Hughes Hall Disciplinary Policy
approved by Governing Body on 13 March 2013

1. Introduction

1.1. Statutes IX and X are relevant to this policy, which is established under IX.3-4:

IX. THE STUDENTS

2. The students of the College shall apply themselves diligently to their studies or research.
3. A grievance procedure for students and a disciplinary procedure for students shall be prescribed by Ordinance.
4. Provision shall be made by Ordinance for the imposition of such penalties or restrictions as may appear proper on any student of the College who has breached College discipline; provided that the penalty of temporary or permanent removal from the College, or of deprivation of any award shall not be imposed without the consent of the Council.
5. The President and the Council shall each have the power to forbid any student charged with a breach of College discipline to enter on or remain within the precincts of the College pending the determination of his or her case.

X. COLLEGE DISCIPLINE

1. The students of the College shall:
   (a) comply with the Statutes and Ordinances of the College, with instructions given by the President or any other Officer of the College in the performance of their duties and also with the University General Regulations for Discipline as emended from time to time;
   (b) pay such fees and charges as the Council may from time to time determine;
   (c) do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College;
   (d) not assault or intentionally or recklessly cause personal injury to any Fellow, employee or other member of the College within the precincts of the College;
   (e) not intentionally or recklessly damage or deface or knowingly misappropriate any property of the College or of any Fellow, employee or other member of the College.

This policy applies to any apparent breach by students of college discipline as set out in Statutes, Ordinances or published policies, for instance those on Bullying and Harassment, Accommodation, and IT.

In reference to Statute IX.2, all undergraduates are admitted on the basis that they are capable of achieving a 2.i, so any failure in exams is prima facie evidence for disciplinary action which may result in temporary or permanent removal from the college.

1.2. There are three main types of breach of discipline: academic, financial and behavioural. The college has different routes for addressing these types, but they all follow the same two-stage pattern. Each route has an investigative officer, specified consultation and, if necessary, an adjudication panel drawn from a college committee, as follows:

<table>
<thead>
<tr>
<th>Investigative officer</th>
<th>Academic</th>
<th>Financial</th>
<th>Behavioural</th>
</tr>
</thead>
<tbody>
<tr>
<td>People who must be consulted</td>
<td>Senior Tutor</td>
<td>Bursar</td>
<td>Senior Tutor</td>
</tr>
<tr>
<td>College committee for adjudication panel</td>
<td>Academic Ctee</td>
<td>Finance &amp; Administration Ctee</td>
<td>College Council</td>
</tr>
</tbody>
</table>
In cases of doubt, the Senior Tutor and Bursar will decide together which route to follow.

2. Stage One

2.1. The appropriate officer will investigate informally any apparent breach of discipline, and consult those indicated above and any other relevant people.

2.2. The officer will investigate the matter and should report back to the student within five working days. If this is not possible, the student will be kept informed of progress.

2.3. If the investigative officer concludes that the offence does not merit temporary or permanent removal from college, they will recommend an appropriate penalty and/or redress. If the student accepts this and fulfils the penalty and/or redress, no further disciplinary action will be taken, unless further information causes the investigative officer to reconsider their recommendation.

2.4. The investigative officer will proceed to Stage Two if any of the following apply:
   (a) the student does not co-operate with the investigation;
   (b) the student does not accept the investigative officer’s conclusion,
   (c) the student accepts the officer’s conclusion but does not fulfil the penalty and/or redress;
   (d) the officer concludes that the offence merits temporary or permanent removal from college.

3. Stage Two

3.1. The investigative officer will notify the chair of the relevant college committee, who will convene an adjudication panel. This panel will consist of the chair and four other members of the committee, one of whom the chair will appoint as secretary. It may not include the investigative officer or any other person who must be consulted under 1.2 above.

3.2. The student may request that the panel consist of senior members only. Otherwise the chair will invite the MCR President to nominate two members of the MCR Committee (which may include the MCR President) to attend the panel hearing. They may contribute to the discussion but not to the decision.

3.3. The chair will set a meeting date and give notice to all parties of at least five working days.

3.4. The investigative officer will put their case in writing, and this will be circulated to the student and the panel at least five working days in advance of the panel’s meeting. The investigative officer will also be invited to address the panel in person.

3.5. The student may be accompanied by one supporting person from within the college or the university, e.g. tutor or fellow student. Both the student and their supporter may address the panel.

3.6. The chair may summon statements and/or witnesses on their own initiative and on the request of the investigative officer and the student. The panel meeting is held in private; only those invited or mentioned above may attend, as directed by the chair.

3.7. The hearing will be conducted on principles of natural justice, and each party will be able to address any aspect relevant to their case. However, the chair’s direction of proceedings must be respected. The panel’s recommendation must be supported by at least three of its members.
3.8. The panel secretary will convey the panel’s recommendation to all parties within five working days, if possible. If this is not possible, all parties will be kept informed of progress.

3.9. The panel will forward its recommendation to the Council, who will then take a decision. The person to whom any appeal would be made (see below) must not attend this meeting. Council will convey its decision to all parties within five working days.

3.10. Both the investigative officer and the student may appeal, on the basis that (a) there has been a significant procedural irregularity, or (b) the panel has ignored important evidence, or (c) the penalty is inappropriate. The appeal must be addressed in writing to the president (or to the senior vice-president, if the president chaired the adjudication panel), stating clearly the reason for the appeal. The appeal must be presented within five working days of receipt of the Council’s decision. If this is not possible, the appellant must give notice of appeal and the reason for requesting a delay.

3.11. The president (or senior vice-president) will then conduct an appropriate investigation into the appeal. They will then make a ruling and convey it in writing to all parties within five working days. If this is not possible, the parties will be kept informed of progress. There is no restriction on this ruling, for instance it may dismiss the appeal, or reconvene the panel, or dismiss the case. This constitutes the final college ruling.

3.12. A student who appeals under this Disciplinary Policy may not also appeal under the college’s Grievance Procedure, either against the decision of the Council or against the ruling of the president (or senior vice-president).

3.13. Any further appeal must be addressed to the Office of the Independent Adjudicator, see www.oiahe.org.uk.

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