedure based on any information already in its possession.
- (viii) The student will be given at least 7 days notice of the convening of the Case Review Group meeting and will be informed of the purpose of the meeting. This period may be shortened in emergency on the advice of the Academic Dean. The student will also be provided with any documents that will be considered by the Group, and asked to provide any documentation for the Group to consider at least 24 hours in advance of the meeting.
- (ix) The purpose of the meeting will be to ensure that:
- a. the student is made fully aware of the nature of the concerns that have been raised;
  - b. the student's views are heard and taken into account;
  - c. the best way to proceed is agreed upon;
  - d. the student is fully aware of the possible outcomes if difficulties remain.
- (x) The Case Review Group may decide:
- a. that no further action is required; *or*
  - b. formally to monitor the student's progress for a specified period of time. In this case an action plan will be agreed with the student, outlining any steps that the student will need to take, and/or any support to be provided to the student. Regular review meetings with the student will need to be arranged with a nominated member of College staff to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided. The student will be informed that the

consequences of any breaches of the action plan will normally involve fitness to study being considered at Stage 3 of this Procedure; *or*

- c. To recommend that special academic arrangements or support are put in place. Such recommendations should be agreed between the student and the College and also, in the case of graduate students, with his or her department as may be deemed appropriate. The student will be informed that unless these arrangements remedy the concerns to the College's satisfaction, the case may be considered at Stage 3 of this Procedure; *or*
  - d. With the consent of the student, to agree that the student's studies be suspended for a period of time, subject to application to the relevant University authority as appropriate; *or*
  - e. To refer the case to the President to be considered under Stage 3 of this procedure. This will be appropriate only in the most serious of cases, where, for example, evidence of a serious risk to either the health and safety of the student or others has been identified, and it is thought that suspension, exclusion or expulsion of the student may be the appropriate course of action, or where a particular course of action has been recommended but the student does not agree.
- (xi) The decision of the Case Review Group, together with a concise record of the meeting, should be sent to the student within 7 days from the date of the meeting, and a copy kept on the student's personal file. A copy of this documentation may be sent to the student's department where relevant.

#### **4.4 Fitness to Study Panel Stage 3**

- (i) This stage of the Procedure will be implemented only after a referral from a Stage 2 Case Review Group, or where in the opinion of the Academic Dean, sufficiently serious concerns are raised to warrant consideration of the student's suspension, exclusion or expulsion (e.g. there is a potentially severe threat to the health, safety of the student or of others, or to the normal working of the institution).
- (ii) As a first step in this stage, the Academic Dean, in consultation with the President and Senior Dean, will consider whether interim suspension or exclusion of the student is appropriate, including exclusion from College accommodation or from the College premises, pending the decision of a Fitness to Study Panel.

- (iii) The Academic Dean will then ask the President to convene a Fitness to Study Panel which will be chaired by a senior member of the College's Governing Body with no previous involvement in the case and normally have at least three members, who may be drawn from the Governing Body and may additionally include professional advisors.
- (iv) The Chair will fix a date for a formal meeting of the Fitness to Study Panel to hear the case, and will invite the student (who may be accompanied by a friend or advisor) to attend to discuss the concerns and all relevant issues. If requested by the Chair, a member of the College administrative staff will act as Secretary to the Panel.
- (v) Wherever possible, the student will be given at least 7 days notice of the meeting of the Fitness to Study Panel. The student will be informed of the purpose of the hearing. The student will also be provided with any documents to be considered at the meeting and asked to provide any documentation they wish the Panel to consider in good time for the meeting.
- (vi) The student may be accompanied at the meeting by a friend or other adviser. Disabled students may also be accompanied by a support worker where required. The student and the Panel Chair should inform each other of those attending the meeting at least 24 hours in advance of the meeting.
- (vii) The purpose of the meeting will be to consider the evidence available, including the student's perception of their fitness to study and of the concerns which have been raised in accordance with 3.0 and 4.4(i) above, and to reach an appropriate decision, action plan or other outcome.
- (viii) The Fitness to Study Panel will order its proceedings at its discretion. It may call witnesses and may also institute enquiries to assist its deliberations which may include requesting further medical assessments of the student's fitness to study. It will also consider any previous fitness to study assessments.
- (ix) The Chair of the Fitness to Study Panel will ensure that all parties have access to all documents which it considers. The decision it arrives at shall be confirmed by the Chair of the Fitness to Study Panel after obtaining a collective decision from members of the Panel.
- (x) The Chair of the Fitness to Study Panel will notify the student in writing of the Panel's decision, with reasons, within 14 days of the meeting of the Panel. The Chair of the

Panel will liaise with the Responsible College Officer to ensure that where possible, appropriate pastoral support is made available to the student at the time the decision is communicated, preferably from the student's Tutor or the Academic Dean.

(xi) The decision may include one or more of the following:

a. *formally to monitor the student's progress for a specified period of time.*

In this case the Panel will provide the student with an agreed action plan, outlining any steps that the student will need to take and/or any support to be provided to the student for addressing the concerns identified. Regular review meetings with the student will need to be arranged with a nominated member of staff to ensure that the action plan is being appropriately followed and/or that reasonable support to enable the student to study effectively is being provided. The student will also need to be informed of the consequences of any breaches of the action plan.

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

c. *To recommend that the College exercises its authority to suspend or exclude the student.*

d. *To recommend that the College refers the case to the University Fitness to Study Panel*

e. *Any other action considered to be appropriate and proportionate.*

Any decision regarding suspension or exclusion should be communicated by the Academic Dean to the University.

(xii) In cases where a suspension of studies is recommended, the College's Policy on Intermission will be followed.

Any appeal shall be dealt with in accordance with the College Appeal Procedure.

#### **4.5 Crisis Situations**

- (i) It is possible that a student may pose such an extreme risk that emergency assistance is needed outside these procedures. In a situation where it is believed that a student's behaviour or condition presents an immediate risk to the student or to others, the Emergency Services should be contacted by dialling 999. The College Porters' Lodge (01865 277300) should also be informed.
- (ii) The Lodge should, immediately after dealing with the Emergency Services, alert the Senior Dean that there is an emergency situation.
- (iii) The Lodge should, as soon as possible, notify the Academic Administrator that there is an emergency situation. The Academic Administrator will relay on details to the Academic Dean.
- (iv) The people witnessing the student's behaviour should be asked not to leave the scene until they have briefed the Emergency Services, bearing in mind the primary necessity to ensure their own safety.
- (v) The Porters' Lodge will keep as full a record as possible of the action taken by the Emergency Services and pass this on to the Academic Administrator after the emergency situation has concluded. The Senior Dean or the Academic Dean (as appropriate) will ensure that contact is made at the appropriate level of detail with the student and the student's Tutor, and that appropriate arrangements are made with regard to follow up.

## **ST JOHN'S COLLEGE**

### **APPEALS PROCEDURE**

#### **1. Introduction**

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

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

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

#### **1.1 Form of Communication**

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

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

#### **1.2 Underlying Principles**

Decision making by College Officers will normally have followed the sequence of informal process followed by formal process. In the case of decisions affecting an

individual student or member of staff, the person concerned will normally have been consulted at both the informal and formal stage and will have been able to be accompanied by a friend or adviser to any meeting with College Officers. Normally every attempt to resolve issues will be made at the informal stage before a formal stage is invoked by the College Officer according to the appropriate College policy which covers the specific issue. If a student is then unhappy with the decision of the College Officer they should be able to appeal, giving written reasons, within a time specified in the appropriate College policy. On receipt of an appeal, an Appeal Panel should be convened and should come to a decision as quickly as practically possible and inform the appellant without delay of their decision.

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

The Conference of Colleges may be contacted via its Secretariat in the University Offices, or at <http://www.confcoll.ox.ac.uk/>

Information on the Adjudicator may be found at OIA, Third Floor, Kings Reach, 38-50 King's Road, Reading, RG1 3AA. Tel. 0118 959 9813. Web <http://www.oiahe.org.uk/>

## **2. Appeal Process**

### **2.1 Requesting an Appeal**

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

### **2.2 Appeal Panel Process**

- (i) All Appeal Panels are convened by the President and normally will be chaired by the Vice-President or a senior member of the College's Governing Body with no

previous involvement in the case. They will normally have at least three members, who should be drawn from the Governing Body and may in addition include professional advisers.

- (ii) The Chair will fix a date for a formal meeting of the Appeal Panel to hear the case, and will invite the appellant (who may be accompanied by a friend or adviser) to attend to discuss the concerns and all relevant issues. If requested by the Chair, a member of the College administrative staff will act as Secretary to the Panel.
- (iii) Wherever possible, the appellant will be given at least 7 days' notice of the meeting of the Appeal Panel. The appellant will be informed of the purpose of the hearing. The appellant will also be provided with a copy of any documents to be considered at the meeting and asked to provide any documentation they wish the Panel to consider in good time for the meeting.
- (iv) The appellant may be accompanied at the meeting by a friend or other adviser. The adviser's role is to support the appellant. They may not question witnesses, call witnesses or address the panel.
- (v) Disabled appellants may also be accompanied by a support worker where required. The appellant and the Panel Chair should inform each other of those attending the meeting at least 24 hours in advance of the meeting.
- (vi) The purpose of the meeting will be to consider the evidence available, including the appellant's concerns, and to reach an appropriate decision, action plan or other outcome according to the relevant College Policy.
- (vii) An Appeal Panel will order its proceedings at its discretion. It may call witnesses and may also institute enquiries to assist its deliberations.
- (viii) The Chair of the Appeal Panel will ensure that all parties have access to all documents. The decision the Panel arrives at shall be confirmed by the Chair of the Appeal Panel after obtaining a collective decision from members of the Panel.
- (ix) The appellant should be notified in writing of the decision, with reasons, within the time set out in the appropriate College Policy.