

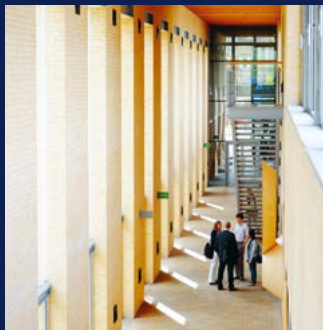
THE
PROCTORS'
OFFICE



UNIVERSITY OF
OXFORD

The University Student Handbook 2016/2017

Applicant edition for entry in 2017/18



The information contained in this University Student Handbook is correct for the academic year 2016/17. Changes may be made to the information prior to entry in 2017/18. Students enrolling in 2017/18 will be notified about any material changes to the content and will be provided with The University Student Handbook 2017/18 on arrival.

The Oxford Students website provides access to information, services and resources to help you get the most out of your university experience.

Visit www.ox.ac.uk/students



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1 FOREWORD

This is your University Student Handbook. It provides 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 and signposts relevant contact details and web links where you can find out more. Please take time to read it.

This handbook sits alongside the departmental and college handbooks relevant to your course and college, with which you should familiarise yourself.

As Proctors and Assessor we are senior officers of the University but we are

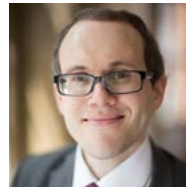
not professional administrators: we are academics elected for a year by our colleges. We oversee student matters and ensure that the University's statutes and policies are followed, with particular interest in examinations, conduct and welfare, including all of the needs and pressures of student life. 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. We hope that your time as a student at the University is successful and enjoyable.



Prof Mark Whittow
(Corpus Christi College)
Senior Proctor



Prof Elizabeth Gemmill
(Kellogg College)
Junior Proctor



Prof Luke Pitcher
(Somerville College)
Assessor

Our successors for March 2017 to March 2018 will be:



Prof Ed Bispham
(Brasenose College)
Senior Proctor



Prof Dan Hicks
(St Cross College)
Junior Proctor



Prof Stefan Enchelmaier
(Lincoln 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 eight 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 just over 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, every year, three of them each 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 longer 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.

The Proctors' and the Assessor's roles are mainly:

- ensuring that the rules, regulations and standards of the University are observed (including a major part in ensuring the fair and proper conduct of University examinations and in enforcing conduct regulations)
- scrutinising potential departures from those rules, regulations and standards, both when they are necessary (eg alternative examination arrangements) and when redress is required (eg in relation to complaints by University members - the Proctors have the power to summon any University member

before them to help in their enquiries and to instruct remedy where appropriate)

- serving on a wide range of University committees.

When on duty, the Proctors and Assessor wear sub fusc 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 University members.

Wellington Square, Oxford

t +44 (0)1865 270090

e proctors.office@proctors.ox.ac.uk

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

2.3 Student membership

As a student of the University, you will usually be 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 (eg by expulsion), you automatically also lose your University membership or vice versa.

Some students do not matriculate but nevertheless study at the University, eg 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.

All students therefore need to be familiar with the rules, regulations and requirements that apply to their course of study.

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

2.4 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) and 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.

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.

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.

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


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

2.5 Student Information

Student Information is a service for students of the University. 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.

Examination Schools, High Street, Oxford
Monday–Friday: 08:30–17:00

 +44 (0)1865 286223

 student.information@admin.ox.ac.uk

 www.ox.ac.uk/students

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

3.1 Health

Colleges provide health care via college doctors and sometimes nurses, and also have arrangements to help with a 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 may be able to consult and be treated by a college nurse, where available, 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.

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/aboutnhservices/dentists

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/aboutnhservices/opticians

Sexual health

Advice and help about your sexual health or pregnancy is available to you from your college doctor or nurse, from any other GP, or from the Oxfordshire Sexual Health Service.

You may request contraception advice and supplies, available free of charge.

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

www.sexualhealthoxfordshire.nhs.uk

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, nurse or a support service.

www.talktofrank.com

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.

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. 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

Suspending study on health grounds

There are procedures for seeking to suspend your studies for medical reasons. You should contact your department (graduate students) or college (undergraduate students). Details may be found in college handbooks or from Senior Tutors.

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

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 safety officer to see whether enrolment is necessary.

The University can provide travel insurance for students travelling within the UK or worldwide on University business.

www.admin.ox.ac.uk/uohs/travelhealth

www.admin.ox.ac.uk/finance/insurance/travel

3.2 Welfare support services

Life and study at university can be 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.

Counselling Service

The professional clinical staff of the Counselling Service provide free, confidential therapeutic support to all matriculated students (and certain other student categories – staff are happy to advise if you're unsure whether you are eligible). 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.

3 Worcester Street, Oxford

[+44 \(0\)1865 270300](tel:+441865270300)

counselling@admin.ox.ac.uk

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

Peer Support Programme

Most colleges and some departments have a panel of carefully selected and trained peer supporters who receive ongoing support and supervision from the Counselling Service.

They are undergraduate and graduate students who 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 offer a listening ear and a friendly face when you need it.

Information about peer supporters in your college can be found on your college or JCR website.

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

OUSU Student Advice Service

The Student Advice Service is a free, confidential and independent 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

Nightline

Run for and by students, Nightline provides the opportunity to talk to or instant message someone about anything you like. It is an independent, non-judgmental listening, support and information service with no political, religious or moral bias. You may drop in for coffee and a chat. There is always

one male and one female in the office. Confidentiality is assured and you do not have to give your name.

16 Wellington Square, Oxford
Open: 20:00–08:00

[+44 \(0\)1865 270270](tel:+441865270270)
(reversed charges accepted)

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.

60 Magdalen Road, Oxford
Visit in person: 08:00–22:00

[+44 116 123](tel:+44116123) (free)

SMS text messaging: 07725 909090

jo@samaritans.org

www.samaritans.org/branches/oxford-samaritans

3.3 Support for disabled students

Disability is a much broader term than many people realise. It includes all students who experience sensory and mobility impairments, mental health conditions, long-standing health conditions, social communication conditions or specific learning difficulties where the impact on day-to-day life is substantial and long term.


Disabled students are supported through a network of staff across the collegiate University. The Disability Advisory Service works with students and staff to create


an accessible and inclusive learning environment, providing advice on individual reasonable adjustments designed to remove or reduce barriers to learning. The service works with staff in colleges and departments to put in place any necessary support and help to arrange any examination adjustments which might be needed.

The OUSU-affiliated campaign, the Oxford Students' Disability Community, is a group of interested students who represent the needs and aspirations of disabled students within the University.

If you think you might require disability-related support, or any adjustments to your examinations, contact the Disability Advisory Service.

3 Worcester Street, Oxford

 +44 (0)1865 280459

 disability@admin.ox.ac.uk

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


3.4 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 by staying safe and protecting your personal possessions.

 www.ox.ac.uk/students/life/community

Police and University Security Services

All incidents of crime should be reported to Thames Valley Police.

 101 (non-emergency)

 999 (emergency police, fire service or ambulance)

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

 +44 (0)1865 272944

 +44 (0)1865 289999 (emergency)

 www.admin.ox.ac.uk/ouss

3.5 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

3.6 Sexual violence and assault

If you have experienced sexual violence there is a wide range of help available within and beyond the University. A number of staff members have received special training in handling cases involving sexual violence and assault.

 www.ox.ac.uk/students/welfare/sexual-violence

 www.firstresponseoxford.org

3.7 Harassment

The University does not tolerate any form of harassment and expects all members of the University community to treat each other with respect, courtesy and consideration. The University takes action under its policy and procedures to protect its staff and students from harassment.

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

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.

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

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 the member of staff concerned has disclosed the 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 must ensure that you are in receipt of any government and other external support available to you before applying for hardship funding.

Most colleges have limited hardship funds. 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. Application forms for the University Hardship Fund 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.

 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.

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.

ousu.org/advice/life-welfare/student-parents

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

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. If you are a student from the UK you might be eligible to apply to the Access to Learning Fund.

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

3.11 Sport

Oxford has over 85 University sports clubs, as well as college teams and recreational opportunities.

When it comes to sport, Oxford has a breadth and history to be proud of, from rowing and rugby to korfbal and octopush. The University offers a wide range of sports clubs, and at every level. Some leagues are informal, offering an opportunity to stay fit and socialise with friends, while others are much more competitive.

The main event for any University sports team is the Varsity match – an annual fixture against the Cambridge University equivalent club, where participants in selected sports have a chance to earn themselves the famed ‘Oxford Blue’, the highest sporting recognition the University offers.

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

3.12 University club

The University club offers graduate students a range of sporting facilities including a gym, football and cricket pitches and social spaces such as a bar, café and restaurant.

 www.club.ox.ac.uk

3.13 Non-sports clubs and publications

The University welcomes clubs, societies and student publications' contributions to student life. With more than 150 officially recognised clubs and societies to choose from, there is a something for everybody at Oxford.

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 minibus 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

3.14 Newcomers' Club

The Oxford Newcomers' Club provides a meeting point for partners of newly-arrived graduate students, including coffee mornings, tours of Oxford colleges, visits to museums, and coach trips to places of interest in the surrounding area.

 www.newcomers.ox.ac.uk

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. Cases will normally be dealt with under local (college, faculty or department) procedures, but there is also a University-level Fitness to Study Panel, to which serious and difficult fitness to study cases can be referred if all other normal procedures at local 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 elsewhere) 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, including departments and faculties) 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/787-121.shtml

 www.admin.ox.ac.uk/statutes/regulations/76-0812.shtml

5 RESIDENCE

Residence means meeting 'statutory residence' requirements for most degrees and other qualifications. Part-time and non-matriculated students are exempt from the residence requirements.

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). 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 to carry out academic work elsewhere. To seek permission, contact your department.

www.admin.ox.ac.uk/examregs

5.2 Place of residence

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

- Undergraduate students must reside within six miles of Carfax, or within 25 miles of Carfax provided that you either:
 - (i) hold the status of Senior Student
 - (ii) already have an undergraduate degree from Oxford
 - (iii) reside with 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 to your college for dispensation from the residence limits. The college will apply to the Proctors' Office on your behalf with a statement of support. A statement of support is also required from your department. Dispensation is granted only in exceptional circumstances. You should obtain dispensation before making any commitments. If you live outside the residence limits without permission you will not fulfil the statutory requirements and may not be allowed to enter for examinations.

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

5.3 Accommodation

Colleges provide accommodation for undergraduate students during their first year of study and for at least one other year of their course. You can choose to move out of college and live in student accommodation for some of your time studying at Oxford.

Many colleges provide accommodation to graduate students. The Graduate Accommodation Office can help if college accommodation is unavailable or not of the type needed. Private accommodation can be found using the Student Pad search and OUSU Living-Out Guide.

www.admin.ox.ac.uk/accommodation

www.oxfordstudentpad.co.uk/accommodation

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
 - (ii) a dark skirt with black stockings
 - (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. If you wear a head dress / scarf for religious reasons, a black scarf should be worn.

In addition, students traditionally wear carnations for examinations: a white carnation for first examination, a red carnation for last examination and a pink carnation for all examinations in between.

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

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.

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).

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

 www.admin.ox.ac.uk/statutes/790-121.shtml

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

8 EXAMINATIONS & COURSE REQUIREMENTS

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:

- appointment of examiners, jointly with the Pro-Vice-Chancellor for Education
- establishing procedures for the staging of examinations
- approving alternative arrangements
- resolving queries, complaints and academic appeals.

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

Additionally, the University's policy and guidance documents contain sections setting out your responsibilities in relation to your course. Some of the processes described below have a role for your college (or will be performed by your department if you do not have a college).

 www.admin.ox.ac.uk/examregs

 www.admin.ox.ac.uk/edc/policiesandguidance

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

 www.ox.ac.uk/coursechanges


 www.graduate.ox.ac.uk/coursechanges

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.

Examination fees

Fees may be payable for late entry to examinations, late change of options etc. 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/academic/exams/entry

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. 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.

Examination timetables

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

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 (see 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 (eg use of a word-processor) or faith-based reasons (eg 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 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, eg 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

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 (eg 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

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)

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 on arrival at the University. The service 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, and (b) normally within five (for undergraduate students) or eight (for graduate students) 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. The Disability Advisory Service 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 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. 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

Calculators

The regulations for some subjects allow candidates to use certain types of calculators 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 that 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 your behalf, must be submitted in writing within 14 days of receipt of the decision. Information about the procedures can be obtained from your college office. These appeal procedures also apply to decisions of the Proctors on extension requests and late submissions, and on forwarding information to the examiners about factors affecting performance.

8.2 Issues with sitting your examinations

Factors affecting performance

If, just before or during your examinations, you have a problem that you think will have seriously affected your performance, you can make a 'factors affecting performance' application so that the examiners are aware of it. Applications should only be made when you have suffered a serious problem. There should be independent evidence, such as a medical certificate, to support your application, as the examiners' judgement is made on the strength of the evidence provided.

Examples of the kind of problem you might mention are acute illness just before or during the examinations that severely affected your performance, or unforeseen circumstances such as bereavement or a traffic accident.

You should apply through your college office, which will provide you with the relevant forms and submit them on your behalf to the Examination Administration Processes

team who will pass them to the relevant Chair of Examiners. It is your responsibility to ensure that the forms are submitted to your college office. You must make sure that your application is submitted as soon as possible after sitting the affected papers, and before your examination results are published.

The examiners will decide at their final examination board meeting how to take the information into account when determining the examination results. It is important to be aware that most applications do not result in any changes to marks and that the examiners have limited options when considering an application.

Applications must be submitted by noon the day before the final meeting at which the examiners will decide the results. Applications received thereafter will not normally be considered but, if there are exceptional circumstances, the Proctors will decide whether to send the application to the examiners. They will only do so if the application is received within three months of the results being published, and if:

- you were prevented from making an earlier application due to your condition, or
- your condition was only diagnosed after the results were known, or
- a serious procedural error delayed the application.

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

If you disagree with the Proctors' decision, you can appeal to the Chair of Education Committee by the same process as for decisions about alternative arrangements.

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

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

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 (eg 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

Candidates entering examinations later than the examinations that they were originally due to enter are entitled, within certain time limits, for papers to be set in accordance with the original syllabus (for example, the time limits are within six terms of the examination they were originally due to enter for Final Honour Schools examinations

and within three terms for the First Public Examination). Candidates should ensure that their college office is aware that they wish to take up this entitlement; otherwise, papers will be set according to the current syllabus.

All courses have a time limit within which you must have completed your examinations. You will need permission from Education Committee if you need to take your examinations after the maximum permitted period of time. For Final Honour Schools this is normally one further year; for graduate students the maximum time varies: seek advice from your college or department.

 www.admin.ox.ac.uk/examregs

Non-completion of an examination

If you do not complete the written papers in an examination (eg 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.

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.

Vivas

Many taught courses provide for candidates to be examined viva voce (ie 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.

Dispensation from the regulations

Education Committee can dispense individual examination candidates from the provisions of the regulations (eg 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 are made via your college office.

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-snowfromexam

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, printing problems, or, for submission of work electronically, problems with email or server speeds, computer break down, virus infection or lost or stolen files. 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 if your application is granted. 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 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 to the Proctors with your reasons for late submission. The Proctors 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

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 the 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/examregs

8.5 Research students

Research students are responsible for finding out the deadlines for the submission of work throughout their study, including those for transfer and confirmation of status, as well as the final examination. You should consult your supervisors and college advisors to ensure that the necessary administrative processes are complete well in advance of these deadlines. The forms needed for academic progression (including suspension of studies and withdrawal) are available online.

 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 Academic appeals

If you have any concerns about your assessment process or outcome, discuss these first informally with your subject or college tutor, Senior Tutor, course director, director of studies, supervisor, or college or departmental administrator as appropriate. They will be able to explain the assessment process that was undertaken and may be able to address your concerns.

Queries must not be raised directly with the examiners.

If you still have concerns you can make a formal appeal to the Proctors. An academic appeal is an appeal against the decision of an academic body (eg boards of examiners, transfer and confirmation decisions etc).

There is no right of appeal over matters of academic judgement. Academic judgment is exercised when a decision is made about a matter where only the opinion of an academic expert is sufficient.

The only grounds for appeal are if you believe a procedure has not been followed properly, or that an error has been made, or there was bias in the decision-making process. The Proctors will consider appeals under the University Academic Appeals Procedure.

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

 www.admin.ox.ac.uk/statutes/regulations/253-114.shtml

8.7 Plagiarism

You must read the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must 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, or published, cannot be re-used – including by drawing on it without referencing it, which constitutes 'autoplagiarism' – unless specifically permitted in the special Subject Regulations.

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

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.

 weblearn.ox.ac.uk/portal/hierarchy/skills/generic/avoidplag

The University reserves the right to use software applications to screen 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. 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 is explained by tutors and supervisors. If you are unclear about how to take notes, use web-sourced material or acceptable practice when writing your work, please ask for advice.

If examiners believe that submitted material 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 can 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.

 www.ox.ac.uk/students/academic/guidance/skills/plagiarism

9 CONDUCT

9.1 The University's conduct regulations

University conduct regulations are additional to individual colleges' rules and by-laws: matriculated students 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. 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 or department 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/12-011.shtml

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 students who are not formally University members. It sets out the actions and forms of behaviour that are unacceptable in the University context (ie on University or college premises and / or in the course of University activity in any location, whether academic, sporting, social, cultural or other).

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

Library and IT facilities

No student 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

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 (eg 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.

ico.org.uk

Organising events

If you organise an event on University premises, you must do so in the context of the University's responsibility to safeguard freedom of speech within the law and therefore in accordance with the relevant code of practice.

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

If you are considering organising an event such as a march or procession, you will need to consider whether it passes through University premises and, if it does, the University's code of practice will apply. Additionally, if it crosses public land or thoroughfares, the Public Order Act 1986, Section 11, requires the organiser 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.

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

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 concern the activities and conduct of student members. The regulations set out rules covering: clubs, societies and publications; defacement of property and unauthorised advertisements; behaviour after examinations; overseas activities; rowing on the river.

 www.admin.ox.ac.uk/statutes/regulations/1-0915.shtml

9.4 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 & RIGHTS

10.1 Proctors' powers

Matriculated students at Oxford are subject to two separate sets of disciplinary regulations: college rules and by-laws provided in your college handbook or equivalent document, and the University's conduct regulations which apply to all students.

The Proctors' role under statutes IX and XI includes ensuring that University statutes and regulations are observed. Doing so includes taking steps to:

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

The Proctors' investigations are carried out under procedures defined in regulations. Less serious matters may be decided on, with the student's agreement, at a Proctors' Disciplinary Hearing (PDH) or, if plagiarism is alleged, by the Academic Conduct Panel (ACP). More serious matters will be decided on by the University's Student Disciplinary Panel (SDP).

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

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

10.2 Investigation

An alleged breach of the Code of Discipline may, if it is appropriate to do so, be investigated by the Proctors.

Where they investigate they will decide whether there is a case for the student or students concerned to answer. For alleged breaches 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 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 Proctors decide that there is no case to answer, the student(s) will be informed in writing and the matter will be closed. If, however, the Proctors consider that a breach has occurred and that the student(s) responsible have been identified, and that it is fair, just and reasonable to do so, the Proctors 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 when, where and in relation to what Statute or regulation he or she is accused of committing a breach
- to know the 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.

10.3 Proctors' Disciplinary Hearing (PDH)

Unless an alleged breach involves harassment, serious injury to a person, serious damage to property, a significant element of dishonesty or plagiarism, the Proctors can offer the student concerned the option of having the matter dealt with at a PDH, which limits the possible outcomes to a fine (or fine plus compensation) of up to £300 or a written warning about future conduct. It is normally a much shorter process, and resolved much more quickly, than referral to the Student Disciplinary Panel (SDP).

- The student will be formally notified what regulations are thought to have been breached, and will be sent a notice to attend a PDH (at which the student may be accompanied or represented by a Congregation member)
- At the hearing, the Proctors present the evidence and the student has the right to make a defence against the allegations or may admit the breach(es) and present evidence to explain the behaviour

- Either the Proctors or the student may call witnesses to attend
- Pro-Proctors may preside to ensure that those hearing the case are different from those investigating and presenting it.

If a 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 SDP. There is a right to appeal to the SDP against the Proctors' decision and / or penalty.

10.4 Academic Conduct Panel (ACP)

Role

The ACP handles certain cases of alleged plagiarism, ie where, if the allegation is upheld, the outcome will not be failure of the entire degree/award, or expulsion. All other cases are handled by the SDP.

Composition

In addition to the current Proctors, the members of the ACP are Council appointees from among members of Congregation. A meeting of the Panel will be convened by one of the Proctors and involve two other ACP members, one of whom will have subject expertise relevant to the student's course of study but will not be a current examiner for the course.

Procedure

If the Proctors consider a case referred to them by examiners to be suitable for determination by the ACP, they will give the

student concerned the choice of having the case put to the ACP or the SDP. The ACP will normally consider a case within one month of referral.

If the student chooses to have the case considered by the ACP having admitted to the breach, the student will be given the option of having the penalty agreed by the ACP by correspondence with no meeting taking place.

Where a meeting takes place, the student will receive beforehand a copy of all evidence collected by the Proctors and also will have the opportunity to submit evidence.

The student can attend the meeting and may be accompanied by another person, who should usually be another student or a member of University, college or OUSU staff. If the student is not available, the meeting will proceed unless the ACP decides that the student's attendance is required.

If the ACP upholds the alleged breach, it may take the following actions:

- direct that the student receive support and training relating to good academic practice
- reduce a mark awarded to a piece of work
- award no mark to a piece of work, and direct that it be resubmitted and that the mark for the resubmitted work be capped
- award no mark to a piece of work, and direct that it be resubmitted with no cap on the mark for the resubmitted work.

If the ACP believes that failure would be appropriate, or that the case is too serious

to be considered by the ACP, it will refer the case to the SDP.

Students may appeal against an ACP decision or penalty within 14 days of receiving the written decision. The appeal will be considered by two ACP members (not including the current Proctors) who have no previous connection to the case. They will consider the written appeal, the ACP's decision and the documents that were available to the ACP. They will not normally meet with the student.

10.5 Student Disciplinary Panel (SDP)

Role

The SDP handles:

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

Composition

The chair and vice-chairs of the SDP are appointed by the University's High Steward from among Congregation members who are legally qualified. Other SDP members, also Congregation members, 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).

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 of the breaches of regulations alleged and of the hearing to deal with the case. Before the hearing, the student receives a copy of all the evidence collected by the Proctors and has the opportunity also to submit evidence. The student may choose any person to accompany or represent them during the hearing. 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
- recommend to Council that the student should be de-graded (ie have the degree to which the proceedings relate taken away).

10.6 Student Appeal Panel (SAP)

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 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 subsequently to 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.

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).

10.7 Definitions

Statute XI sets out the definitions of terms used in the Code of Discipline and in the associated rules and regulations. You should take careful note of the meaning of those terms in the University, as in some cases they differ from other uses of the same or similar terms, for example in criminal law.

10.8 Criminal proceedings

If a student member is alleged to have committed an act that constitutes a breach of section 2 or 3 of the Code of Discipline and for which the student 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 the alleged act have been completed, whether by conviction or acquittal or discontinuance of the proceedings, or
- that the student is unlikely to be prosecuted in a court of law in respect of the alleged act.

There are additional considerations where the conduct complained of would constitute a serious criminal offence if prosecuted in the criminal courts, because of the seriousness of the allegations.

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

If a student member acquires a criminal conviction for an act of such seriousness that an immediate term of imprisonment may be or has been imposed on conviction, the Proctors may refer the student to the SDP (which has powers to expel the student from University membership 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 ban the student from access to specified University land, buildings, facilities or services. There is a right of appeal against such interim action.

11 COMPLAINTS PROCEDURES

11.1 College matters

If you have a complaint about a college matter you should take it up with the relevant college officers. Help and advice is available from your college Dean, tutor, Senior Tutor, academic administrator, JCR, MCR or OUSU representative. Your college will have a complaints procedure, which is usually found in your college handbook.

The Proctors have no jurisdiction over college complaints and appeals, including the quality of teaching provided in college, collections (internal college examinations), or the behaviour of a member of college staff. If you are unsure whether the issue is a college or a University matter, you can consult the Proctors' Office caseworkers informally.

 www.admin.ox.ac.uk/proctors

11.2 University matters

The Proctors will consider complaints raised by students under the University Student Complaints Procedure in relation to the following:

- University administrative and support services (including departmental facilities and central facilities such as libraries, counselling etc)
- University academic services and support (departmental teaching, supervision etc).

The process allows you to pursue a complaint as an individual or as a group of students.

Before you make a formal complaint you should try and resolve the matter with the person or body responsible, for example:

- **Bodleian Libraries** – contact the local librarian or email bodleys.librarian@bodleian.ox.ac.uk
- **Central University services** – write to the head of the respective section: www.admin.ox.ac.uk/uassections
- **Department facilities** – contact the departmental administrator (contact details generally found on the department's website and / or its handbook)
- **Teaching and supervision** – if you feel able to do so, raise any concern with the member of staff directly. If not, take it up with your Director of Undergraduate Studies or your Director of Graduate Studies as appropriate. If it involves one of these individuals, you can speak to your head of department or faculty. Advice and support are available from OUSU or from your student common room. You can also contact the Proctors' Office and speak to a caseworker (in confidence and without committing yourself to any action) if you are considering making a formal complaint.

We hope that the initial raising of a complaint will be successful in resolving the problem. If, however, you feel that it hasn't been, or that there's a serious problem that needs to be looked in to, then you can make a formal complaint to the Proctors.

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

11.3 Staff or student conduct

A complaint about the behaviour of a member of staff or of another student may be raised with the Director of Student Welfare and Support Services in accordance with the University policy and procedure on harassment.

Complaints about other breaches of the Code of Discipline should be reported directly to the Proctors.


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

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

11.4 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 also provides protection for student members wishing to report serious concerns.

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

11.5 Research integrity

All University members are expected to observe the highest standards in the conduct of research. The procedures for reporting suspected research misconduct are detailed in the Code of Practice and Procedure for Academic Integrity in Research.

Prior to making any formal allegation, sources of advice and support include other researchers and colleagues, supervisors, mentors, Senior Tutors, Proctors, Directors of Graduate Studies, heads of department, faculty or division, Research Ethics Committees, Research Services, or Oxford University Students Union (OUSU).

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

11.6 Complaints about OUSU

OUSU operates a full complaints procedure.

 ousu.org/your-union/governingdocuments

11.7 Office of the Independent Adjudicator

The Office of the Independent Adjudicator (OIA) is an independent body whose role is to review student complaints. The OIA can review complaints about:

- Academic appeals
- Factors affecting performance
- Teaching, supervision and facilities
- Student accommodation
- Welfare
- Bullying, harassment or discrimination
- Placements
- Maladministration, procedural irregularities, and unfair practices
- Disciplinary matters, including plagiarism
- Fitness to practise.

But cannot look at complaints about:

- Admissions
- Academic judgement
- Matters where there are current legal proceedings.

In order to access the OIA process, you must be a current or former student of the University 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. This should be provided to you shortly after the internal procedures are completed if your complaint or appeal is not upheld. If your complaint is upheld but you still wish to complain to the OIA (eg about the remedy offered) you can request a Completion of Procedures letter from the relevant office. You have a maximum of 12 months from the date of that letter to apply to the OIA.

Where the OIA finds in favour of a student, it may recommend that the University should do something (eg look again at a complaint or pay compensation) or refrain from doing something.

 www.oiahe.org.uk



www.ox.ac.uk/students

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www.admin.ox.ac.uk/proctors



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