



WYCLIFFE HALL

Non-Academic Discipline Policy

Scope of Regulations

This policy sets the standards and requirements of non-academic behaviour for student members of the Hall and external guests on Wycliffe premises. For the purpose of this policy, “student” includes any person studying on a course supplied by or in connection with Wycliffe Hall, with the exception of students on the SCIO Visiting Student programme, who should follow procedures outlined in the SCIO Programme Handbook, including the regulations therein, Course materials or other course documentation as are from time to time issued.

Those resident in the Hall whilst pursuing a course of study elsewhere, or staying as commercial guests, are expected to follow the standards of behaviour laid out in their contract. In the case of Oxford University students, the Hall may make a formal complaint to the Proctors in the case of a breach of those standards.

Oxford University students (including SCIO students) should note that they are also expected to follow the conduct regulations laid out in the University Student Handbook (www.proctors.ox.ac.uk/handbook/handbook/9conduct), and that failure to do may result in disciplinary action being taken by the University in addition to, or instead of, the Hall.

Standards and Requirements of Behaviour

Problematic behaviour on the part of one person or group of people may affect the welfare of other members of the Hall or wider community. Any suspected misconduct by a student member of the Hall, whether committed within the Hall or elsewhere, may result in the suspected offender being summoned to appear before the Vice-Principal or Disciplinary Panel (as detailed from p. 3 onwards). Complaints made against a member of the Hall by another student or Hall staff member may also be dealt with under this policy.

Misconduct is defined as both major and minor behaviours and offences, including, but not limited to, behaviours and offences affecting:

- **Student Culture or Welfare**, including, but not limited to:
 - Illegal behaviour of any kind;
 - Harassment and Bullying (cf. Wycliffe’s policy of Harassment and Bullying);

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- Violent or threatening behaviour;
 - Drunk or disorderly behaviour;
 - Engaging in conduct which brings the Hall into disrepute;
 - For ordinands, any conduct in contravention of Church of England policies and expectations regarding those training for the priesthood
 - **Wycliffe Hall Staff or Tutors**, including, but not limited to:
 - Failure to comply with any reasonable requests made by academic or support staff;
 - Interacting with any staff member in an inappropriate way, including harassment, bullying, or any other anti-social interaction or communication (see Hall's *Harassment and Bullying* policy);
 - Failure to follow processes set forth in any other policy;
 - Intentional efforts to defame the reputation of any staff member or tutor
 - Failure to pay student fees and/or any fines imposed in a timely manner
 - **Accommodation and/or Maintenance**, including, but not limited to:
 - Contravention of any term in a license to occupy accommodation in Wycliffe Hall;
 - Vandalism or intentional or reckless damage to buildings or property;
 - Interference with fire prevention, warning, or other equipment;
 - Excessive noise at any time, but with the potential for stricter penalties if an offence is committed between 10.30pm and 7.30am. This includes the playing of music so as to cause a nuisance to others;
 - Smoking outside of designated smoking areas;
 - Bringing pets onto college property without the express permission of the Accommodation and Conference Manager;
 - The use of fireworks or firearms of any kind within Hall property, without specific permission;
 - The committing of any of the above offences by a member's guest while they are present on the Hall's property
 - **Information Technology/Information Security**, including, but not limited to:
 - Breach of confidentiality as defined in the Student Handbook
 - Misuse of any Hall technology, including wi-fi access. (Please note that all definitions of misconduct also apply to the online conduct of members of the Hall. Members will have been required to sign a [Network Acceptable Use Policy](#) before they are granted access to the Hall's IT services.)

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- Misuse or defacing of any library property, including books or journals

Responsibility for Discipline

The Vice-Principal has day-to-day responsibility for non-academic disciplinary matters within the Hall. The Vice-Principal may delegate another member of staff to act in their place, and may refer a student member of the Hall to the Disciplinary Panel (see below).

Minor Disciplinary Action (including Informal Warnings)

The Vice-Principal may give informal warnings to members of the Hall for minor misconduct. The Vice-Principal may delegate administration of an informal warning to another member of staff. The Vice-Principal will keep a record of informal warnings, which may be referred to if further disciplinary action is taken, but will not be placed on a student's file.

The Hall, under the direction of the Vice-Principal, may levy fines at this stage in the disciplinary process, in proportion to the offence committed and in-line with fines specified in any license agreement the member of the Hall has entered into, and will require sufficient payment to rectify damage done to Hall property. Compensatory payment will also be ordered if the property of other colleges has been damaged. A member of the Hall may appeal to the Disciplinary Panel if they feel unfairly treated.

Formal Written Warning

Where the Vice-Principal is of the view that the offence is more severe than can be dealt with under the minor disciplinary procedure above, or the behaviour continues despite receipt of an informal warning, the formal disciplinary procedure will be followed.

The Vice-Principal will conduct an interview with the student, minuted by an independent member of Hall staff. In advance of the interview, the member of the Hall will be informed of the alleged offence in writing, normally to their Wycliffe email address. The interview is not an adversarial proceeding and the student has no right to legal representation, but the Vice-Principal, at their discretion, the exercise of which shall not be withheld without reasonable cause, may allow the student to be accompanied by any person. At the interview, the student will be given an opportunity for a full discussion so that they may state their case and make the Hall aware of any mitigating or complicating circumstances.

Following the interview, the Vice-Principal may decide to proceed in one or more of the following ways:

- a) no further formal action is required; or
- b) an informal warning is given, as above; or
- c) a formal written warning is given; or
- d) fines are levied in accordance with the severity of the offence committed and sufficient to rectify any damage done to Hall or student property.

The Vice-Principal will convey the decision in writing to the student without unreasonable delay. If a formal written warning or a fine is given, a copy will be placed in the student's file.

A member of the Hall may appeal to the Disciplinary Panel if they feel unfairly treated

Serious Disciplinary Action: The Disciplinary Panel

Where it is alleged that there has been no improvement after a formal written warning has been given, or where the Vice-Principal believes that the student has committed serious misconduct in the first instance (see a non-exhaustive list, above), the matter shall be placed before the Disciplinary Panel. The Vice-Principal may impose temporary sanctions on a student while the disciplinary process is undertaken.

The Disciplinary Panel will normally consist of the Vice-Principal (who will chair the panel) and at least two other members of staff, normally one of whom being a member of the Senior Management Team. If the Disciplinary Panel is meeting as a result of an appeal against a decision by the Vice-Principal, the Vice-Principal will not sit on the panel, and will be replaced by the Senior Tutor. The student's Fellowship Group Tutor and/or the Student Welfare Officer may be advised of disciplinary action in order to provide appropriate pastoral support. It will be customary that staff involved with student welfare (chaplains, Student Welfare Officer, student's Fellowship Group Tutor, or equivalent) will not sit on a Disciplinary Panel, but may be consulted by any party during the course of proceedings.

The Disciplinary Panel will hear the complaint as soon as is practicable and appropriate, normally within one to three weeks of the matter being passed to them. The student will have the opportunity to bring forward material considerations and mitigating circumstances. The student is allowed to take advice in advance of the hearing and should be adequately represented at the hearing, being given the chance either to make a written submission, or, if they prefer, to appear in person before the Panel. In the latter case, the student should be offered the opportunity to be accompanied by a person of their choice. The Panel may decide to interview other students or staff with the aim of establishing all relevant facts.

The Disciplinary Panel may decide to proceed in one or more of the following ways:

- a) to rule that the complaint is now resolved and that no further action is required;
- b) to give a formal written warning as above;
- c) to levy a fine in proportion to the offence committed, covering payment for damage caused;
- d) to remove the privilege of residence in the Hall from the student;
- e) to forbid the student to take up office on the Common Room Committee or engage in certain other activities;
- f) to involve the Principal in matters where the offence is so serious as to result in the termination of the student's membership of the Hall;
- g) to inform the Proctors (either University of Oxford or Durham), the student's respective department, faculty, etc, based upon the circumstances of the proceedings;

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- h) to notify the police, Church of England officials, or any other necessary and appropriate external body, as required by Statute and other Hall policies.

The Vice-Principal (or Senior Tutor or other chair of the Disciplinary Panel) will convey the decision in writing to the student without unreasonable delay. If a formal written warning or a fine is given, the Principal shall be informed and a copy will be placed in the student's file.

A member of the Hall may appeal to the Principal against the decision of the Disciplinary Panel.

Final Disciplinary Action: Hearing Before the Principal

In accordance with the Statutes, the final power to terminate the course of study of a student of Wycliffe Hall rests with the Principal. (In the Principal's absence, their powers devolve to the Vice-Principal, who may therefore carry out the procedures of this section if the Principal is unavailable to do so. All powers of the Vice-Principal in any section above will then devolve to another appropriate member of staff, usually the Senior Tutor or another member of Senior Management Team.)

If a student fails to satisfy the conditions required by the Disciplinary Panel, the Vice-Principal will bring the case to a Principal's hearing, which must be held reasonably promptly, normally within the next 14 days. The Vice-Principal may impose temporary sanctions on a student while the disciplinary process is undertaken.

The Vice-Principal will provide the Principal with the complaint and supporting evidence, and records of the previous stages of the disciplinary process, and a clear statement of the respect(s) in which the student has failed to fulfil the requirements laid down by the Disciplinary Panel. The student will be given a full copy of all documents submitted to the Principal. The Principal will then invite the student to attend a formal hearing, giving at least one week's notice. The student may provide, in advance of the hearing, any written statement of their own, or any other document which they wish the Principal to consider. In response to the statements of the Vice-Principal and the student, the Principal may make written enquiries of any person, and copies of those enquiries and their responses will be immediately provided to the student.

At the hearing, the Vice-Principal will present the case. The student will have the opportunity to present their case and any mitigating circumstances. The student is allowed to take advice in advance of the hearing and to be represented at the hearing, or, if he or she prefers, to appear in person before the Principal. In the latter case, the student may be accompanied by a person of their choice. The Principal, at their absolute discretion, may summon other persons to be present and may adjourn the hearing to be continued at a specified later date.

Following the hearing, the Principal will decide either that:

- a) the complaint has now been resolved; or
- b) that the student is placed on probation, with certain improvements to be made, and a date for a further hearing set when the Principal will consider whether the student has met the required standard; or

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- c) that the student's course of study is suspended, so that the student is under temporary suspension from Wycliffe Hall, subject to specified conditions for readmission; or
 - d) that the student's course of study is terminated, so that the student is dismissed permanently from Wycliffe Hall.
 - e) to inform the Proctors (either University of Oxford or Durham), the student's respective department, faculty, etc, based upon the circumstances of the proceedings;
 - f) to notify the police, Church of England officials, or any other necessary and appropriate external body, as required by Statute and other Hall policies.

At this stage, the Hall will issue a Completion of Procedures letter.

Right and/or Responsibility of Hall to Report to External Parties

Depending upon the circumstances and severity of any case, the Hall reserves the right to report any disciplinary matter to the Police, any relevant Church of England body (including, but not limited to, the Diocese of Oxford, any other appropriate diocese, or the National Safeguarding Team), any other appropriate statutory agency, the Charity Commission, the Hall Council, or the Hall's solicitor at any time, as required by statute and any other Hall policy. Reasonable and appropriate attempts to maintain confidentiality will be taken, but it cannot be guaranteed in all situations and circumstances.

Right of Appeal to The Conference of Colleges Appeals Tribunal (for students on Oxford University courses only)

If the student wishes to appeal against the decision of the Hall, they may do so by referring the case to the Conference of Colleges Appeals Tribunal. The Conference of Colleges Appeals Tribunal considers appeals on disciplinary decisions imposing a substantial penalty.

The Conference of Colleges defines substantial penalty as including the penalties of expulsion, rustication or suspension, substantial fines and other penalties of similar severity. Substantial penalty does not include measures such as the imposition of probation or specially assessed collections.

Any student who wishes to bring an appeal before the Tribunal should file a written application with the Secretariat of the Conference of Colleges within 5 days of the date of the decision appealed against. The Chair of the Conference of Colleges shall have power to extend such time if they consider that there is good and sufficient reason for so doing. The application should include:

- a) a copy of the decision being challenged,
- b) a brief statement of the facts,
- c) a statement of the arguments on which the application is based,
- d) the appellant's request for a remedy,
- e) where applicable, an application for a stay of the effects of the decision being challenged or for

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- any other preliminary relief of an urgent nature,
- f) the appellant's address, telephone number and, where applicable,
 - g) the electronic mail address at which he or she can be reached for the purpose of the proceedings.

Further information of the Conference of Colleges Appeals Tribunal's terms of reference is available on the Conference of Colleges website at: <https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/Public%20Documents/Appeal%20Tribunal/>

Right of Appeal to Office of the Independent Adjudicator (for students on Oxford University courses)

If the student wishes to appeal against the decision of the Conference of Colleges Appeals Tribunal, they may do so by referring the case to the Office of the Independent Adjudicator within 12 months of the Tribunal's final decision and issue of a Completion of Procedures letter. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website at: www.oiahe.org.uk.

Right of Appeal to Office of the Independent Adjudicator (for students on Common Award programmes)

If the student wishes to appeal against the decision of the Hall, they may do so by referring the case to the Office of the Independent Adjudicator within 12 months of the Hall's final decision and issue of a Completion of Procedures Letter. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website at: www.oiahe.org.uk.

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Sub-Committee	Date to Take Effect	Date of Next Major Review
V.1	AJB				
V 2	KAR	29 July 2020			

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.