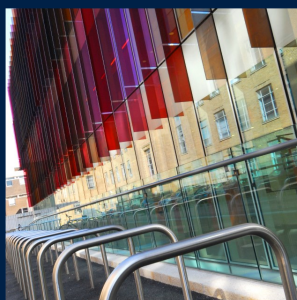




UNIVERSITY OF  
OXFORD

# The University Student Handbook 2015/16

Incorporating the Proctors' and Assessor's Memorandum



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# 1. FOREWORD

This is your University Student Handbook. It provides general information and guidance you may need to help you to make the most of the opportunities on offer at the University of Oxford. It also gives you formal notification and explanation of the University's codes, regulations, policies and procedures. Please take time to read it.

As Proctors and Assessor, we are senior officers of the University but we are not professional administrators: we are ordinary academics elected for a year by our colleges. We oversee student matters and ensure that the University's statutes and policies are followed, with particular interest in examinations, conduct and welfare. We are well aware of the needs and pressures of student life. If you have any concerns, or suggestions for improvement, they can be channelled through the Oxford University Student Union (OUSU) officers and through Junior Common Room (JCR) and Middle Common Room (MCR) presidents, with whom we have regular meetings. The Proctors' Office may also be contacted for assistance and advice.

You will find useful information throughout along with the relevant contact details and web links to more detail, which you may need during your studies here.

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

Dr George Garnett  
(St Hugh's College)  
Senior Proctor

Dr Lisa Bendall  
(Keble College)  
Junior Proctor

Dr Patricia Daley  
(Jesus College)  
Assessor

Our successors for March 2016 to March 2017 will be Dr Mark Whittow (Corpus Christi College), Senior Proctor; Dr Elizabeth Gemmill (Kellogg College), Junior Proctor; Dr Luke Pitcher (Somerville College), Assessor.

## 2. INTRODUCTION

### 2.1 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 38 colleges, though independent and self-governing, are a core element of the University, to which they are related in a federal system. There are also six permanent private halls, which were founded by Christian denominations.

The colleges and halls:

- select and admit undergraduate students, and select graduate students after they are admitted by the University
- are responsible for students' tutorial teaching and welfare
- provide accommodation, meals, common rooms, libraries, sports and social facilities, and pastoral care for their students.

The University:

- determines the content of courses within which college teaching takes place
- organises lectures and seminars and other forms of teaching / instruction
- provides a wide range of resources for teaching and learning, including libraries, laboratories, museums and computing facilities
- admits and supervises graduate students
- examines theses, and sets and marks examinations
- awards degrees.

The Vice-Chancellor, who holds office for seven years, is the senior officer of the University. There are six Pro-Vice-Chancellors who have specific, functional responsibility, and there are up to ten Pro-Vice-Chancellors without portfolio who undertake a range of duties on behalf of the Vice-Chancellor.

The Chancellor, who is usually an eminent public figure elected for life, serves as the titular head of the University, presiding over all major ceremonies.

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).

Final responsibility for legislative matters rests with Congregation, which consists of some 5,000 members of the academic, senior research, library, museum and administrative staff.

Day-to-day decision-making in matters such as academic policy, finance and planning is devolved to the University's four Academic Divisions. Each division has a full-time head and an elected board. Continuing Education is the responsibility of a separate board.

## **2.2 The Proctors and the Assessor**

The Proctors and the Assessor are senior officers of the University whose roles encompass advocacy and scrutiny. They oversee student matters and uphold the University's statutes and policies throughout its governance and administration. Colleges are on a rota so that, each year, three of them choose one of their Fellows to serve full-time for 12 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. Each Proctor nominates deputies, known as Pro-Proctors.

The office of Assessor was created in 1960, with a special concern for policies on student health, welfare and financial issues.

In addition to ceremonial functions, the Proctors' and the Assessor's duties are mainly:

- ensuring that regulations for 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 conduct 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.

When on duty, the Proctors and Assessor wear *sub-fusc* clothes with white tie and bands. On formal occasions 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.

## **2.3 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.

## **2.4 Student Information**

Student Information is a service for students of the University, giving advice from a central contact point between 09:00–17:00, Monday–Friday, in the Examination Schools. 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.

e: [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)

[www.ox.ac.uk/students/selfservice](http://www.ox.ac.uk/students/selfservice)

## 2.5 Student unions

As well as becoming a member of your own college's student union (often known as the Junior Common Room (JCR), Middle Common Room (MCR) or Senior Common Room (SCR)), a student of the University automatically becomes a member of the Oxford University Student Union (OUSU). OUSU is an independent charity that promotes the academic, social and welfare interests of its members throughout the University.

You have the right to opt out of membership of your college student union 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](http://www.ox.ac.uk/students/selfservice/ousu)

[ousu.org](http://ousu.org)

Note: 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.

The University of Oxford's code of practice explaining how the requirements of the Education Act 1994 relating to student unions are being carried out is published alongside the University's formal statutes, policies and regulations.

[www.admin.ox.ac.uk/iso/statutes](http://www.admin.ox.ac.uk/iso/statutes)



### 3. WELFARE

A range of services is available to support you during your studies at Oxford. You can get advice and details from your college, department, central University services, fellow students and OUSU.

[www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)

#### 3.1 Health

Colleges provide health care via college doctors and nurses, and also have arrangements for help with the whole range of welfare issues.

##### *Doctor and nurse*

You are strongly advised to register with a GP (general practitioner) in Oxford. The majority of 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 an emergency, contact your college lodge or telephone 999.

[www.ox.ac.uk/students/welfare/health](http://www.ox.ac.uk/students/welfare/health)

##### *Dentist*

You do not need to register with a particular practice. Visit NHS Choices to find a local dentist.

[www.nhs.uk/nhsengland/aboutnhsservices/dentists](http://www.nhs.uk/nhsengland/aboutnhsservices/dentists)

Information about the emergency out-of-hours dental service is available from the Oxford Health NHS site.

[www.oxfordhealth.nhs.uk/?service\\_description=dental-services](http://www.oxfordhealth.nhs.uk/?service_description=dental-services)

##### *Optician*

NHS Choices explains how to find a local optician for routine sight tests. If you have a visual problem which requires specialised attention, you will be referred to the hospital eye service.

[www.nhs.uk/nhsengland/aboutnhsservices/opticians](http://www.nhs.uk/nhsengland/aboutnhsservices/opticians)

## *Sexual health*

Various sources of advice and help about your sexual health or pregnancy are available to you. 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.

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

- your college doctor or college nurse
- the Health Advisers at Oxfordshire Sexual Health Service, Churchill Hospital, Oxford. A walk-in clinic is available each weekday 11:15–15:15 and 09:00–12:00 on Saturdays, or book an appointment.  
t: +44(0)1865 231231 (option 3)  
[www.sexualhealthoxfordshire.nhs.uk](http://www.sexualhealthoxfordshire.nhs.uk)
- The Terrence Higgins Trust helpline, weekdays 10:00–20:00.  
t: +44(0)808 8021221  
A weekday service offering testing and advice on HIV and STIs is available from 09:30–17:30 at the Rectory Centre, Oxford.  
t: +44(0)1865 243 389  
[www.tht.org.uk/sexual-health](http://www.tht.org.uk/sexual-health)
- The Sexual Health Line, available 24 hour.  
t: +44(0)300 1237123

## *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, speak to your college doctor or nurse, or look at the information produced by OUSU.

[ousu.org/advice/life-welfare/drugs-alcohol](http://ousu.org/advice/life-welfare/drugs-alcohol)

Other sources of help and advice include:

- Frank (national drugs helpline)  
t: +44(0)300 1236600  
[www.talktofrank.com](http://www.talktofrank.com)
- Oxfordshire Roads to Recovery  
t: +44(0)1865 261690  
[www.turning-point.co.uk/oxfordshire-roads-to-recovery](http://www.turning-point.co.uk/oxfordshire-roads-to-recovery)

### *Meningitis, measles, mumps and rubella*

If you are under 25 and have not received the MenACWY vaccine 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 disorientated, you must get medical help urgently.

You should also consult your doctor if you have not had two doses of the measles, mumps and rubella (MMR) vaccine. 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).

[www.ox.ac.uk/students/welfare/health/emergencies](http://www.ox.ac.uk/students/welfare/health/emergencies)

### *Medical fitness to study*

Refer to Section 4 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 is 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](http://www.admin.ox.ac.uk/uohs)

## **3.2 Welfare support services**

Life and study at university is challenging. If you are experiencing personal, emotional, social or academic problems, it is important not to bottle them up but to do something to address them which may include discussing 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 or service.

### *Student Counselling Service*

The professional clinical staff of the Counselling Service provides free, confidential therapeutic support to all matriculated students. 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 at 3 Worcester Street, Oxford.

t: +44(0)1865 270300

e: [counselling@admin.ox.ac.uk](mailto: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. A wide range of self-help resources is available.

[www.ox.ac.uk/students/welfare/counselling](http://www.ox.ac.uk/students/welfare/counselling)

### *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 SCR. They have been 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](http://www.ox.ac.uk/students/welfare/peer)

### *OUSU Student Advice Service*

The Student Advice Service is a free and confidential advice, information and advocacy service. The team of friendly and experienced advisors is there to help you find answers to the questions and solutions to the problems you may face as a student.

[ousu.org/advice](http://ousu.org/advice)

### *Nightline*

Run for and by students, Nightline provides the opportunity to talk to someone about anything you like. It is an 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 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.

t: (reversed charges accepted) +44(0)1865 270270

Skype username: oxfordnightline

users.ox.ac.uk/~nightln

### *Samaritans*

If you are experiencing emotional distress, including thoughts of suicide, the Samaritans provide a 24-hour confidential listening service. Visit in person between 08:00–22:00 at 60 Magdalen Road, Oxford.

t: +44(0)8457 909090 or t: +44(0)1865 722122

SMS 07725 909090

e: jo@samaritans.org

[www.samaritans.org/branches/oxford-samaritans](http://www.samaritans.org/branches/oxford-samaritans)

## **3.3 Disability and alternative arrangements**

The Disability Advisory Service (DAS) is committed to making reasonable adjustments to enable students with disabilities to participate fully in student life.

Every college and department has a disability contact responsible for coordinating support for students with disabilities and to provide guidance. OUSU can also offer help, advice and opportunities to meet other students interested in disability-related matters.

If you think you might require support during your studies, or alternative arrangements for examinations, you must consult DAS and / or, for research students, your Director of Graduate Studies as soon as possible after you start your studies. Information on disability contacts, financial support, adjustments to teaching and examination arrangements, and an access guide to University buildings, are available online.

t: +44(0)1865 280459

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

[www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability)

### **3.4 Equality and diversity**

The Equality and Diversity Unit (EDU) 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 and gender identity, sexual orientation, religion and belief, age, and harassment. The University's overarching equality policy applies to all University members. 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](http://www.admin.ox.ac.uk/eop)

### **3.5 Safety and security**

Oxford is generally a safe place to study and socialise in; nevertheless, it is sensible to take precautions to minimise any risks. The Oxford Students website contains guidance to help you to stay safe and to protect your personal possessions.

[www.ox.ac.uk/students/life/community](http://www.ox.ac.uk/students/life/community)

#### *Police and University Security Services*

All incidents of crime should be reported to Thames Valley Police on the non-emergency telephone number of 101. If a situation is deemed an emergency, telephone 999.

The University Security Services 24 hour Control Room should also be informed if the incident occurred on University premises.

t: +44(0)1865 272944 or emergency t: +44(0)1865 289999

### **3.6 Harassment**

The University regards harassment as unacceptable behaviour and has a policy and procedures designed to protect students, staff and those for whom it has a special responsibility.

The Director of Student Welfare and Support Services provides support both to students who have experienced harassment and those accused of it, as well as to staff requiring advice on student cases.

e: [director.swss@admin.ox.ac.uk](mailto:director.swss@admin.ox.ac.uk)

The University Harassment Advisor Network comprises departmental and college confidential advisers, whose names are displayed on departmental and

college noticeboards. Approach an advisor if you are experiencing harassment or bullying, or contact the Harassment Line.

t: +44(0)1865 270760

e: [harassment.line@admin.ox.ac.uk](mailto:harassment.line@admin.ox.ac.uk)

[www.ox.ac.uk/students/welfare/harassment](http://www.ox.ac.uk/students/welfare/harassment)

### **3.7 Sexual violence and assault**

If you have experienced sexual violence, there is a wide range of help available within and beyond the University. Enhanced information will be available from the Oxford Students website over the coming year.

[www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)

If you or others feel at risk or consider the situation to be an emergency, telephone the police, fire service or an ambulance on 999. If you are in college, you can alert the college lodge. For incidents in University premises, contact the Security Services 24 hour Control Room.

t: +44(0)1865 272944 or emergency t: +44(0)1865 289999

The OUSU-affiliated campaign *It Happens Here* has helpful guidance on the range of options open to students who have experienced sexual violence, including reporting to the police.

[ithappenshereoxford.wordpress.com/support/options-after-sexual-violence](http://ithappenshereoxford.wordpress.com/support/options-after-sexual-violence)

A number of staff available to support students have received special training in handling cases involving sexual violence and assault. Among the external agencies which can provide support are Oxford Sexual Abuse and Rape Crisis Centre with a helpline, email support and support groups for women.

t: +44(0)1865 726295 or freephone +44(0)800 7836294

[www.oxfordrapecrisis.net](http://www.oxfordrapecrisis.net)

Survivors UK helpline for men.

t: +44(0)845 1221201

[www.survivorsuk.org](http://www.survivorsuk.org)

### **3.8 Staff-student relationships**

You are advised not to enter into any relationship with a member of University staff with any responsibility for you, as it may lead the staff member to compromise the integrity of their professional relationship. If such a relationship develops, and you are not sure that a member of staff has disclosed their relationship, you are encouraged to independently advise your Head of Department or Chair of the Faculty Board in confidence.

### **3.9 Financial hardship**

If you face unforeseen financial difficulties you should consult your college for 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. You must ensure that you are in receipt of any government and other external support available to you before applying for hardship funding. The University Hardship Fund is provided to assist students experiencing unforeseen financial difficulties. Application forms can be obtained from your college hardship officer. The Access to Learning Fund is based on national guidelines and aims to assist UK undergraduate and graduate students experiencing financial difficulty. Application forms can be obtained from Student Fees and Funding.

e: [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk)

[www.ox.ac.uk/students/fees-funding/assistance/hardship](http://www.ox.ac.uk/students/fees-funding/assistance/hardship)

### **3.10 Student parents**

The University offers childcare services at discounted rates for all eligible student parents, including four college nurseries, to which students may apply.

e: [childcare@admin.ox.ac.uk](mailto:childcare@admin.ox.ac.uk)

[www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare)

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.

e: [parentsandcarers@ousu.ox.ac.uk](mailto:parentsandcarers@ousu.ox.ac.uk)

[ousu.org/advice/life-welfare/student-parents](http://ousu.org/advice/life-welfare/student-parents)



The Oxford Family Information Service provides information about private nurseries, childminders, schools and after-school childcare provision.

t: +44(0)8452 262636

e: [fis.enquiries@oxfordshire.gov.uk](mailto:fis.enquiries@oxfordshire.gov.uk)

[www.oxfordshire.gov.uk/cms/content/oxfordshire-family-information-service-oxonfis](http://www.oxfordshire.gov.uk/cms/content/oxfordshire-family-information-service-oxonfis)

There is 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.

e: [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk)

[www.ox.ac.uk/students/fees-funding/assistance/hardship](http://www.ox.ac.uk/students/fees-funding/assistance/hardship)

### **3.11 Sport**

Oxford has 85 University sports clubs, as well as 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 and racket sport courts. It is also home to the running track on which Roger Bannister ran the first sub-four-minute mile.

[www.sport.ox.ac.uk](http://www.sport.ox.ac.uk)

### **3.12 Non-sports clubs and publications**

The University welcomes clubs, societies and publications' contributions 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 webpage facilities, enables clubs to use the minibs hire and driver assessment scheme, entitles application for University grants, gives 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](http://www.admin.ox.ac.uk/clubs)

## 4. 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 / 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.

A student may be referred to the Fitness to Study Panel by a college, a department or faculty, the Proctors, the Student Disciplinary Panel or the Student Appeal Panel.

The Panel 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 such as 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.

[www.admin.ox.ac.uk/statutes](http://www.admin.ox.ac.uk/statutes)

## 5. RESIDENCE

Residence means meeting minimum residence requirements (known as 'statutory residence') for most degrees and other qualifications.

### 5.1 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 statutory residence because of illness or other reasonable cause. Applications must be made through your college office.

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.

### 5.2 Place of residence

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

- Undergraduates must reside within six miles of Carfax. The limit is increased to 25 miles from Carfax provided that you either:
  - (i) hold the status of Senior Student
  - (ii) already have an undergraduate degree from Oxford
  - (iii) reside in the home of your parent / guardian
- Graduate students must reside within 25 miles of Carfax unless given special permission to work away from Oxford for a period (see 5.1).

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.

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 5.1 and may not be allowed to enter for examinations.

[www1.admin.ox.ac.uk/proctors/oxonly/collegeforms](http://www1.admin.ox.ac.uk/proctors/oxonly/collegeforms)

### **5.3 Accommodation**

Colleges provide accommodation for all undergraduate students during their first year of study and for at least one other year of their course. Many colleges are also able to provide accommodation to graduate students. As an undergraduate, you can choose to move out of college and live with friends in student accommodation for some of your time studying at Oxford.

The Graduate Accommodation Office can help graduate students if college accommodation is unavailable or not of the type needed.

[www.admin.ox.ac.uk/accommodation](http://www.admin.ox.ac.uk/accommodation)

Details of private accommodation can be found using the student accommodation search.

[www.oxfordstudentpad.co.uk/accommodation](http://www.oxfordstudentpad.co.uk/accommodation)

The OUSU Living-Out Guide provides information about how to find and secure accommodation within Oxford.

[www.ox.ac.uk/students/life/accommodation](http://www.ox.ac.uk/students/life/accommodation)

## 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:
  - (i) a dark suit with dark socks, or
  - (ii) a dark skirt with black stockings, or
  - (iii) dark trousers with dark socks or dark hosiery
- A dark coat (optional)
- Black shoes
- Plain white collared shirt or blouse
- A white bow tie, black bow tie, black full-length tie, or black ribbon.

Ministers of religion may wear a gown over their clerical dress, and members of the armed forces may wear a gown over their service dress; service caps are removed when indoors.

You will need to provide your own sub fusc and academic dress. There are specialist clothing shops in Oxford.

[www.ox.ac.uk/students/academic\\_dress](http://www.ox.ac.uk/students/academic_dress)

## 7. 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, but generally does not claim ownership of copyright created by students.

There are arrangements in the University's regulations for protecting and exploiting intellectual property, and sharing the commercial exploitation revenues with the student originators. By accepting a place at the University of Oxford and signing the Student Contract with the University, you agree to be legally bound by these provisions.

The main Statute governing intellectual property is Statute XVI, Part B.

In summary, this states:

- that the University claims ownership of student-created intellectual property that is created with the aid of University facilities or commissioned by the University or comprises inventions, designs, databases, software, firmware and courseware and related know how and information
- that the University will not assert any claim to the ownership of copyright in: artistic works including (where not commissioned by the University) books, articles, plays, scores, lyrics and lectures, student theses and answers to tests and examinations (except where claimed as above), and computer-related works (except where claimed as above).

[www.admin.ox.ac.uk/statutes](http://www.admin.ox.ac.uk/statutes)

The related regulations for the administration of the policy explain the approved arrangements for revenue-sharing.

[www.admin.ox.ac.uk/rso/ip](http://www.admin.ox.ac.uk/rso/ip)

## 8. EXAMINATIONS

The Proctors' 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 alternative arrangements (via the Examination Administration Processes team)
- resolving queries and complaints.

They liaise closely with the Student Administration teams and with the various University committees concerned with course content, examinations 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.

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 examination conventions, in course handbooks or on departmental websites), all of which you should read carefully.

[www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs)

### 8.1 Entering your examinations – taught courses

#### *Course content*

The Examination Regulations provide a summary of the requirements of your course. Further information on your course is provided in your course handbook and examination conventions available from your department.

[www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs)



Regulations may be different depending on the year you started your course, and might be revised during your course of study. Explanations of the University's approach to the limited situations in which course changes might be made are available online.

[www.ox.ac.uk/coursechanges](http://www.ox.ac.uk/coursechanges)

[www.graduate.ox.ac.uk/coursechanges](http://www.graduate.ox.ac.uk/coursechanges)

### *Examination fees*

Information about any fees payable, fees for late entry to examinations, late change of options etc is available on the examinations entry webpage. If you need to re-sit examinations, including re-submission of written work for assessment, you may need to pay a re-examination fee.

[www.ox.ac.uk/students/exams/entry](http://www.ox.ac.uk/students/exams/entry)

### *Entering for examinations*

It is your responsibility to ensure that your examination entry details are correct using Student Self Service. You should inform your college or department if there are any errors. Your individual timetable will be sent to you. The examination timetable for every subject is published online.

[www.ox.ac.uk/students/academic/exams/timetables](http://www.ox.ac.uk/students/academic/exams/timetables)

You can take a University examination (including re-sits) only if you are regarded as being a 'student member' of the University as defined in Statute II. You cannot enter an examination as a 'private' candidate.

[www.admin.ox.ac.uk/statutes/12-011.shtml](http://www.admin.ox.ac.uk/statutes/12-011.shtml)

### *Late alteration of options*

If you want to change your chosen examination options, a request has to be made in writing through your college office, who will submit your request to the Academic Records Office. 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.

### *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 (DAS) (see Section 3.3), or your

college office or, for research students, your Director of Graduate Studies, as soon as possible to discuss your needs.

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 via your college by Friday of Week 4 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.

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 through your college office. Where appropriate, once approval has been given for alternative arrangements, it will be valid for all University examinations taken during your course of study.

[www.ox.ac.uk/students/academic/exams/arrangements](http://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 your college office once your place at Oxford has been confirmed.

[www.ox.ac.uk/students/welfare/disability/needs](http://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 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 graduates) 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 to help ensure consistency between reports.

If you are continuing directly from undergraduate to graduate 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 Examinations Administrative Processes Team by your 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, sweets and medications into examination rooms*

Information on permitted items is available on the examination guidance webpage. Some items require Proctors' permission, and some can be authorised by your college. You need to bring a note from your college with you.

[www.ox.ac.uk/students/academic/exams/guidance](http://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. It is your responsibility to bring the correct calculator unless explicitly told they will be provided.

### *Appeals procedure for alternative examination arrangements*

If you have applied 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 14 days of receipt of the decision. Information about these procedures can be obtained from your college office. These appeal procedures also apply to decisions of the Proctors concerning extension requests, late submissions, and forwarding of information about factors affecting performance to the examiners (see below for more information about submitting such information).

## **8.2 Missing your examinations**

### *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 college office 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.

[www.admin.ox.ac.uk/examregs](http://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 your college office.

### *Withdrawal from examinations*

In some circumstances it may be appropriate to withdraw from an examination, either before attempting any papers or (subject to your college's permission) before the written part of the examination is complete, and apply to re-enter on a later occasion. Such withdrawals must be notified through your college office 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 the college for earlier marks to be carried over. You cannot withdraw from examinations after the last paper has been completed.

[www.ox.ac.uk/students/academic/exams/entry](http://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 you being failed in the examination as a whole. The dates when you 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 you direct by the examiners and will be published within the University.

### *Jury service*

You 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 college office.

### *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 your college office.

[www.ox.ac.uk/students/academic/regulations](http://www.ox.ac.uk/students/academic/regulations)

### 8.3 Submitting work for assessment

Essays, dissertations, theses and other submissions that are assessed as part of public examinations, have deadlines by which the work must be submitted. Make sure you know when and where you should submit your work. Deadlines are published either in the Examination Regulations or in your course handbook. Most often, the place of submission is the Examination Schools, but sometimes work is handed in to departments. You may be asked to submit in hard copy, or electronically, or both.

The Proctors are responsible for dealing with any submissions that are made after the published deadline.

[www.admin.ox.ac.uk/examregs/2014-15/rftcoue-p14ls-n-snafromexam](http://www.admin.ox.ac.uk/examregs/2014-15/rftcoue-p14ls-n-snafromexam)

#### *Late submissions*

Give yourself enough time to submit your work by the deadline. The Proctors will not accept as reasons for lateness delays in postage, reliance on third parties to deliver your work or printing problems. Similarly, if you are required to submit work electronically, they will not accept problems with email or server speeds as an excuse.

If your computer breaks down or becomes infected with a virus, or your files are lost or stolen, the Proctors will not be sympathetic: ensure that you keep adequate backups and store them separately and securely.

If you do submit your work late, the Proctors will decide whether to allow the work to be accepted. If it is accepted, then an academic penalty will be applied to your work, normally on a sliding scale published by the department. You will also be charged a late submission fee. You should ask your college (or department if you don't belong to a college) to write to the Proctors explaining your lateness as soon as possible. In some circumstances (such as illness or other emergencies) the Proctors will waive the penalty and / or fee.

#### *Extensions*

You may become aware before a deadline that you will need to submit your work late, because of either illness or another urgent cause. If you do, you should ask your college to apply to the Proctors for the late submission to be excused in advance. You will need to provide evidence, such as a letter from your doctor, and an extended deadline will be set. Extension requests should be for relatively short periods of time. If you think you will be unable to work for a very long time, you should speak to your college about making other arrangements to delay your studies.

### *Missing submissions*

If you fail to submit work by the deadline, the Examinations and Assessments team will write to you to remind you that a deadline has passed. When a candidate fails to submit work, it is very serious: you will fail not only that paper, but all the papers you entered for at the same time (which might mean your whole Finals, for example). If you discover that you have missed a deadline, you should do one of the following:

- if you have a good reason for both missing the deadline and for needing more time to complete the work before submitting it, then you should apply for an extension as described above immediately
- otherwise, you should submit the work straight away, and ask your college to write with your reasons for late submission to the Proctors who will decide whether to allow the work to be accepted.

### *Making changes after submission*

It is not possible to make changes to work after it has been submitted without the Proctors' permission, which they will only give in very exceptional circumstances.

## **8.4 Receiving your results**

### *Examination results*

Once examiners have released the results, you are automatically notified by email and can then access your assessment results, and the result for the year if applicable, in Student Self Service. Marks breakdowns may later be forwarded to colleges.

[www.ox.ac.uk/students/academic/exams/results](http://www.ox.ac.uk/students/academic/exams/results)

### *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). The detailed provisions for any resit arrangements for each qualification are explained in Examination Regulations.

In general, the regulations permit undergraduate students 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. Graduate students on taught courses are normally allowed to make a second attempt at a failed examination, in accordance with the regulations for the particular qualification.

[www.admin.ox.ac.uk/examreg](http://www.admin.ox.ac.uk/examreg)

### *Factors affecting performance*

Information about any special circumstances (e.g. ill-health) that may have affected your performance before or during an examination can be provided to examiners. You should, as soon as possible and before the papers are marked, apply to your college office to have any such information, usually with a medical certificate, sent, in writing, to the Examinations Administration Processes team who will pass it to the relevant chair of examiners.

The examiners will decide at their final examination board meeting how to take the information into account when determining the examination results. The Proctors will only forward information to the examiners after that meeting in exceptional circumstances, where the candidate was prevented from making an earlier application, where his or her condition was only diagnosed after the results were known or where a serious procedural error delayed the application.

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

Appeals against the Proctors' decisions concerning requests to forward information about factors affecting performance to the examiners after the final examination board meeting may be made to the Chair of the Education Committee, by the same process as for decisions about alternative arrangements.

## **8.5 Research students**

Research students are responsible for finding out the deadlines for the submission of work throughout their period of study, including those for transfer and confirmation of status, as well as the final examination. Research students should consult their supervisors and college advisors to ensure that the necessary administrative processes are complete well in advance of these



deadlines. Copies of the forms needed for academic progression (including suspension of studies and withdrawal) are available online.

[www.ox.ac.uk/students/academic/guidance/graduate/progression](http://www.ox.ac.uk/students/academic/guidance/graduate/progression)

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. 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.

## **8.6 Complaints and academic appeals**

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 your college office (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 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.

Concerns relating to aspects of your supervision should be discussed at the earliest possible stage with your 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.

Examination scripts will only be re-marked in the most exceptional circumstances where investigation by the Proctors has found a material problem in the original examination process. The Proctors can authorise the checking of marks if there is strong evidence of an irregularity having occurred. Marks will not be checked merely because you are disappointed with them or are puzzled by the distribution, or because they fall below marks predicted by your college tutors etc.

[www.ox.ac.uk/students/academic/regulations](http://www.ox.ac.uk/students/academic/regulations)

Disciplinary Regulations for Candidates in Examinations:

[www.admin.ox.ac.uk/statutes/regulations/288-072.shtml](http://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](http://www.admin.ox.ac.uk/statutes/regulations/253-114.shtml)

## **8.7 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.

## **8.8 Plagiarism**

All students must carefully read regulations 3, 4 and 5 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, using quotation marks and references in accordance with the conventions of your subject area
- other people's original ideas and methods should be clearly distinguished from your own
- the use of 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's description of plagiarism should be read carefully. That description includes a link to the University's online course about understanding what plagiarism is, and how to avoid it. You are strongly advised to complete the course.

[www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

[weblearn.ox.ac.uk/x/f4XeLu](http://weblearn.ox.ac.uk/x/f4XeLu)

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

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.

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.

## 9. CONDUCT

### 9.1 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. 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, particularly Statute XI on University discipline
- regulations, issued by:
  - (i) Council
  - (ii) 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
  - (iii) the Rules Committee (six Congregation members and six student members who meet annually to review and issue conduct regulations)
  - (iv) the Curators of the University Libraries; and
  - (v) 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.

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/statutes](http://www.admin.ox.ac.uk/statutes)

[www.ox.ac.uk/gazette](http://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. Section 10 of this handbook describes the Proctors' powers and procedures for enforcement, and students' rights under those procedures.

## **9.2 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).

[www.admin.ox.ac.uk/statutes/352-051.shtml](http://www.admin.ox.ac.uk/statutes/352-051.shtml)

### *Library and IT facilities*

No University member 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. 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 a fine or exclusion from the network. IT security is 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](http://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](http://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 four weeks' minimum, in the interests of avoiding clashes between your event and another event in Oxford on the same day. Events intended to take place on University land or property must be referred to the Proctors.

[www.thamesvalley.police.uk/faq/faq-answer.htm?id=Q616](http://www.thamesvalley.police.uk/faq/faq-answer.htm?id=Q616)

### *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 9.3 below.

[www.admin.ox.ac.uk/proctors/discipline](http://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. 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.

## **9.3 Regulations of the Rules Committee**

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

[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml)

The current regulations set out rules covering:

- Clubs, societies and publications  
[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#\\_Toc210552907](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#_Toc210552907)
- Defacement of property and unauthorised advertisements  
[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#\\_Toc210552911](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#_Toc210552911)
- Behaviour after examinations  
[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#\\_Toc210552912](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#_Toc210552912)  
supplemented by a Code of Conduct  
[www1.admin.ox.ac.uk/proctors/oxonly/conduct](http://www1.admin.ox.ac.uk/proctors/oxonly/conduct)
- Overseas activities  
[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#\\_Toc210552913](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#_Toc210552913)
- Rowing on the river  
[www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#\\_Toc210552914](http://www.admin.ox.ac.uk/statutes/regulations/80-0913.shtml#_Toc210552914)

## 9.4 Policies and codes

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

- Academic Integrity in Research
- Bribery and Fraud Policy
- Conflict of Interest
- Equality Policy
- 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
- Student Union Code of Practice
- University Policy and Procedure on Harassment

[www.admin.ox.ac.uk/iso/statutes](http://www.admin.ox.ac.uk/iso/statutes)

## 9.5 Local rules

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. You are advised to familiarise yourself 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.



## 10. DISCIPLINARY PROCEDURES AND RIGHTS

### 10.1 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.

[www.admin.ox.ac.uk/statutes/regulations/#disc](http://www.admin.ox.ac.uk/statutes/regulations/#disc)

[www.admin.ox.ac.uk/proctors](http://www.admin.ox.ac.uk/proctors)

### 10.2 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 Proctors 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(s) 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 / she is accused of breaching, when and where
- to know the full evidence against him / 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 the following regulations. All cases are decided on the 'civil standard' of proof (i.e. the balance of probabilities).

[www.admin.ox.ac.uk/statutes/regulations/#disc](http://www.admin.ox.ac.uk/statutes/regulations/#disc)

[www.ox.ac.uk/students/academic/regulations/conduct](http://www.ox.ac.uk/students/academic/regulations/conduct)

### **10.3 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 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
- You will be formally notified what regulations you are thought to have breached, and will be sent a notice to attend a Proctors' Disciplinary Hearing (at which you may be accompanied or represented by a member of Congregation)

- At the hearing, the evidence will be presented and you have the right to make a defence against the allegations or else to admit the breach(es) of regulations and to present evidence to explain your behaviour
- Witnesses may be called to attend, either by the Proctors or by the student.

If you admit the alleged breach of regulations, or are 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 appeal to the Student Disciplinary Panel against the Proctors' decision and / or penalty.

## **10.4 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 / her own evidence. The student may be accompanied or represented during the hearing by any person of his or her choice (who need not be legally qualified). 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 an amount it thinks fit
- 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 a fixed period of time, or on whatever terms, it thinks fit
- rusticate the student for a fixed period of time, or on whatever terms, it thinks fit
- expel the student from membership of the University
- recommend to Council that the student be deprived of the degree to which the disciplinary proceedings relate.

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.

## 10.5 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 legal experience appointed from outside the University by the High Steward. SAP members take it in turns to consider applications for permission to appeal, and to subsequently conduct appeal hearings if necessary. The SAP may be assisted in individual cases by two 'assessors' (members of Congregation appointed by the High Steward, who have knowledge and experience of the practice and procedures of this University relevant to the issues raised in the appeal).

The SAP's presiding member decides whether to grant the student's request for permission to appeal. In reaching a decision, the SAP will consider the information submitted, including the evidence on which the SDP based its decisions and any new evidence that the SAP agrees to consider. 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. 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).

## 10.6 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 membership of the University. Entitlement to use University land, buildings, facilities or services will be lost (including entry for University examinations). A student expelled from membership of the University may retain college membership (depending on the college's by-laws), but a student expelled from membership of a college automatically loses University membership
- 'harassment' means unwanted and unwarranted conduct towards another person which has the purpose or effect of:
  - (i) violating that other's dignity, or

- (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other
- ‘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 indeterminate 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 SDP).

## **10.7 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 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 SDP (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.

## **10.8 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 while a case against the student was being referred to the SDP.

## 11. COMPLAINTS PROCEDURES

### 11.1 Types of complaint

#### *College matters*

A complaint about a college matter should be taken up with your college office. 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 college JCR, MCR 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 can consult your college 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.

### 11.2 The Proctors and Assessor

The Proctors (and, to a certain 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. You should write to the Proctors or Assessor, or ask for an appointment 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 complaint matters may also cover disciplinary offences – for example, concerning a freedom of speech infringement or harassment. 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.

[www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints](http://www.admin.ox.ac.uk/proctors/complaints/proceduresforhandlingcomplaints)

You are able to contact caseworkers in the Proctors' Office to discuss (in confidence and without committing yourself to any action) a potential complaint and the procedures that will be followed if the complaint is formally submitted.

t: +44(0)1865 280185 or +44(0)1865 270093

The Proctors make an annual summary of complaints dealt with, for the information of the University Council and Congregation.

[www1.admin.ox.ac.uk/proctors/oxonly/report2010](http://www1.admin.ox.ac.uk/proctors/oxonly/report2010)

### **11.3 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 at

[www.admin.ox.ac.uk/personnel/cops/pid](http://www.admin.ox.ac.uk/personnel/cops/pid)

### **11.4 Academic integrity in research**

The University expects 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.

[www.admin.ox.ac.uk/personnel/cops/researchintegrity](http://www.admin.ox.ac.uk/personnel/cops/researchintegrity)

### **11.5 Complaints about OUSU**

OUSU operates a full complaints procedure.

[ousu.org/your-union/governingdocuments](http://ousu.org/your-union/governingdocuments)

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

The Office of the Independent Adjudicator (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 twelve months from the date of that letter to apply to the OIA.

The Independent Adjudicator can deal with complaints about:

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

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

[www.oiahe.org.uk](http://www.oiahe.org.uk)

**[www.ox.ac.uk/students](http://www.ox.ac.uk/students)**

**Student Information**

Examinations Schools, 75–81 High Street, Oxford, OX1 4BG

t: +44 (0)1865 286223

e: [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk)

**Proctors' Office**

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[www.admin.ox.ac.uk/proctors](http://www.admin.ox.ac.uk/proctors)



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iTunes or <http://itunes.ox.ac.uk>



[www.youtube.com/Oxford](http://www.youtube.com/Oxford)

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