



UNIVERSITY OF
OXFORD

Student Handbook

2014/15

Incorporating the Proctors' and Assessor's Memorandum

Please keep this handbook as a reference resource
– it contains information you need

Contacts and resources

Student Information	01865 286223 www.ox.ac.uk/students student.information@admin.ox.ac.uk
Proctors' Office	University Offices, Wellington Square, Oxford OX1 2JD 01865 270090 www.admin.ox.ac.uk/proctors/ proctors.office@proctors.ox.ac.uk
Statutes and regulations	www.admin.ox.ac.uk/statutes/
University libraries	www.bodleian.ox.ac.uk/
IT Services	www.ox.ac.uk/students/life/it
Language Centre	www.lang.ox.ac.uk/
Examination matters	www.ox.ac.uk/students/academic/exams www.admin.ox.ac.uk/examregs/
Complaints or appeals	casework@proctors.ox.ac.uk
Sport	www.sport.ox.ac.uk/
Clubs Committee	clubs.committee@proctors.ox.ac.uk www.admin.ox.ac.uk/clubs
Oxford University Student Union (OUSU)	ousu.org advice@ousu.org 01865 288452
Careers Service	www.careers.ox.ac.uk/
University Security Services	www.admin.ox.ac.uk/ouss/ 01865 272944 24-hour emergency: 01865 289999

FOREWORD

As well as providing general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford, this handbook also gives you formal notification and explanation of the University's codes, regulations, policies and procedures. Please take time to read the information.

We hope that your time as a student at the University is successful and enjoyable.

Dr Kate Blackmon
(Merton College)
Senior Proctor

Dr Hubert Ertl
(Linacre College)
Junior Proctor

Dr Paul Martin
(Wadham College)
Assessor

INTRODUCTION

About the University

As the oldest university in the English-speaking world, the University of Oxford can lay claim to nine centuries of continuous existence. It is an independent and self-governing institution, consisting of the University, including divisions, departments and faculties, and the colleges.

The colleges, though independent and self-governing, form a core element of the University, to which they are related in a federal system. There are also affiliated institutions, the six permanent private halls which were founded by Christian denominations and which still retain their religious character. They are not colleges of the University but have statutory links through which, for example, students are registered and gain access to University facilities.

The colleges and halls:

- elect Fellows, appoint tutors and college lecturers
- select and admit undergraduates and select postgraduates after admission by the University
- are responsible for students' tutorial teaching, college examinations, welfare and college discipline
- provide accommodation, meals, common rooms, libraries, IT, sports and social facilities, and pastoral care for their students.

The University:

- appoints professors and other academic staff in University departments and faculties
- determines the content of courses within which college teaching takes place
- organises lectures and seminars
- provides a wide range of resources for teaching and learning, including libraries, laboratories, museums and computing facilities
- selects, admits and supervises postgraduate students
- sets and marks examinations, examines theses and awards degrees
- provides support services
- provides continuing education.

The University's legislative body is its Congregation, comprising more than 4,900 members of the academic, senior research, library, museum and administrative staff.

The principal policy-making body is the Council of the University. Council is responsible for the academic policy and strategic direction of the University and operates through committees (many of which include student representation).

Council is chaired by the Vice-Chancellor, the senior officer of the University. He is assisted by Pro-Vice-Chancellors with specialist and general responsibilities. The University has an established structure of faculties and departments through which its teaching and research are conducted. Faculties and departments are grouped into four Academic Divisions, responsible for day-to-day decision making in matters such as academic policy, finance and planning, and are managed by an elected board. There is a parallel arrangement for Continuing Education.

The colleges meet together in a body known as the Conference of Colleges, which, with a number of specialist sub-committees, discusses matters of common interest, co-ordinates activities and is available for consultation by the University.

The Proctors and the Assessor

All colleges are on a rota so that, each year, three of them choose one of their Fellows to serve full-time as a senior officer of the University for twelve months; two colleges choose the Proctors and the third the Assessor.

The office of Proctor dates from medieval times. The nominee who has held an MA longest becomes Senior Proctor; the other, Junior Proctor. They have equal authority and status; by convention, the Senior Proctor takes a special interest in graduate matters and the Junior Proctor in undergraduate matters. Each Proctor nominates deputies, known as Pro-Proctors. In addition to ceremonial functions, their duties are mainly:

- ensuring that regulations for maintaining the orderly working of the University are implemented (including a major part in ensuring the fair and proper conduct of University examinations and in enforcing disciplinary regulations)
- investigating complaints by University members (the Proctors have the power to summon any University member before them to help in their enquiries)
- serving on a wide range of University committees.

The post of Assessor was created in 1960. The Assessor has no disciplinary role but has an especial concern for policies on student health, welfare and financial issues. The Assessor also serves on University committees in the same way as the Proctors.

When on duty, the Proctors and Assessor wear sub-fusc clothes with white tie and bands. They are recognisable from their distinctive academic dress: gowns with dark blue sleeves and facings for the Proctors, purple for the Assessor, and white hoods.

The Proctors and Assessor are available if you wish to consult them in confidence for help, information or advice about University matters or any other matters outside the sphere of your college adviser. Such consultations may be on individual matters or on behalf of a club, society or any other group of members of the University.

The Proctors and Assessor hold meetings each term with the OUSU Executive Committee, with the Presidents of Junior Common Rooms, Middle Common Rooms and College Student Unions, and with college Deans and equivalent officers.

Student Membership

As a student of the University, you are part of an individual college, which has admitted you as a member, and the University, in which you are matriculated. Membership is usually for life but, if your college membership is formally

terminated (e.g. by expulsion), you automatically also lose your University membership.

Some students do not matriculate but nevertheless study at the University, e.g. students reading for certain certificates or diplomas and certain Department for Continuing Education courses, and visiting students not registered for a particular course or qualification. Although not formally University members, such students are expected to observe the same rules and regulations as matriculated students.

As a resident of the City of Oxford, you are part of, and have responsibilities towards, the wider local community.

Student Information

Student Information is a service for all students of the University, giving advice and guidance from a central contact point in the Examination Schools (open Monday – Friday, 9 am – 5 pm). The service can help with general administrative advice and support on all aspects of your student career (including queries about University registration and Student Self Service, as well as information for international students on matters like visas, immigration, and studentships). Where necessary, the staff will direct you to relevant specialist information or help you to liaise with a specialist.

Student Self Service enables you to access your University student record (including examination results and any alternative arrangements agreed by the Proctors) and update some of your personal details.

email: student.information@admin.ox.ac.uk

www.ox.ac.uk/students/selfservice/

Oxford University Student Union

As well as becoming members of their own college JCRs or, MCRs, all students at the University automatically become members of the Oxford University Student Union (OUSU). OUSU is an independent charity that promotes the academic, social and welfare interests of its members, both undergraduates and graduates, throughout the University. You can find out more about OUSU's work and extensive services, including its mission and governance, directly from OUSU.

You have the right to opt out of membership of a college organisation and of OUSU. Information about the right to opt out of OUSU membership, and

arrangements to supply student union services to student members who have exercised that right, is available from the Oxford Students website or directly from OUSU.

www.ox.ac.uk/students/selfservice/ousu

ousu.org/

Note that the Oxford Union Society (known as “the Union”) is not a student union; it is an independent private members’ club with no student representative function.

All universities are required to draw up and publish a code of practice explaining how the requirements of the Education Act 1994 relating to student unions are being carried out. The government legislation is intended to ensure that any student union operates in a fair and democratic manner and is accountable for its finances.

The University of Oxford’s Code of Practice is published online, along with guidelines to student unions from the former Department for Education and Employment.

The attention of all student members of the University is formally drawn to the information given in the Code of Practice listed alongside the University’s formal statutes, policies and regulations.

www.admin.ox.ac.uk/lso/statutes/

SECTION 1: WELFARE

A range of services is available to support you during your studies at Oxford. Your college will advise and give details when you arrive. You can take further advice from your department, central University services, fellow students and the Student Union.

1.1 Health

Colleges provide organised health care via college doctors and nurses, and also have arrangements for help with the whole range of welfare issues. Further information on student health and welfare issues is available online.

www.ox.ac.uk/students/welfare/health

Doctor and nurse

You may register with any general practitioner (GP) of your choice. Most students find that the most convenient arrangement is to register with their college doctor. For minor sickness and ailments, you are generally able to consult and be treated by a college nurse, and most colleges provide sickbays or have special arrangements for students who are confined to bed. Like all doctor-patient relationships, those between college doctors, college nurses and students are confidential.

In emergency, you should either contact your college Lodge or dial 999.

www.ox.ac.uk/students/help

Dentist

For routine or emergency dental treatment you should seek the advice of your college doctor or nurse. Information about finding a local NHS dentist or accessing the out-of-hours dental service is available from the Oxford Health NHS Foundation Trust. Alternatively, contact NHS 111.

www.oxfordhealth.nhs.uk/?service_description=dental-services

www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx

Optician

Colleges do not normally have a special arrangement with opticians, so you should feel free to register with one of your choice. If you have a visual problem

which requires specialised attention, you will be referred to the hospital eye service.

Sexual Health

Various sources of advice and help are available to you if you are concerned about your sexual health or would like to discuss pregnancy. You may request contraception advice and supplies, available free of charge, from your college doctor or nurse, from any other GP, or from the Oxfordshire Sexual Health Service.

www.sexualhealthoxfordshire.nhs.uk/

If you are concerned about sexually transmitted diseases, HIV or AIDS, it is important to get advice and help quickly after presumed exposure, and there are several contact points:

- your college doctor or college nurse;
- the Health Advisers at Oxford GU Medicine, Churchill Hospital, Old Road, Headington: 01865 456666 (www.sexualhealthoxfordshire.nhs.uk/). A walk-in clinic is available each weekday 12.15pm–3.15pm, or phone to book an appointment at other times.
- The Terrence Higgins Trust helpline: 01865 243389 or 0845 1221200. The Trust also has a walk-in HIV and sexual health testing service on Thursdays 6 pm to 9 pm and the first Saturday of the month, 11 am to 3 pm at 43 Pembroke Street, Oxford.
- The Sexual Health Information line: 0800 567123 (24 hour).

Drugs and alcohol

Drug abuse and excessive alcohol intake can put your health and academic progress at risk, and could lead to disciplinary issues. If you are concerned about drugs and alcohol, you should speak to your college doctor or nurse, or take a look at some of the information produced by Oxford University Student Union (ousu.org/advice/life-welfare/drugs-alcohol/). Other sources of help and advice include:

- Frank (national drugs helpline) tel. 0800 776600 (www.talktofrank.com)
- Cranstoun Drug Services tel. 01865 403160 (www.cranstoun.org)
- Oxfordshire Drug and Alcohol Action Team tel. 01865 290800 (www.oxfordshiredaat.org).

Meningitis, measles, mumps and rubella

If you have not been vaccinated against Meningitis C or measles, mumps and rubella (MMR) before you arrive at Oxford, you should consult your college doctor.

Symptoms of meningitis could resemble those of flu or a hangover, such as feeling feverish, vomiting, severe headache, stiff neck, back and joint pain. If you develop a rash of tiny bruises which do not fade under pressure, develop a serious dislike of light, or become disoriented, you must get medical help urgently.

Contracting measles or mumps would have serious consequences for your studies, because you would have to stay away from lectures and tutorials while infectious – in the case of mumps, for at least five days (possibly as long as 25 days). You can find out more about the symptoms on the Oxford Student website.

www.ox.ac.uk/students/welfare/health/emergencies

Medical fitness to study

Please refer to Section 12 for guidance on the special procedures in place for when you might be unable to continue studies for medical reasons.

Travel Advice and Occupational Health

The Occupational Health Service might be able to offer advice if you plan to travel as part of your studies. You should book an appointment for travel advice well in advance. The service does not provide general medical treatment or first aid. Some projects, particularly in science or medicine, might require work-related health surveillance. You should contact your project supervisor or departmental administrator to see whether enrolment is necessary.

www.admin.ox.ac.uk/uohs

1.2 Stress

Life and study at university can sometimes be stressful. If you are experiencing personal, emotional, social or academic problems, it is important not to bottle them up but to discuss them with someone who can give support. It is often possible to resolve problems through the help of a college tutor, chaplain, doctor, nurse, or other staff member. Colleges are able to provide considerable advice and support, and they publish information about how to seek help.

Student Counselling Service

The University's professionally staffed Student Counselling Service provides free, confidential support to all matriculated undergraduates and graduates. The Service is here to help you address personal or emotional problems that get in the way of having a good experience and realising your full academic and personal potential. The Service is available throughout the year except for limited periods at Christmas and Easter. Appointments can be made by visiting the office at 3 Worcester Street, by phoning 01865 270300 or by emailing counselling@admin.ox.ac.uk. Please be aware that no email system is entirely confidential, and you should call the Service if you prefer to discuss sensitive details.

www.ox.ac.uk/students/welfare/counselling

Student-led Support

A range of student-led services are available to provide support for academic and personal worries, or allow you to discuss any problems you have in confidence.

Peer Support Programme

Most colleges have a panel of peer supporters trained by the Student Counselling Service. They are undergraduate and graduate students who have been formally selected for the role by the Peer Support Panel in their college, in consultation with a professional Peer Support trainer and the college's Senior Common Room (SCR). They have trained to listen effectively, communicate sensitively, maintain confidentiality, respect boundaries and recognise when and how to encourage referral to professional support services. Mainly, they just offer a listening ear and a friendly face when you need it.

www.ox.ac.uk/students/welfare/peer

OUSU Student Advice Service

Oxford University Student Union (OUSU) runs a Student Advice Service that aims to provide a space for students to talk over their worries in confidence, and to offer information on a range of issues that you might encounter.

ousu.org/advice/student-advice-service/

Nightline

Run for and by students, Nightline provides you with the opportunity to talk to someone about anything you like. A completely independent, non-judgmental listening, support and information service, with no political, religious or moral bias, Nightline also provides information, from taxi numbers to the addresses of clinics and other support networks.

You may phone on a landline or mobile (reversed charges accepted), call on Skype (username is oxfordnightline) or drop in at the flat for coffee and a chat. There are always two people in the office, one male and one female. Strict confidentiality is assured and you do not have to give your name.

users.ox.ac.uk/~nightln/

Samaritans

If you are experiencing emotional distress, including thoughts of suicide, the Samaritans provide a 24hr confidential listening service. Samaritans can be reached by phone on 08457 909090 or 01865 722122 or by email to jo@samaritans.org at any time, or by SMS to 07725 909090 or in person at 60 Magdalen Road between 8.00 am and 10.00 pm.

www.samaritans.org/branches/oxford-samaritans

1.3 Disability and Alternative Arrangements

The University is committed to making reasonable adjustments to enable disabled students to participate fully in student life. If you think you might require support or accessible resources, you should contact the Disability Advisory Service (DAS) for guidance, including applying for the Disabled Students' Allowance. You may contact DAS either by telephone on 01865 280459 or by email to disability@admin.ox.ac.uk, and you will find a wealth of disability information and a list of Disability Contacts in colleges and departments on the Oxford Students website. Oxford University Student Union is also able to offer advice and support.

If you think you might require alternative arrangements for examinations, you should consult your Senior Tutor and the Disability Advisory Service as soon as possible after you start your studies.

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

ousu.org/advice/life-welfare/disabledstudents/

www.ox.ac.uk/students/academic/exams/arrangements

1.4 Equality and Diversity

The Equality and Diversity Unit (EDU), working with the Pro-Vice-Chancellor (Personnel and Equality) and Pro-Vice Chancellor (Education), takes responsibility for progressing staff and student equality and diversity, and provides a rich source of information and advice on all equality areas, including race, disability, gender, sexual orientation, religion and belief, and age, and harassment (see section 1.5 below). The University's overarching equality policy applies to all University members and is available online. The EDU also works closely with OUSU in support of student equality issues and with the relevant student campaigns and societies.

www.admin.ox.ac.uk/eop

ousu.org/get-involved/campaigns/

1.5 Harassment

The University regards harassment as unacceptable behaviour and has a Policy and Procedure designed to protect students, staff and those for whom it has a special responsibility. The University Harassment Adviser Network comprises departmental and college confidential advisers, whose names are displayed on departmental and college noticeboards. You may approach an Adviser if you are suffering from harassment or bullying, or you may contact Harassment Line on 01865 270760, harassment.line@admin.ox.ac.uk. Detailed advice, including contact numbers and FAQs as well as the full policy and procedure, are available online.

www.admin.ox.ac.uk/eop/harassmentadvice/advisornetwork.

1.6 Financial Hardship

If you face unforeseen financial difficulties, you should consult your college for advice and assistance – especially if your difficulties could involve non-payment of fees, which could lead to suspension of studies if not appropriately managed. Most colleges have limited hardship funds and may initially refer you to other funding sources. You must ensure that you are in receipt of all government and other external support available to you before applying for hardship funding.

The government's Access to Learning Fund assists UK undergraduates and postgraduates experiencing financial difficulty. Application forms can be obtained from Student Financial Support: student.funding@admin.ox.ac.uk.

The University Hardship Fund is provided by the University to assist students

experiencing unforeseen financial difficulties. Application forms can be obtained from your College Hardship Officer.

More information, about both funds, is available online.

www.ox.ac.uk/students/fees-funding/assistance/hardship

1.7 Student Parents

The University offers a comprehensive range of childcare services at discounted rates for all eligible staff and student parents. For full details of the University's childcare provision, including the four college nurseries at Balliol, St Anne's, Somerville and Wolfson to which all staff and students may apply, email childcare@admin.ox.ac.uk or consult the website.

The OUSU Student Parent Handbook offers comprehensive information about childcare provision throughout the University and the city, as well as information on childcare funding for students with children. The Handbook can be obtained from the OUSU Vice-President (Women) at women@ousu.org or from JCR/MCR Welfare or Women's Officers. Additional information for student parents can also be found on the OUSU website.

The Oxford Family Information Service provides free information about childcare provision in Oxford, including private nurseries, childminders, or schools and after-school childcare provision. Telephone: 08452 262636 or email: fis.enquiries@oxfordshire.gov.uk.

Unfortunately, there is extremely limited University funding to assist with childcare costs. The University Hardship Fund can provide support if you are experiencing unexpected financial difficulties affecting childcare arrangements, and you might be eligible to apply to the Access to Learning Fund or the Childcare Relief Fund. For further information and application forms, email student.funding@admin.ox.ac.uk.

www.admin.ox.ac.uk/childcare/

www.ousu.org/welfare/student-parents-and-childcare

www.oxfordshire.gov.uk/cms/content/oxfordshire-family-information-service-oxonfis

1.8 Oxford University Sport

Oxford has 85 University sports clubs, as well as countless college teams and recreational opportunities. Many colleges have their own pitches and facilities,

while Oxford University Sport on Iffley Road offers a swimming pool, gym, sports hall, racket sport courts and more. It is also home to the running track on which Roger Bannister ran the first sub-four-minute mile.

www.sport.ox.ac.uk/

1.9 Non-sports clubs and publications

The University welcomes clubs, societies and print and electronic publications' contribution to student life. Clubs that open their membership to students of more than one college can register with the Proctors. Registration assists the smooth running and continuity of clubs, gives access to University email and web page facilities, enables clubs to use the minibus hire and driver assessment scheme, entitles them to apply for University grants and for permission to use "Oxford University" in their names ("Oxford" in the case of publications), and generally helps to protect the clubs' best interests as well as the University's reputation.

www.admin.ox.ac.uk/clubs/

SECTION 2: FITNESS TO STUDY

The University has established a common framework across departments/faculties and colleges for cases where questions arise as to whether a student is fit to study or to return to study after a period of leave for medical, psychological, or emotional problems. Most such cases are dealt with under college procedures but there is also a Fitness to Study Panel to which serious and difficult fitness to study cases can be referred if all other normal procedures at college or University level have been exhausted or are inappropriate.

‘Fitness to Study’ means an undergraduate or graduate student’s fitness

- to commence a distinct course of academic study; or
- to continue with his/her current course of academic study; or
- to return to his/her current or another course of academic study

and his or her ability to meet

- the reasonable academic requirements of the course or programme; and
- the reasonable social and behavioural requirements of a student member (whether resident in college or not) without his or her physical, mental, emotional or psychological health or state having an unacceptably deleterious impact upon the health, safety and/or welfare of the student and/or other students and/or University or college staff.

If a student is referred by a college, a department or faculty, the Proctors, the Student Disciplinary Panel or the Student Appeal Panel to the eight-member Fitness to Study Panel, it has power to consider medical and any other appropriate evidence, to take expert advice (the student may be asked to attend a consultation with a medical or other expert), and to consider submissions made by or on behalf of the student concerned. At the end of the process, the Panel will decide (in the case of referrals by University authorities) or recommend (in the case of referrals by colleges) whether or not the student is fit to study. The Panel can also make decisions and recommendations about matters like continued access to University and college facilities and premises, with or without conditions.

If concerns about a student’s fitness to study have arisen and have led to a referral in the context of disciplinary proceedings, those proceedings will be suspended while the fitness issues are determined. In cases where a student’s condition or conduct gives rise to a need for immediate action, the Proctors are empowered to suspend that student from the University (for periods of up to

21 days at a time) pending consideration by the Fitness to Study Panel.

These procedures are set out in detail in Statute XIII, Part B and Council Regulations 1 of 2012, which are published on the University's web pages.

www.admin.ox.ac.uk/statutes/regulations/

SECTION 3: RESIDENCE

Residence means meeting minimum residence requirements (known as “statutable residence”) for most degrees and other qualifications.

3.1 Number of terms of residence

You must be resident for at least six weeks in each term of your course (the number of terms being dependent on the degree, the subject, and the candidate’s status – full details are in the Examination Regulations).

The Proctors may excuse you from part of statutable residence because of illness or other reasonable cause. Applications must be made through the Senior Tutor (or other responsible officer) of your college.

Research students may be granted dispensation from the requirements to keep residence if it is necessary for them to carry out their academic work elsewhere. To seek permission, contact your department in the first instance.

3.2 Place of residence

Full-time students must reside within a specified distance of the University (defined by reference to Carfax Tower in the city centre). The following specified distances apply only during the period for which student members have to maintain statutable residence in order to meet degree or diploma requirements:

- Undergraduates must reside within six miles of Carfax. The limit is increased to twenty-five miles from Carfax provided that you either:
 - (i) hold the status of Senior Student;
 - (ii) already have an undergraduate degree from Oxford or
 - (iii) wish to reside in the home of your parent or guardian.
- Graduate students must reside within twenty-five miles of Carfax unless they have been given special permission to work away from Oxford for a period (see section 3.1 above).

You may apply for dispensation from the residence limits set out above to your college or other society, who will apply to the Proctors’ Office on your behalf, together with a written statement of support. A statement of support from your department or faculty is also required. Applications received directly or without the necessary support will not be considered.

www1.admin.ox.ac.uk/proctors/oxonly/collegeforms/

Please note that the Proctors grant dispensation from the residence limits only in very exceptional circumstances. You are advised to obtain dispensation before making any commitments to rent or buy accommodation. If you live outside the residence limits without permission, you will not fulfil the statutory requirements referred to in section 3.1 above and may not be allowed to enter for examinations.

3.3 University Accommodation

The University's Accommodation Office offers a range of properties to suit single students or families. You can find out more information at www.admin.ox.ac.uk/accommodation, and details of private accommodation can be found on www.oxfordstudentpad.co.uk. Oxford University Student Union, in conjunction with the University, produces a Living-Out Guide with information about how to find and secure accommodation within Oxford. For advice about Council Tax, contact Oxford City Council.

www.oxford.gov.uk/PageRender/decCB/Students_occw.htm.

SECTION 4: INTELLECTUAL PROPERTY

The University in its statutes claims ownership of certain forms of intellectual property that students create in the course of, or incidentally to, their studies. There are arrangements in the University's regulations for protecting and exploiting this property, and sharing the commercial exploitation revenues with the student originators. By accepting a place at Oxford and signing the Student Contract with the University, you agree to be legally bound by these provisions.

The Statute and associated regulations relating to intellectual property are published on the University's website. The related regulations for the administration of the policy explain the approved arrangements for revenue-sharing.

www.admin.ox.ac.uk/rso/ip

Further information may be obtained from Research Services.

www.admin.ox.ac.uk/researchsupport/contacts/rs/ip/

SECTION 5: EXAMINATIONS

The Proctors' wider responsibilities include ensuring that the University's statutes and regulations are upheld, by overseeing the conduct of University (as distinct from college) Examinations, including:

- formalities for the appointment of examiners;
- establishing procedures for the staging of examinations;
- approving certain dispensations and alternative arrangements (via the Exams Administration Processes Team); and
- resolving queries and complaints.

They liaise closely with the staff of the Examination Schools and the various University committees concerned with course content and student progress (in particular, Education Committee).

Whether you are a taught-course or a research student, it is your responsibility to be familiar with the general regulations and the specific regulations for your programme of study, as set out in the current edition of the relevant Examination Regulations. A new edition is published each year just before Michaelmas Term; copies are available in college libraries, offices and common rooms and the online version, on the University's website, is always up-to-date.

The Examination Regulations cover a wide variety of important topics. The following notes highlight some points, but they are not a substitute either for the Examination Regulations or for authoritative information that departments and faculties publish in accordance with the regulations (e.g. in course handbooks or on departmental websites), all of which you should read carefully.

www.admin.ox.ac.uk/examregs/

5.1 General Matters

University registration

Registration, completed annually, is an essential process that ensures that the University has all necessary information about you. When you access Student Self Service, you will be asked to confirm your personal details, check your programme of study details and confirm your new or continuing status for the forthcoming academic year. You will receive further information from your college. Any compulsory assessments that you are studying for (whether examinations or written submissions), will automatically be attached to your academic record at registration.

Residence and terms

For most degrees and other qualifications, the University requires you to spend a set amount of time in Oxford receiving tuition or carrying out research. See section 3.

Fees

Examination Regulations contain information about fees payable by different categories of student, fees for late entry to examinations, late change of options etc and some information is online at www.ox.ac.uk/students/exams/entry/. If you need to re-sit examinations (including re-submission of written work for assessment), you may need to pay a re-examination fee.

Syllabus

Each Divisional Board or other responsible body sets out the definitive syllabus as regulations containing a full description of the choices of options you may (or must) make and any restrictions (e.g. on combinations of options). There may be other conditions, such as the form in which practical notebooks must be submitted, the length of essay options, theses etc. The regulations may include general statements on the form of the examination papers (e.g. 'compulsory passages for comment will be set') and whether aids (e.g. calculators, dictionaries) may be used in the examination. These regulations are periodically revised and it is important that you refer to the up-to-date edition of Examination Regulations and consult your subject tutors or supervisors. Many departments also publish information in course handbooks or on their websites.

Entering for examinations

It is your own responsibility to ensure that the examination entry details are correct (via Student Self Service). Examination entries, including for submitted work such as dissertations or extended essays, are normally managed via your college. Late application for examination entry usually involves paying an extra fee: please note that late entries may not be possible.

The Examinations and Assessments team will publish the whole examination timetable for every subject on www.ox.ac.uk/students/exams/timetables and, later on, will send you an individual timetable via your college. You can take a University Examination (including re-sits) only if you are regarded by your college as being a 'student member' of the University as defined in Statute II (see the Introduction to this handbook). You cannot enter an examination as a 'private' candidate.

Late alteration of options

If you want to change your notified options, a request has to be made in writing through the Senior Tutor (or other responsible officer) of your college, c/o Exams Administration Processes Team. It cannot be assumed that permission will be given; requests involving re-scheduling examinations will generally not be granted. Where permission is given, an extra fee will be charged.

Deadlines for submissions

Submission dates for any essays, dissertations etc forming part of your examination requirements can usually be found in the Examination Regulations or your course handbook, and they will in any case be notified to candidates. If you are a research student, consult your supervisors or college advisors to make sure that the right action is taken before any relevant deadline.

Late submission of essays, theses etc

There are deadlines by which essays, theses, notebooks, etc must be submitted to the examiners. If you do not submit your work by the deadline, you are liable to be denied permission to remain in the examination or else to receive an academic penalty unless you have been given prior special permission to present the work late. In exceptional circumstances, the Proctors, usually after consulting the Chair of Examiners, may allow an extension. Where the Proctors agree to allow work submitted late to be marked, a late-presentation fee will usually apply. Any request must be made through the Senior Tutor (or other responsible officer) of your college. As explained in section 5, the Proctors will not look sympathetically on requests for late submission of theses etc in cases where electronic files have been lost or stolen and back-up copies were either not made or not kept separately. Similarly, the Proctors will not accept computer or printer break-down or viruses and other software problems as a legitimate reason for requesting extra time.

Revision of essays, theses, etc

Once you have submitted an essay, thesis, dissertation, project report etc to the examiners, you may not withdraw it for revision (e.g. adding a missing section) and re-submission in the same examination (even if the closing date has not passed) without Proctors' permission, which will only be given in exceptional circumstances.

Alternative examination arrangements

It is crucial that support needs and examination arrangements are dealt with as early as possible in your University career. If you have a specific learning difficulty (such as dyslexia or dyspraxia) or suspect that you may have one, please consult the Disability Advisory Service or your Senior Tutor as soon as possible. All requests for alternative examination arrangements – whether for disability-related reasons (e.g. use of a word-processor) or faith-based reasons (e.g. adjusting an examination schedule) – must be submitted to the Exams Administrative Processes Team via your college by Friday of 4th Week of:

- Michaelmas Term except for Trinity Term and Long Vacation examinations;
- Hilary Term for Trinity Term and Long Vacation examinations.

Disability-related requests must be accompanied by the DAS confirmation of the diagnostic assessment and recommendations for alternative arrangements for examinations (see below).

Alternative arrangements can be made before or (where problems arise at short notice) during the examinations, e.g. for candidates to take written papers at different times, in separate venues, with extra time or with alternative facilities. In each case, applications need to be forwarded to the Exams Administrative Processes Team through the Senior Tutor (or other responsible officer) of your college. Where appropriate, once approval has been given for alternative arrangements, it will be valid for all University Examinations taken during your course of study. If you may need alternative arrangements, you are strongly encouraged to register with Disability Advisory Support (DAS, see section 1.3) to discuss your needs.

www.ox.ac.uk/students/academic/exams/arrangements

If you have a specific learning difficulty (SpLD) or other disability, you can apply, in exceptional cases, to Council's Education Committee for your courses to be structured differently (e.g. taken over a longer period) and for the mode or timing of examinations to be modified. Such needs must be discussed with the relevant Senior Tutor once your place at Oxford has been confirmed.

www.ox.ac.uk/students/welfare/disability/needs

Sports, other non-academic activities and academic commitments at other institutions will not normally be accepted as valid reasons for approving changes to your examination arrangements in Oxford.

Candidates with specific learning difficulties (SpLDs), including dyslexia and dyspraxia

If you already have a diagnosis of dyslexia, dyspraxia or any other SpLD, you should give your college office a copy of your diagnostic report for referral to the Disability Advisory Service (DAS) as soon as possible after arrival at the University. DAS will review the report to confirm that it meets the University's criteria and confirm the diagnostic assessor's recommendations to your college. To be acceptable as evidence in applying for alternative examination arrangements, your assessment must have been conducted (a) after you reached the age of 16 years (b) normally within three (for undergraduates) or five (for postgraduates) years of the date that you are due to start your course at Oxford. The tests used must have been designed for use with adults, not children. The assessment should have been conducted by an educational psychologist or a specialist teacher with a valid practising certificate and on an individual basis, not as part of a group assessment. Diagnostic assessors are asked to review the University's criteria for SpLD assessments on the DAS website to help ensure consistency between reports.

If you are continuing directly from undergraduate to postgraduate study, a new assessment will not normally be needed, even if the report is more than five years old. DAS will check whether its existing reports are suitable for the new course and advise if a further assessment is necessary. You are not required to contribute towards diagnostic assessment or top-up report costs.

If you do not have a report meeting the requirements, or have not been previously diagnosed, and wish to have an SpLD considered, you will need to attend a diagnostic assessment with either an educational psychologist or a specialist teacher with a valid practising certificate, which can usually take place in Oxford. The recommendations for alternative examination arrangements will be forwarded to the Exams Administrative Processes Team by the candidate's college for consideration by the Proctors. Such arrangements typically involve extra time for written papers and, where appropriate, the use of a word-processor may be recommended in examinations.

Taking water and medications into examination rooms

Information on permitted items is available online; no other drink, food, or medications may be taken into examination rooms without Proctors' permission.

www.ox.ac.uk/students/academic/exams/guidance

Calculators

The regulations for some subjects allow candidates to use certain types of calculator in examinations. Details should be confirmed by the Chair of Examiners in each case.

Factors affecting performance

Information about any special circumstances (e.g. ill-health) that may have affected your performance before or in an examination can be provided to examiners. You should, as soon as possible and **before the papers are marked**, apply to the Senior Tutor or other responsible officer of your college to have any such information, usually with a medical certificate, sent, in writing, to the Exams Administrative Processes Team who will pass it to the relevant chair of examiners. The examiners will decide how to take the information into account when determining the examination results. Only in the most exceptional circumstances will the Proctors agree to forward such information after the results of an examination are known.

Research students should also apply to the Senior Tutor or other responsible officer of their colleges in the first instance.

You, or anyone acting on your behalf, must follow the process set out above and not communicate directly with the examiners to notify such special circumstances.

Illness – deferral of examinations

If you have suffered a prolonged period of illness, or been prevented by another urgent cause from carrying out your studies, you can request for an examination to be deferred instead of applying to enter it at the required time. Candidates entering Final Honour Schools examinations up to six terms later than the examinations that they were originally due to enter can apply through their Senior Tutors for papers to be set in accordance with the original syllabus; otherwise, papers will be set according to the current syllabus. In the case of undergraduates, Finals can normally be taken after a delay of one year without affecting their eligibility for Honours; candidates who defer their examinations for so long that they become 'over-standing for Honours' need to seek special permission to be considered for an Honours degree. Details are given in Examination Regulations.

www.admin.ox.ac.uk/examregs/

Non-completion of an examination

If you do not complete the written papers in an examination (e.g. by not turning up), you will be deemed to have failed the whole examination unless the Proctors are satisfied that there was an urgent cause such as illness (in which case the examiners may be asked to make an assessment on the basis of the work completed or, exceptionally, to examine the part missed on another occasion). In the case of illness, a medical certificate must be submitted to the Proctors' Office through the Senior Tutor (or other responsible college officer). See also Vivas below.

Withdrawal from examinations

In some circumstances, it may be appropriate to withdraw from an examination – either before attempting any papers or (subject to the college's permission) before the written part of the examination is complete – and apply to re-enter on a later occasion. Details are given in Examination Regulations. Such withdrawals must be notified through the Senior Tutor (or other responsible college officer) to the Academic Records Office. A candidate who is deemed to have withdrawn from an examination is considered not to have sat the examination or any part of it: therefore he or she has not failed the examination, but nor are any marks valid (e.g. for essays etc submitted before written papers) unless permission has been obtained via your college for earlier marks to be carried over.

www.ox.ac.uk/students/academic/exams/entry

Vivas

Many taught courses provide for candidates to be examined *viva voce* (i.e. orally), either as a standing requirement or one that may be applied at the examiners' discretion. Where vivas are a mandatory part of the assessment, non-attendance without permission will result in the candidate being failed in the examination as a whole. The dates when candidates may be called for a viva are normally announced by the examiners at the same time as the final examination timetable. All candidates who may be called for a viva must ensure that they are available in Oxford on those dates. In the case of research students, the viva is usually mandatory: the date will be notified to the candidate direct by the examiners and will be published within the University.

Examination results

Once examiners have released the results, candidates are automatically notified

by email and can then access their results information via Student Self-Service (see the Introduction to this handbook). The Academic and Assessment Results page within Student Self Service details assessment results and the result for the year (if applicable). Marks breakdowns may later be forwarded to colleges. Please note that, for reasons of confidentiality, members of staff are not allowed to give out examination results over the telephone.

www.admin.ox.ac.uk/students/academic/exams/results

Research students are notified in writing of the outcome of the examination of their theses, after the examiners' report has been considered by or on behalf of the responsible academic body.

Failing examinations

If you fail a University Examination, it is important to obtain advice from your subject tutor or supervisor as soon as possible (for example, to find out whether your college is willing to allow you to come back into residence), whether you are a research student taking written qualifying examinations, a graduate on a taught course or an undergraduate. The detailed provisions for any resit arrangements for each qualification are explained in Examination Regulations. In general, the regulations permit undergraduates failing the First Public Examination at the first attempt to re-enter some form of the examination, normally within a year. The regulations permit students failing the Second Public Examination ('Finals') to re-enter but, unless they do so within the maximum number of terms specified for the subject concerned, they will not normally be eligible to obtain Honours. Except for a small number of subjects detailed in the regulations, if you have been classified in the Second Public Examination, you may not re-take your Finals in order to try to improve your results. Postgraduate students on taught courses are normally allowed to make a second attempt at a failed examination, in accordance with the regulations for the particular degree or other qualification.

Research students who are unsuccessful when their theses are examined will be advised individually via the Divisional Graduate Studies Office about any conditions under which they may revise and resubmit their work.

Jury Service

Students cannot claim exemption from Jury Service. However, if you are summoned to serve during term-time, and particularly when sitting examinations, you should apply to the Jury Central Summoning Bureau for deferral or excusal, as set out in the summons. You should also seek the advice of your Senior Tutor.

Appeals procedure

If you have applied for a dispensation from examination regulations or for alternative examination arrangements and are dissatisfied with the outcome, you have the right to appeal to the Chair of the Education Committee. Such an appeal, which can also be made by the college on the student's behalf, must be submitted in writing within fourteen days of receipt of the decision. Information about these procedures can be obtained from Senior Tutors and college offices.

Dispensation from the regulations

The Education Committee has a general power to dispense individual examination candidates from the provisions of the regulations (e.g. to take examinations in different formats, to miss or defer taking written papers, to submit work late, or to have additional re-sit opportunities). Applications must be made via Senior Tutors or other responsible college officers.

www.ox.ac.uk/students/academic/regulations

5.2 Complaints

If you have a concern about procedures not being correctly followed during an examination or you have reason to believe that your examination was not conducted fairly, or that your examiners did not take account of previously notified factors affecting your performance, you should consult urgently the appropriate college officer, usually the Senior Tutor (or your supervisor in the case of research students). Queries and complaints must not be raised directly with the examiners.

You will then be advised how to go about making a formal complaint or academic appeal to the Proctors who, if they consider at first sight that a case exists, will investigate the matter. Complaints relating to taught-course examinations should be made as soon as possible after the papers have been sat (preferably within one month, and not more than three months after your results were announced). Complaints relating to the conduct of examinations for research degrees must be made within three months of notification of results.

Please note that the Proctors will not consider complaints relating to aspects of candidates' supervision if such complaints are made after submission of the thesis etc (concerns about supervision should be discussed at an early stage with the supervisor, college adviser or departmental adviser before possible referral to the Proctors.) The Proctors are empowered to consider only complaints about the conduct of examinations, not appeals against examiners' academic judgement.

Note: 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 (e.g. a candidate's overall classification being absolutely borderline or one mark being very significantly out of line with the others). 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. Papers will be re-marked only if investigation by the Proctors has found a serious problem in the original examination process. (For further information about complaints procedures, please see section 9).

www.ox.ac.uk/students/academic/regulations

5.3 Advice and Help

If you have any difficulty in interpreting the Examination Regulations, or finding out about subject options, dates, deadlines, etc ask for advice from your college tutor, your subject tutor, or your supervisor.

5.4 Plagiarism

All students must carefully read regulations 3, 4, 5 and 6 in the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must always indicate to the examiners when you have drawn on the work of others
- other people's original ideas and methods should be clearly distinguished from your own
- other people's words, illustrations, diagrams etc should be clearly indicated regardless of whether they are copied exactly, paraphrased, or adapted
- material you have previously submitted for examination, at this University or elsewhere, cannot be re-used unless specifically permitted in the special Subject Regulations.

Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism. The University reserves the right to use software applications to screen any individual's submitted work for matches either to published sources or to other submitted work. In some examinations, all candidates are asked to submit electronic copies of essays, dissertations etc for screening by 'Turnitin'. Any matches might indicate either plagiarism or collusion. Although you are encouraged to use electronic resources in academic work,

you must remember that the plagiarism regulations apply to online material and other digital material just as much as they do to printed material.

Disciplinary Regulations for Candidates in Examinations: www.admin.ox.ac.uk/statutes/regulations/288-072.shtml

Administrative Regulations for Candidates in Examinations: www.admin.ox.ac.uk/statutes/regulations/253-114.shtml

Guidance about the use of source materials and the preparation of written work is given in departments' literature and on their websites, and is explained by tutors and supervisors. If you are unclear about how to take notes or use web-sourced material properly, or what is acceptable practice when writing your essay, project report, thesis etc, please ask for advice. See also the University's guidance on how to avoid plagiarism

www.ox.ac.uk/students/academic/goodpractice/

If University examiners believe that material submitted by a candidate may be plagiarised, they will refer the matter to the Proctors. The Proctors will suspend a student's examination while they fully investigate such cases (this can include interviewing the student). If they consider that a breach of the disciplinary regulations has occurred, the Proctors are empowered to refer the matter to the Student Disciplinary Panel. Where plagiarism is proven, it will be dealt with severely: in the most extreme cases, this can result in the student's career at Oxford being ended by expulsion from the University.

Sections 7 and 8 of this handbook cover conduct and disciplinary procedures.

SECTION 6: ACADEMIC DRESS

Students are required to wear academic dress for matriculation, degree ceremonies and examinations.

You should consult your college as to the appropriate gown to wear, together with a mortar board (or soft-cap) and sub fusc:

- One of:
 - a dark suit with dark socks
 - a dark skirt with black stockings
 - dark trousers with dark socks
- A dark coat (optional)
- Black shoes
- Plain white collared shirt
- A black tie or white bow tie

You will need to provide your own sub fusc and academic dress. There are several specialist clothing shops in the city. The University website also has information on the academic dress regulations.

www.admin.ox.ac.uk/statutes/regulations/48-012.shtml

www.ox.ac.uk/students/graduation/ceremonies

SECTION 7: CONDUCT

7.1 The University's conduct regulations

University conduct regulations are additional to individual colleges' rules and by-laws: you must therefore observe two sets of (complementary) disciplinary regulations. Students studying for awards that are also professional qualifications may also be expected to observe codes of conduct drawn up by the University in consultation with the external bodies concerned; your department will provide details where appropriate. Please note that University and college disciplinary codes do not replace the law of the land (which you must observe like everybody else).

The University regulations covering student conduct come from three main sources:

- University statutes, in particular Statute XI on University discipline;
- regulations, issued by:
 - Council;
 - the Proctors, as the University's disciplinary officers, including emergency regulations for student conduct, published in the University Gazette, notified to you by your college and remaining in force for a set period;
 - the Rules Committee (six Congregation members and six student members who meet annually to review and issue conduct regulations);
 - the Curators of the University Libraries;
 - the IT Committee;
- rules on access and use, made and published by people or bodies responsible for managing University land and buildings, or operating University services and facilities.

This chapter is an introduction to those statutes, regulations and rules. You should consult the statutes and regulations, including the Examination Regulations, and subsequent formal amendments published in the Gazette, for comprehensive detail.

www.admin.ox.ac.uk/examregs

www.admin.ox.ac.uk/statutes

www.ox.ac.uk/gazette

Students who intentionally or recklessly breach regulations, or incite or conspire

with others to do so, are liable to disciplinary action. These various regulations and rules are explained more fully in the rest of this section. Section 8 of this handbook describes the Proctors' powers and procedures for enforcement, and students' rights under those procedures.

7.2 General Conduct

Statute XI on University discipline contains a Code of Discipline applying to all University members and to examination candidates who are not formally University members. It sets out the actions and behaviours that are unacceptable in the University context (i.e. on University or college premises and/or in the course of University activity in any location worldwide, whether academic, sporting, social, cultural, or other). You must familiarise yourself with the Code of Discipline:

www.admin.ox.ac.uk/statutes/352-051.shtml

You must also comply with the University's formal policies and other codes:

Academic Integrity in Research

Bribery and Fraud Policy

Code of Practice on the Student Union

Conflict of Interest

Environmental Sustainability Policy

Equality Policy

Equal Opportunities: Race Equality Policy

Freedom of Speech in Universities

Harassment: Code of Practice

Health and Safety: Statement of Health and Safety Policy

Information Security Policy

Information Technology: Regulations Relating to the Use of Information Technology Facilities

Intellectual Property: Administration of the IP Policy

No Smoking Policy

Public Interest Disclosure

Research Activities involving Human Participants

The above policies are all available online:

www.admin.ox.ac.uk/lso/statutes

Your attention is drawn in particular to the following:

Library and IT facilities

No member of the University shall intentionally or recklessly commit a breach of any of the regulations relating to the use of the libraries or the information and communications technology facilities of the University. Note that any infringement of copyright through the University IT network, including using peer-to-peer software and file-sharing to download and distribute copyrighted material, can result in offenders being fined or excluded from the network. Users must familiarise themselves with the regulations and take advice (e.g. from college IT officers) if they are unsure about them.

IT security is also taken very seriously. Advice about keeping your devices and your University IT account secure is available online.

www.ox.ac.uk/students/life/it/secure

Data Protection Act 1998

Anyone holding or intending to keep personal data of any kind (whether on a computer or in paper records) on behalf of a club, society, or publication, or for any other purpose, is individually responsible for complying with the provisions of the Data Protection Act 1998. Registration with the Proctors does not provide any sort of blanket cover under the University. The Act imposes strict conditions on the collection, storage and use of personal data (e.g. about club members, sponsors) and confers rights of access on the people who are the subjects of such data. Data controllers are required to notify their activities: there is a self-assessment guide to notification on the Information Commissioner's website.

www.ico.gov.uk

Marches and processions

The Public Order Act 1986, Section 11, requires the organiser of a procession to give at least six days' notice in advance of the date of the event to the Police. In practice, it is advisable to give the Police as much notice as possible: at least 4 weeks' minimum, in the interests of avoiding clashes between your event and

another event in Oxford on the same day. Specific details are available directly from Thames Valley Police:

www.thamesvalley.police.uk/faq/faq-answer.htm?id=Q616

Events intended to take place on University land or property must be referred to the Proctors.

Newspapers, magazines and websites

You are reminded that, whether or not a publication is formally registered with the Proctors, the individuals involved in its production and distribution are legally responsible for all the material. Anyone intending to set up or take over a publication is strongly advised to consult the Proctors' Office at an early stage.

The Proctors do not censor student members' publications. However, because such publications are sometimes the subject of complaints, the Proctors need to be aware of their content. Those responsible for the distribution of any journal, newspaper, or magazine are asked to send a copy to the Proctors' Office on the day of publication.

If you help to edit publications intended mainly for other students, write for such publications or post material on social media, you need to be aware that your activities are covered by the University's disciplinary regulations and by further regulations as referenced in 7.3 below.

www.admin.ox.ac.uk/proctors/discipline/

Essay-writing services

In accordance with the Code of Discipline, no University member is allowed to contribute to essay-writing services (whether directly with the recipient or through commercial companies) in circumstances where the work provided could be submitted by someone else in any examination worldwide. Oxford students buying or otherwise obtaining material to pass off as their own in University examinations would be in breach of the Proctors' Disciplinary Regulations for University Examinations and can expect to be the subject of disciplinary procedures.

Criminal investigations and offences

Under Statute XI, if a student is the subject of criminal proceedings concerning an alleged offence of such seriousness that an immediate term of imprisonment may be imposed if he or she is convicted, or if he or she has been convicted of a serious offence (whether or not a prison sentence was in fact imposed),

the student is required to inform the Proctors in writing. The Proctors will then consider whether any consequential action needs to be taken within the University.

7.3 Regulations of the Rules Committee

Rules Committee regulations, reviewed annually, concern student members' conduct specifically.

The current regulations set out rules covering:

- Clubs, societies and publications
- Defacement of property and unauthorised advertisements
- Behaviour after examinations (supplemented by a Code of Conduct: www1.admin.ox.ac.uk/proctors/oxonly/conduct/)
- Overseas activities
- Rowing on the river

www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml

7.4 Local Rules

As explained above, those responsible for managing University land and buildings, or operating University services and facilities, are empowered to draw up and publish local rules governing access and use. Students using buildings, property or services are advised to familiarise themselves with any published rules, for example as displayed on noticeboards in or at the entrance to buildings or property or on the service's website.

Action threatening or causing damage to property or inconvenience to other users may lead to exclusion. An allegation of misuse of University property contrary to local rules may be referred to the Proctors for investigation as a possible disciplinary offence under Statute XI.

SECTION 8: DISCIPLINARY PROCEDURES AND STUDENTS' RIGHTS

8.1 Proctors' powers

The Proctors' role under statutes IX and XI includes acting as the officers who ensure that disciplinary regulations are enforced. Doing so includes taking steps to:

- enforce, and prevent any breach of, Statute XI
- investigate any complaint that a University member has committed a breach
- identify the person responsible for any such breach.

Less serious matters may be decided on at a Proctors' Disciplinary Hearing, with the student's agreement; all other matters dealt with under the University's disciplinary procedures will be heard by the University's Student Disciplinary Panel.

The Proctors' investigations are carried out under codified procedures, defined in regulations and available to view online. Further information about the Proctors' complaints and disciplinary casework is available on the Proctors' Office website.

www.admin.ox.ac.uk/statutes/regulations/#disc

www.admin.ox.ac.uk/proctors.

8.2 Investigation

Where an offence of misconduct is alleged, one of the Proctors will investigate and decide whether there is a case for the student or students concerned to answer. For alleged offences involving clubs or publications, the Proctor may hold all or some of the relevant officers responsible. The Proctors have the power to summon any University member to appear before them to assist with their enquiries. The process of investigation and evidence-gathering may involve interviewing suspects and witnesses. A student under investigation has the right to be informed what breach of regulations he or she is suspected of having committed and to be accompanied by a member of Congregation during any interview. He or she has the right not to answer any question (however, such silence will be reported in any subsequent disciplinary hearing).

If, after investigating, the Proctor decides that there is no case to answer, the student will be informed in writing and the matter is closed. If, however,

the Proctor considers that a breach of regulations has occurred and that the student(s) responsible have been identified, the Proctor will then send each student notice of a disciplinary hearing.

The body responsible for adjudicating disciplinary cases differs according to the nature and seriousness of the alleged breach. The student always has the following statutory rights:

- to know what Statute or regulation he or she is accused of breaching, when and where
- to know the full evidence against him or her
- to be accompanied or represented at hearings or in interviews
- to call witnesses in defence
- to ask for an adjournment
- to appeal (or seek leave to appeal) against the outcome of proceedings.

The procedures for the disciplinary bodies are defined in regulations

www.admin.ox.ac.uk/statutes/regulations/#disc.

www.ox.ac.uk/students/academic/regulations/conduct

All cases are decided on the 'civil standard' of proof (i.e. the balance of probabilities).

8.3 Proctors' Disciplinary Hearing

Unless an alleged breach of regulations involves harassment, serious injury to a person, serious damage to property, or a significant element of dishonesty, the Proctors can offer the student concerned the option of having the matter dealt with by at a Proctors' Disciplinary Hearing:

- Pro-Proctors may preside so as to ensure that individuals hearing the case would be different from those responsible for investigating and prosecuting it
- The student will be formally notified what regulations he or she is thought to have breached, and will be sent a notice to attend a Proctors' Disciplinary Hearing (at which he or she may be accompanied or represented by a member of Congregation).
- At the hearing, the evidence will be presented and the student has the right to make a defence against the allegations or else to admit the breach(es) of

regulations and to present evidence to explain his or her behaviour.

- Witnesses may be called to attend, either by the Proctors or the student.

If the student admits the alleged breach of regulations, or is found guilty, the Proctors may impose a fine (or fine plus compensation) of up to £300 or a written warning about future conduct. If the fine or compensation order is not paid, the amount will automatically be increased according to a scale set out in the Regulations for Fines and Compensation Imposed Under Statute XI. Continued non-payment will result in the case being referred to the Student Disciplinary Panel.

There is a right to ask for leave to appeal against the Proctors' decision and/or penalty to the Student Disciplinary Panel.

8.4 Student Disciplinary Panel

Composition

The chair and vice-chairs of the Student Disciplinary Panel ("SDP") are appointed by the University's High Steward from among members of Congregation who are legally qualified. The other SDP members, also members of Congregation, are appointed by Council. The SDP holds hearings in term-time or vacation as necessary. At each hearing, the chair or one of the vice-chairs will sit together with two other SDP members (selected to ensure their independence of the colleges and academic departments of the students appearing before them).

Role

The SDP handles:

- cases of a more serious nature, referred to it by the Proctors
- appeals against Proctors' Disciplinary Hearing decisions
- certain other business (e.g. applications and appeals in connection with students' suspension from access to University premises and facilities).

Procedure

The Proctors must normally bring a case within six months of first interviewing the student concerned. A student referred to the SDP is sent a formal notice detailing the breaches of regulations alleged, and notifying him or her about a hearing to deal with the case. Before the hearing, the student is given a copy of

all the evidence collected by the Proctors and has the opportunity to submit his or her own evidence. The student may be accompanied or represented during the hearing by any person of his or her choice (including a professional lawyer). Witnesses may be called.

If the SDP finds that the student has committed the breaches of regulations alleged, it may issue a written warning about future conduct or take one or more of the following actions:

- impose a fine of any size
- order the student to pay compensation to any person or body suffering injury, damage or loss as a result of his or her conduct
- ban the student from specified University premises or facilities for whatever period of time, or on whatever terms, it thinks fit
- rusticate the student for whatever period of time it thinks fit
- expel the student from membership of the University.

In relation to breaches of examination regulations, the SDP may also instruct the examiners to take one or more of the following actions:

- reduce a mark awarded to any piece of work
- award no mark to, or disregard, any piece of work
- substitute an alternative mark for any piece of work
- reduce by one or more classes any degree classification
- permit the student to re-sit an examination or re-submit a piece of work on such conditions as it thinks fit
- award a pass degree instead of an honours degree
- fail the student in the examination or part of the examination concerned
- recommend to Council that the student should be de-graded (i.e. have the degree to which the proceedings relate taken away).

8.5 Student Appeal Panel

A student who wishes to contest the finding or penalty imposed by the SDP has the right to ask for permission to appeal to the Student Appeal Panel (“SAP”). This body consists of three people with suitable legal experience appointed from outside the University by the High Steward. SAP members take it in turns to conduct appeal hearings. There is also provision for the SAP to be assisted

in individual cases by two ‘assessors’ (members of Congregation appointed by the High Steward, who have ‘knowledge and experience of the practice of this University relevant to the issues raised in the appeal’).

First, the SAP’s presiding member to decide whether to grant the student’s request for permission to appeal. In reaching a decision, the SAP will consider the documents and information submitted and may also hold a hearing. A reasoned decision will be given. If permission to appeal is not granted, that is the end of the internal University process (see below for information about the Office of the Independent Adjudicator).

If permission to appeal is granted, a SAP hearing will be arranged. The hearing will review the evidence on which the SDP based its decisions, together with any new evidence that the SAP agrees to consider. At the end of this process, the SAP will decide whether to set aside or confirm the decisions of the SDP (or it may decide to substitute a different penalty of the kind that the SDP itself could have imposed).

8.6 Definitions

Statute XI includes the following definitions:

- ‘ban’ means withdraw the right of access to specified land, buildings, facilities or services of the University for a fixed period or pending the fulfilment of specified conditions;
- ‘expel’ means deprive a member permanently of his or her membership of the University;
- ‘rusticate’ means withdraw the right of access to all of the land, buildings and facilities of the University including teaching, examinations and all related academic services for a fixed period or until the fulfilment of specified conditions;
- ‘suspend’ means withdraw the right of access referred to above for a fixed or in-determinate period or until the fulfilment of specified conditions where action is taken as an interim measure pending further investigation, or where action is taken under the statutes or regulations for non-disciplinary reasons.
- a penalty of suspension or rustication imposed by a college on one of its members shall also apply to University land, buildings facilities or services (subject to a right of appeal to the Student Disciplinary Panel).

A member of the University who has been expelled loses his or her entitlement

to use University land, buildings, facilities or services (including entry for University examinations). A student expelled from membership of the University may retain membership of his or her college (depending on the college's by-laws); but a student expelled from membership of a college automatically loses his or her University membership.

8.7 Criminal Proceedings

If a student member is alleged to have committed a breach of section 2 or 3 of the Code of Discipline, for which he or she will be or is likely to be prosecuted in a court of law, the Proctors shall not proceed, if at all, unless they are satisfied either that any criminal proceedings in respect of that breach have been completed, whether by conviction or acquittal or discontinuance of the proceedings, or that the member is unlikely to be prosecuted in a court of law in respect of that alleged breach.

If a student member acquires a criminal conviction in respect of an alleged offence of such seriousness that an immediate term of imprisonment may be or has been imposed on conviction, the Proctors may refer him or her to the Student Disciplinary Panel (which has powers to expel the student from membership of the University or impose a lesser penalty or other conditions on the student). As an interim step the Proctors may suspend the student while criminal proceedings are taking place or may ban him or her from access to specified University land, buildings, facilities, or services. There is a right of appeal against such interim action.

8.8 Banning from University premises and facilities

Under Statute XI, the Proctors can ban a student from the use of or access to University land, buildings, facilities or services for up to 42 days as an urgent measure. This would be an interim step while a case against the student was being referred to the Student Disciplinary Panel.

SECTION 9: COMPLAINTS PROCEDURES

9.1 Types of complaint

College matters

If you have a complaint about a college matter, you should take it up with the relevant college officers. The Proctors have no jurisdiction over internal college matters, including collections (internal college examinations) or college disciplinary procedures. Your college may have a published complaints procedure; help and advice is also available from your JCR, MCR or college SU representatives, or from OUSU.

University matters

If you have a complaint about a University department or service (such as teaching or supervision, academic provision, support facilities or other services provided by the University), the first step is to take it up with the officer or body responsible for managing the academic programme or facility or service. You may make the complaint yourself (preferably in writing), or get support from someone like your college tutor, subject tutor, supervisor, or a student Common Room or OUSU officer. If you are a graduate student experiencing problems with your supervision or academic exercises like transfer and confirmation of status, you could consult your college adviser or departmental adviser, or the Director of Graduate Studies. Usually, the initial raising of a complaint is successful in resolving a problem. However, if you are dissatisfied with the outcome at department or service level, or there is a serious problem that you feel needs to be addressed elsewhere in the University system, then other procedures are available to you.

9.2 The Proctors and Assessor

The Proctors (and, to a lesser extent, the Assessor) have a duty to ensure that the University's statutes are upheld. They are therefore able to act independently within the University system to investigate complaints and, where possible, provide redress. Student members of the University are therefore free to write to the Proctors or Assessor, or to ask for appointments with them, to raise any matters that do not fall exclusively within college jurisdiction. The Proctors will consider any formal complaint, act on it where necessary and inform the complainant of the outcome. Some complaints

matters may also cover disciplinary offences – for example, concerning a freedom of speech infringement or harassment (Section 1.5 of this handbook describes the policy and procedures specific to harassment, including support available). In such cases, the Proctors will act in accordance with the disciplinary procedures and relevant policies. The procedures for complaints and discipline are set out in the University’s regulations, which are available online.

www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints/

Further information relating specifically to complaints about the conduct of examinations is set out in section 5.2 of this handbook.

Students are free to contact caseworkers in the Proctors’ Office to discuss (in confidence and without committing themselves to any action) a potential complaint and the procedures that will be followed if the complaint is formally submitted (tel. 01865 280185 or 01865 270093).

The Proctors make an annual summary of complaints dealt with, for the information of the University Council and Congregation. A summary of the most recent year is available online.

www1.admin.ox.ac.uk/proctors/oxonly/report2010/

9.3 Public Interest Disclosure (Whistle-Blowing)

The Public Interest Disclosure Act 1999 provides employees with legal protection against being dismissed or penalised as a result of disclosing certain serious concerns (‘whistle-blowing’); such concerns might include criminal activity, danger to health and safety, or professional malpractice. The University’s code of practice and procedure under the Act is available online.

www.admin.ox.ac.uk/personnel/cops/pid/

9.4 Academic Integrity in Research

The University expects all staff and student members of the University, and non-members who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research. Under its Code of Practice and Procedure for Academic Integrity in Research, fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research would be regarded as misconduct, as would dangerous or negligent deviations from accepted practice in carrying out research. Research misconduct also includes failure to follow an agreed protocol if the failure results in unreasonable risk or harm to humans, other vertebrates

or the environment. Similarly, collusion in, concealment of, and conspiracy to attempt misconduct would be regarded as a breach of the code. The code, including the procedures for dealing with complaints about research misconduct, is published online.

www.admin.ox.ac.uk/personnel/cops/researchintegrity/

9.5 Complaints about the Student Union

As required by the Education Act 1994, Oxford University Student Union operates a full complaints procedure. It is available online; further enquiries should be addressed to the President of OUSU.

ousu.org/your-union/governingdocuments/

9.6 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 office that informed you of the outcome of your case. You have a maximum of three months from the date of that letter to apply to 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.

Information can be found at www.oiahe.org.uk or by emailing enquiries@oiahe.org.uk.

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