



WYCLIFFE HALL

Non-Academic Discipline Policy

1. Scope of Regulations

- 1.1. This policy sets our standards and requirements of behaviour for student members of the Hall. For the purpose of these procedures, “student” includes any person studying on a course supplied by or in connection with Wycliffe Hall, including Visiting Students.
- 1.2. 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.
- 1.3. 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/resources-for-students), and that failure to do may result in disciplinary action being taken by the University in addition to, or instead of, the Hall.
- 1.4. This policy is to be read in conjunction with the ‘Non-Academic Misconduct Disciplinary Procedure’, as used by the University of Oxford, although the appeals process has been modified for the Wycliffe Hall context. Where there is a difference between the two, the process in this policy is to be followed. It is also intended to be read alongside relevant University policies and regulations.¹

2. Standards and Requirements of Behaviour

- 2.1. 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 student member of the Hall by another student may also be dealt with under this policy.
- 2.2. Misconduct includes but is not limited to:
 - Harassment, typically defined as unwanted or unwarranted conduct towards another person which has the purpose or effect of: i) violating that other’s dignity or ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other (further details are set out in Wycliffe’s policy of Harassment and Bullying);
 - Violent or threatening behaviour;
 - Drunk or disorderly behaviour;

¹ See www.ox.ac.uk/students/academic/regulations.

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- Failure to comply with any reasonable requests made by academic or support staff;
 - 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;
 - Engaging in conduct which brings the Hall into disrepute;
 - Breach of confidentiality as defined in the Student Handbook;
 - Illegal behaviour of any kind;
 - Safeguarding violations, including but not limited to: abuse of a vulnerable person in a ministry setting as defined by the Church of England's Safeguarding Policy or mistreatment of a child at the Wycliffe Hall creche;
 - The committing of any of the above offences by a member's guest while they are present on the Hall's property.

2.3. 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.

3. Responsibility for Discipline

- 3.1. The Vice-Principal has day-to-day responsibility for non-academic disciplinary matters within the Hall. The Vice-Principal may nominate another member of staff to act in their place, and may refer a member of the Hall to the Disciplinary Panel. The Disciplinary Panel will normally consist of the Vice-Principal (who will chair the panel) and at least two other members of staff. If the Disciplinary Panel is meeting as a result of an appeal against a decision by the Vice-Principal, he or she will not sit on the panel, and will be replaced by the Senior Tutor. Appeals against a decision made by the Disciplinary Panel should be made to the Principal.
- 3.2. Students undergoing disciplinary proceedings are encouraged to consult the Student Welfare Officer as an impartial resource in preparing their appeal and for personal support throughout the process. In all but exceptional circumstances, the Vice-Principal will provide the student with at least 24 hours' notice of the date and time of any meeting.

4. Submission of a complaint

- 4.1. Complaints should be submitted in writing to the Vice-Principal. The complainant/reporting party should set out as clearly and succinctly as possible a) the nature of the behaviour that they are concerned about; b) the effect of this behaviour on them; and c) the resolution they are seeking. The complaint should include dates and details of any witnesses to any incidents referred to in the complaint, together with any documentary evidence. The complainant should also explain what attempts, if any, have been made to resolve the difficulties and the outcome they are seeking.
- 4.2. Every effort will be made to achieve a prompt resolution to the complaint – the aim being to conclude the investigation within a period of no more than six weeks. Both the complainant and the person who is the subject of the complaint will be expected to cooperate with the College in achieving that result. In exceptional cases, an investigation may take longer than six weeks, and both parties will be kept updated about the progress of the investigation. The complainant will be informed when a decision has been made, but without revealing confidential content or outcomes.²
- 4.3. The Personal/Fellowship Group Tutors of both the reporting and reported parties will normally be informed that a complaint has been made.

5. Stage 1

- 5.1. Where possible, issues should be addressed with Personal/Fellowship Group Tutors before the following sections of this policy are invoked.

6. Stage 2: May result in an Informal Warning

- 6.1. The Vice-Principal may give informal warnings to members of the Hall for minor misconduct. The Vice-Principal will keep a record of informal warnings, which may be referred to if further disciplinary action is taken, but they will not be placed on a student's file.
- 6.2. The Hall 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. The aim will be to complete an investigation and issue a decision in relation to the alleged breach of discipline as soon as reasonably practical, and in any event within two weeks of their decision to investigate.
- 6.3. A member of the Hall may appeal to the Disciplinary Panel if he or she feels unfairly dealt with. In such cases, they may consult the Student Welfare Officer for support and guidance.

² Please see sections 12 and 13 below for our confidentiality statements.

7. Stage 3: May result in a Formal Written Warning

- 7.1. 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.
- 7.2. The Vice-Principal, or a member of SMT on their behalf, 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, in his or her discretion, the exercise of which shall not be withheld without reasonable cause, may allow the student to be accompanied by any person, such as the Personal Tutor, Student Welfare Officer, or another source of personal support. At the interview, the student will be given an opportunity for a full discussion so that they may put their case and make the Hall aware of any mitigating or complicating circumstances.
- 7.3. 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.
- 7.4. 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.
- 7.5. A member of the Hall may appeal to the Disciplinary Panel if he or she feels unfairly dealt with. The Student Welfare Officer is willing and able to support any student in their preparation of such an appeal and their response to the decision of the Disciplinary Panel.

8. Stage 4: Serious Disciplinary Action: The Disciplinary Panel

- 8.1. 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 (a non-exhaustive listing of which would include theft, harassment including sexual harassment, assault, use, possession or sale of illegal drugs, serious wilful damage to Hall property or serious anti-social behaviour), the matter shall be placed before the Disciplinary Panel.
- 8.2. The Disciplinary Panel, made up of three people appointed by the Principal, will hear the complaint as soon as is practicable, 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 he or she prefers, 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 his or

her choice. The Student Welfare Officer is willing to fill this role if requested. The Panel may decide to interview other students or staff with the aim of establishing all relevant facts.

- 8.3. 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 in the Common Room or engage in certain other activities; or
 - 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.
- 8.4. 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, the Principal shall be informed and a copy will be placed in the student's file.
- 8.5. A member of the Hall may appeal to the Principal against the decision of the Disciplinary Panel. The Student Welfare Officer is willing and able to support any student in their preparation of such an appeal and their response to the decision of the Disciplinary Panel.

9. Stage 5 (Final Stage): Final Disciplinary Action: Hearing Before the Principal

- 9.1. 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, his or her powers devolve, under the Statutes, to the Vice-Principal, who may therefore carry out the procedures of this section if the Principal is unavailable to do so.)
- 9.2. 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.
- 9.3. 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. Students may consult the Student Welfare Officer as an unbiased resource for preparing any such statement. 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.
- 9.4. 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—by the Student Welfare Officer

or another person of the student's choice—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 his or her choice. The Principal, at his or her absolute discretion, may summon other persons to be present and may adjourn the hearing to be continued at a specified later date. The Hall retains the right to have the Hall solicitor present.

9.5. 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
- 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.

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

10. Right of Appeal to the Conference of Colleges Appeals Tribunal

10.1. If the student wishes to appeal against the decision of the Hall, he or she 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.

10.2. 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.

10.3. Any student who wishes to bring before the Tribunal an appeal 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 he or she considers 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,
- f) being challenged or for any other preliminary relief of an urgent nature,
- g) the appellant's address, telephone number and, where applicable,
- h) the electronic mail address at which he or she can be reached for the purpose of the proceedings.

10.4. Further information of the Conference of Colleges Appeals Tribunal's terms of reference

is available on the Conference of Colleges website at:
www.confcoll.ox.ac.uk/html/main/ccat.html.

11. Right of Appeal to Office of the Independent Adjudicator

- 11.1. If the student wishes to appeal against the decision of the Conference of Colleges Appeals Tribunal, he or she 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.

12. Confidentiality and Data Protection in relation to Welfare

- 12.1. The Hall's Data Protection Policy applies at all points during the processes detailed herein.
- 12.2. However, the Hall will in all cases follow the University's Guidance on Confidentiality in Health and Welfare, which considers disclosure of personal information about students, including special category data about a student's physical or mental health, where welfare staff reasonably believe that a risk of serious harm to the student or others exists.
- 12.3. In general, information relating to the health and welfare of an individual will amount to special category data (as defined in the UK General Data Protection Regulation (UK GDPR)) and must be kept confidential and only disclosed with consent. The University's Guidance sets out the basis for dealing with exceptions to that general rule, and therefore where the Hall's Data Protection Policy will be superseded by this Guidance.
- 12.4. It should be noted that a significant amount of sharing of personal data relating to students is already permitted and envisaged between University departments and Colleges under both the Terms and Conditions of the student's contract with the University (at www.ox.ac.uk/students/new/contract) and the Student Privacy Notice (incorporated as part of that contract) at <https://compliance.admin.ox.ac.uk/student-privacy-policy>. The Student Privacy Notice was updated in 2020 to clarify limited circumstances in which special category data related to health might be shared even if students have not consented to it (i.e. where there is a risk of serious harm), providing the safeguards within the Student Privacy Notice and this Guidance are followed.

13. Confidentiality and Ordination Training

- 13.1. This policy additionally notes that the University Guidance refers to "Students on Professional Courses", and states that "Special considerations apply to students on courses leading to qualifications for professions governed by codes of conduct and health intended to protect the public for example, medicine and teaching".³
- 13.2. Those training for ordination should expect that DDOs, sponsoring Bishops, Directors of Ministry, and the Diocesan Safeguarding Officers of the Oxford, sending, and receiving dioceses, may need to be informed of any incidents or concerns that the Hall has, as

³ Section 9 of www.ox.ac.uk/sites/files/oxford/field/field_document/SWSS%20Confidentiality%20Statement.pdf.

relevant/appropriate, and that reports may be kept within a student's personal file. The Hall may also seek the advice of Diocesan Safeguarding Officers or other parties when dealing with a risk of serious harm.

- 13.3. It is also noted that it is the responsibility of the Hall to manage communication and disclosure to the diocese(s), but all reasonable efforts will be made to notify the student involved before this happens, unless in an emergency or where legal constraints mean this is not possible.

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Sub-Committee	Date to Take Effect	Date of Next Major Review
V1	KAR	23.05.19	Governance	23.05.19	Hilary 2020
V2	KAR	29.07.20	Governance	29.07.20	Hilary 2021
V3	JT	21.10.21	Governance	10.21.21	Hilary 2022
V4	JT	15.02.23	Governance	15.02.23	Trinity 2025
V5	JT	19.06.25	Governance	19.06.25	Hilary 2026
V6	JT	20.11.25	Governance	20.11.25	Hilary 2027

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.