

BY-LAW 7

BY-LAW ON DISCIPLINE AND STUDENT MEMBERS

I. Definition of terms

For the purposes of this by-law, the following words and terms have the following meanings:

- a) The term 'Student Member' includes any person who is registered or enrolled at the College for a degree or diploma or otherwise, whether matriculated or not e.g. as a Visiting Student.
- b) 'Banning' by the College means a withdrawal of the right of access to specified premises or facilities for a fixed period or pending the fulfilment of certain conditions.
- c) 'Suspension' by the College means a withdrawal of a right of access to all of the College premises or facilities as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Suspension may be for a limited period pending the fulfilment of certain conditions or may be indefinite.
- d) 'Expulsion' by the College means the permanent loss of membership of the College and the University.
- e) 'Harassment' means unwanted and unreasonable behaviour which has the purpose or effect of either violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- f) 'Sexual Misconduct' means behaviour of a sexual nature which takes place without consent where the individual alleged to have carried out the misconduct has no reasonable belief in consent.
- g) 'Burden of proof' means that any findings of a breach of College rules are made on the balance of probabilities, which means that it is considered to be more likely than not that the breach occurred.
- h) "In a College context" means:
 - I. on College premises;
 - II. in the course of College activity within or outside Oxford, whether academic, sporting, social, cultural or other, and including online spaces such as those set out in the College's [Social Media Policy](#);
 - III. if it threatens to bring the College into disrepute among reasonable people;

- IV. if it was committed against any other member, visitor, officer or employee of the College.
- i) 'Ill-health' means medical, psychological or emotional problems which have a deleterious impact on the health, safety and/or welfare of a Student Member and/or any other member of College or staff.
- j) 'fitness to study' shall mean a student's fitness:
 - I. to commence a distinct course of academic study; or
 - II. to continue with their current course of academic study; or
 - III. to return to their current or another course of academic study;
and their ability to meet:
 - IV. the reasonable academic requirements of the course or programme; and
 - V. the reasonable social and behavioural requirements of a student member (whether resident in college or not) without their 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 (not withstanding adjustments required by law) (see Statute XIII Part B).¹

Students who are subject to disciplinary proceedings can seek support from the the College's Welfare Team, as appropriate. They may also seek support from relevant Student Union officers, the Student Union Advice Service and from the University's Student Welfare and Support Services.

Any time limits contained in these disciplinary procedures may be extended at the discretion of the Dean for Discipline, the Disciplinary Committee or the Appellate Disciplinary Committee as is appropriate, where it is necessary to do so in order to ensure a fair outcome, so long as the Student is informed.

II. Complaints of misconduct

1. The Disciplinary Procedure may be initiated by any employee or member of the College or the Common Room who has good reason to believe that a Student Member has breached the College rules. The complainant shall refer the matter to the Dean for Discipline (henceforth referred to as the 'Dean') as soon as reasonably possible after the occurrence

¹ Individuals with diagnosed neurodivergencies will be considered by suitable standards in accordance with guidance from relevant University support services or other appropriate professionals.

of the alleged breach, naming the Student Member concerned and giving details of the alleged breach.

2. No member of the College shall intentionally or recklessly²:
- a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College;
 - b) Disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, employees and visiting speakers invited by the College. Student Members are expected to comply with the College's Code of Practice on Freedom of Speech:
http://www.linacre.ox.ac.uk/sites/default/files/freedom_of_speech.pdf;
 - c) Obstruct or attempt to obstruct any officer, employee or agent of the College in the performance of their duties;
 - d) Damage or deface any property of the College or of any member, officer or employee of the College, or knowingly misappropriate such property;
 - e) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by College authorities concerned;
 - f) Forge or falsify expressly or by implication any University or College certificate or document or knowingly make false statements concerning standing or results obtained in examination;
 - g) Engage in any activity likely to cause injury or to impair safety;
 - h) Engage in violent, indecent, disorderly, threatening or offensive behaviour or language;
 - i) Engage in harassment of or non-consensual sexual behaviour with any member, visitor, employee or agent of the College;
 - j) Engage in any fraudulent or dishonest behaviour in relation to the College or the holding of any College office;
 - k) Refuse to disclose their name and other relevant details to an officer or an employee or agent of the College in circumstances where it is reasonable to require such information to be given;

² Taking the Oxford English Dictionary definition of 'reckless' as being 'heedless of or indifferent to the consequences of one's actions'.

- l) Possess, use, offer, sell, or give to any person drugs or psychoactive substances, the possession, supply or production of which is illegal. Student Members are expected to comply with the College's Policy and Guidance on the Possession, Supply and Production of Drugs and Psychoactive Substances: http://www.linacre.ox.ac.uk/sites/default/files/policy_and_guidance_on_the_possession_supply_and_production_of_drugs_and_psychoactive_substances_oct171.pdf;
- m) Engage in conduct in breach of the Statutes and Regulations of the University: <https://www.admin.ox.ac.uk/statutes/>;
- n) Engage in conduct in breach of College Regulations;
- o) Engage in any act, omission, or course of conduct which is contrary to government, Public Health England or local public health rules, any instructions issued by public health officials, or any rules which College has issued based on official health guidelines;
- p) Engage in any other conduct which threatens to bring the College into disrepute among reputable people;
- q) Fail to take reasonable steps to prevent disruptive or offensive behaviour on the part of anyone that they invite into College.
- r) Fail to comply with a previously-imposed penalty under this by-law.

Being under the influence of alcohol or otherwise intoxicated will not be admitted as an excuse for breaches of this code, and may be regarded as an aggravating feature.

III. Jurisdiction

1. Where an alleged breach of the University Statutes or regulations has not, in the opinion of the Dean, occurred within a College context, the Dean shall immediately refer the matter to the Proctors. Where a Student Member is subject to an investigation by the Proctors arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case other than, if appropriate, temporarily to suspend the Student Member from residence, or from use of College facilities. For the avoidance of doubt, disciplinary steps may subsequently be taken under this Disciplinary Procedure even if the Proctors discontinue their investigation, and no finding of fact under the University's disciplinary processes or absence of any such finding shall bind the College, although, decisions which

result in a student being expelled or suspended from the University will necessarily result in parallel expulsion/suspension from the College.

2. If there is an overlap between the jurisdiction of the University Proctors or another college and the College the entity to which the report has been made will decide whether or not to proceed. One compelling reason for either to decide not to take the matter forward will be if the other entity is better placed to carry out the investigation. If a report is made to both the Proctors or a college and the College, the relevant offices will consult in deciding how to proceed, having consulted with both students.
3. Where a breach of the Disciplinary Code also constitutes a basis for investigation by the police or public authority, or any steps taken in a criminal prosecution, any steps proposed or initiated under the Disciplinary Procedures will be stayed until the conclusion or abandonment of the investigation or prosecution. A pending criminal investigation or prosecution shall not prevent the Dean from taking interim measures to ensure the peace of the College and safety of its members, which may include the suspension of the student. For the avoidance of doubt, disciplinary steps may be subsequently taken under the College's Disciplinary Procedures notwithstanding that criminal proceedings were discontinued, or that criminal charges were dismissed, or that the accused was acquitted.
4. Where a student is found guilty of a criminal offence or a breach of University regulations, the College retains the right to implement its own disciplinary conditions in relation to the same conduct following an appropriate investigation, making due allowance for any penalty or other measure already imposed by the Criminal Courts or the Proctors. The College retains the right following any criminal conviction or disciplinary decision by the University to take steps to ensure the peace of the College and the safety of its members.
5. If a Student Member is convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (whether or not such a sentence was in fact imposed) the Governing Body shall have power, after hearing any representation that the Student Member may wish to make, to expel the Student Member or impose such lesser penalty as it shall see fit.
6. If the alleged breach of the rules is not proceeded with as a criminal matter by the prosecuting authorities, the Dean shall then deal with the matter as though it had not been referred to the Police.
7. If the complaint relates to activity which falls within the College's Code of Practice on Harassment
http://www.linacre.ox.ac.uk/sites/default/files/linacre_college_code_of_practice_and_policy_on_harassment_august_2018.pdf), whether or not it constitutes

'harassment' for the purpose of this by-law, the Dean shall consider whether the complaint should more appropriately be dealt with under the informal procedures set out in the Code. If the Dean takes the view that the complaint should not be so dealt with the Dean shall deal with the matter under the Disciplinary Procedure.

IV. Disciplinary Procedure

1. When an alleged breach of the College rules involves a Student Member, the Dean shall have the authority, where the seriousness of the alleged breach justifies it, to suspend the Student Member from residence or from use of College facilities, with immediate effect, for as long as the Disciplinary Procedure is in operation.³
2. Provided that, in the opinion of the Dean, the complaint is not frivolous or vexatious, the Dean shall, if possible within one working day of receiving the report of the alleged breach, require in writing that the Student Member concerned comes for an interview with them. The Dean will stipulate the time and place for the interview and shall normally provide the Student Member with one working day's notice of the interview. In cases involving sexual misconduct and /or harassment the Dean may appoint an independent interviewer and / or investigator to act on their behalf during the interview and / or investigation and special considerations apply as set out at VIII below. The notification of the interview shall give particulars of the alleged breach of the College rules and information on the support that is available to the Student Member. The Student Member shall be told that they may bring a member of the College or an Oxford University Student Union adviser to the interview to assist them.
3. Before interviewing the Student Member, the Dean will explain:
 - a) that the Student does not have to answer questions and that any responses or documents provided may be used by the Dean in evidence against the Student,
 - b) that, if the reported conduct could constitute a criminal offence, the police might be able to obtain any records from the disciplinary process in a future investigation, and

³ There may be a number of situations that fall below the threshold of of full disciplinary procedure. These will be normally be dealt with by the Dean for Discipline via email correspondence. Such examples could be not exiting a College room in a timely manner during a fire drill or repeatedly leaving household facilities in a poor state.

- c) that if the Student refuses to answer questions this may be taken into account in a subsequent disciplinary hearing.
- 4. At the interview, the Dean shall explain to the Student Member that they can:
 - a) admit the alleged breach and continue with the interview so that the Dean may gather information relevant to the penalty;
 - b) deny the alleged breach and continue with the interview as an investigative process, which may be adjourned if either the Dean or the Student Member reasonably require evidence in relation to the alleged breach to be provided by other persons.
- 5. At the close of the interview the Dean may, dependent on its nature and outcome, either:
 - a) take no further action;
 - b) accept an admission that a breach has been committed. After hearing any mitigation the Dean may:
 - i. EITHER impose an admonition or one or more of the penalties (a) to (c) listed in Paragraph 5 below.
 - ii. OR refer the case to the Disciplinary Committee if the breach is of such seriousness that it warrants a penalty outside the Dean's own powers.
 - c) if the breach is not admitted, refer and present the case to the Disciplinary Committee;
 - d) or, if in the Dean's opinion the nature and seriousness of the alleged offence would not warrant a penalty outside the Dean's own powers they may offer the Student Member the choice of accepting the Dean's jurisdiction or having the matter referred to the Disciplinary Committee. The Student Member must be reminded that the scope of the penalties available to the Disciplinary Committee is wider than those available to the Dean.
- 6. The Dean may impose one or more of the following penalties:
 - a) a fine up to a maximum value of £200;
 - b) payments in compensation for damage to College property or the property of an employee or College member or fines imposed on the College as a consequence of the breach of rules;
 - c) banning from specified premises or facilities for a fixed period of time not exceeding ten weeks;

7. The details of any breach established and any admonition and/or penalty imposed shall be entered on an appropriate record and signed by the Dean and the Student Member. One copy of the record shall be given to the Student Member and one retained by the Dean. The Dean will file their record in a sealed envelope that may only be opened by them or the Principal. This will be held in the student's file for one year or as long as the student is enrolled on their current University course, whichever is the longer. It will then be destroyed.
8. A Student Member may appeal to the Disciplinary Committee against a determination or penalty imposed by the Dean. The Student Member shall inform the Dean of their intention to exercise the right of appeal within seven days of the receipt of the Dean's determination.
9. The appeal shall 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.
10. The Student Member may not introduce new evidence at this appeal stage unless they can show that they could not reasonably have obtained the evidence in time to put it before the Dean.
11. The Dean shall report to the Governing Body at the end of each academic year on the number and kinds of complaints of misconduct (if any) considered during the year, and the number and kinds of penalty imposed.
12. In certain cases the Dean may refer an alleged breach directly to the Disciplinary Committee without requiring a prior interview with the Student Member. Such cases include those where the Police have already confirmed the alleged breach and concluded their investigations, and cases where the gravity of the alleged breach is such that it would clearly require consideration by the Disciplinary Committee.

V. Disciplinary Committee

1. There shall be a Disciplinary Committee to consider charges of misconduct which may be brought against Student Members by the Dean and appeals by a Student Member against a finding of a breach or imposition of any of the penalties (a) to (c) imposed by the Dean under Section IV, Paragraph 5 above.

2. The Committee shall consist of:

- a) a non-voting Chairperson, who shall be either a Fellow of the College who is not a member of the Governing Body, or a member or former member of the College, being a member of the Congregation of the University but not a member of the Governing Body, appointed by the Governing Body;
- b) three Fellows, appointed by the Principal, from the Governing Body, not being officers of the College;
- c) the Dean for Equality and Diversity,
- d) one Common Room Welfare and Equality Officer.

The Chairperson will be appointed for a period of five years. All other members of the Disciplinary Committee shall be appointed as and when a hearing is required.

A sitting of the Committee shall be sufficiently constituted by four members.

3. No person who has an actual or apparent interest in the outcome of the case before the Disciplinary Committee (because for example, they were the complainant or they have participated in any decision against which an appeal is being brought), and no person who may reasonably be considered to possess prior knowledge of the circumstances of the case (such as to give rise to a perception of bias), may be a member of the Disciplinary Committee considering the case.
4. Members of the Disciplinary Committee shall confirm, through the Chairperson, that they have no conflict of interest in the matter to be considered by way of a close personal relationship with the student concerned, or involvement in the alleged breach. If the Student Member against whom an allegation of misconduct has been made objects to an appointment they should advise the Chairperson without delay.
5. In the event that requirements 3 or 4 disqualifies any ex officio member of the Disciplinary Committee, the Principal shall have discretion to appoint a substitute.
6. In the event that for any reason the Common Room Welfare and Equality Officer is so disqualified, the Principal shall appoint a suitably qualified and recent former student as a substitute.
7. In the event that the Chairperson is unable to attend a Committee hearing, the Committee will be chaired by one of the three Fellows appointed by the Principal from the Governing Body, not being officers of the College.

8. If, after a hearing has begun, a member of the Disciplinary Committee cannot continue to attend, and there are fewer than four remaining members, the hearing shall be abandoned, and a fresh one convened.
9. A Student Member appearing before the Disciplinary Committee to answer an allegation of misconduct, or to make an appeal against a finding of a breach or a penalty imposed by the Dean, shall be informed of the support that is available to them both within the University and elsewhere. The Student Member shall be told that they may bring a member of the College or an Oxford University Student Union adviser to the hearing to assist them.
10. At the hearing the Chairperson shall explain the procedure to be followed and shall read out the allegation of the breach of the rules against the Student Member.⁴ The Chairperson will explain that the Student Member can:
 - a) admit the alleged breach and continue with the hearing so that the Dean may make a recommendation to the Disciplinary Committee as to the penalty;
 - b) deny the alleged breach and continue with the hearing so that both the Dean and the Student Member may present their case.
11. The case against the Student Member shall be presented by the Dean. The Dean and the Student Member shall be required to disclose to the Chairperson of the Disciplinary Committee, at least 48 hours before the hearing, the evidence (including, if appropriate, witness statements) on which they intend to rely at the hearing. The Dean and the Student Member shall have the right to call, to examine, and to cross-examine witnesses.
12. If any person required to attend such a hearing before the Disciplinary Committee fails to make an appearance, the Committee may, at its discretion, adjourn the proceedings and in particular, if the Student Member refuses, or fails without good reason to appear before the Disciplinary Committee, it may deal with their case in their absence, if satisfied that proper notice has been given.
13. The Student Member may write a letter to the Chairman of the Disciplinary Committee at least 48 hours before the hearing, outlining any mitigating factors that they think are applicable in their case. Where these mitigating factors include medical evidence, they must submit a report from a qualified medical practitioner.

⁴ Translation will not normally be provided at a Disciplinary Hearing. Provision will be made for individuals who are deaf or hard of hearing through signing or live transcription.

14. The Chairperson shall arrange for the hearing to be recorded and arrange for transcription, if required, at a later stage. The transcription shall be made available to the Student Member upon request.
15. The standard of proof shall be the civil standard, namely the balance of probabilities.
16. At the conclusion of the hearing, the Disciplinary Committee shall determine by the vote of a majority of the voting members present, whether any breach of the rules has been established. If the vote is tied then the Chairperson shall have a casting vote.
17. Subject to a right of appeal, any decision of the Disciplinary Committee shall be final and binding on the Student Member.
18. If the Disciplinary Committee finds the breach of rules established it may impose one or more of the following penalties. The Student Member may be:
 - a) expelled;
 - b) suspended for a fixed period of time or pending the fulfilment of certain conditions;
 - c) banned from specified premises or facilities for a fixed period of time or pending the fulfilment of certain conditions;
 - d) fined up to a maximum of £500;
 - e) required to make payments in compensation for damage to College property or the property of an employee or College member or fines imposed on the College as a consequence of the breach of rules;
 - f) deprived of any scholarship or other financial assistance of which they may be in receipt from the College or of any part thereof;
 - g) suspended from such scholarship or assistance or from any part thereof.
19. The Committee shall inform the Student Member in writing, as soon as is possible, of its determination. If the Disciplinary Committee imposes a penalty, the Student Member shall be given a reasoned decision in writing and shall provide details of the Student's route of appeal.
20. If the Disciplinary Committee is of the opinion that none of the penalties specified in Paragraph 17 would be adequate, having regard to the circumstances of the offence and of the offender, it may make a recommendation for a different penalty in writing to the Governing Body, giving its reasons. A written copy of the recommendations shall be given to the Student Member charged.

21. The details of any breach established and any admonition and/or penalty imposed shall be entered on an appropriate record and signed by the Chairperson of the Disciplinary Committee and the Student Member. One copy of the record shall be given to the Student Member and one filed in a sealed envelope that may only be opened by the Dean or the Principal. This will be held in the student's file for one year or as long as the student is enrolled on their current University course, whichever is the longer. It will then be destroyed.
22. A Student Member may appeal to the Governing Body against any determination or penalty imposed by the Disciplinary Committee under Paragraph 18 above or recommendation for a penalty made under Paragraph 19 above. They should give notice to the chairperson of the Disciplinary Committee within seven days of receiving the written decision of their intention to appeal.
23. The appeal shall 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.
24. The Student Member may not introduce new evidence at this appeal stage unless they can show that they could not reasonably have obtained the evidence in time to put it before the Disciplinary Committee.
25. The Disciplinary Committee shall report to the Governing Body at the end of each academic year on the number and kinds of charges and appeals (if any) considered by it during the year, and the number and kinds of penalty imposed.

VI. Appeals to the Governing Body

1. The Governing Body shall consider at an extraordinary meeting, any recommendation made by the Disciplinary Committee under Section V, Paragraph 19 above, and any appeal by a Student Member against a finding of a breach or imposition of any penalty or recommendation to Governing Body for a penalty made by the Disciplinary Committee. The Student Member shall be given at least fourteen days' notice of the meeting in writing.
2. Meetings of the Governing Body held under the provisions of Paragraph 1 shall be attended by the official members only, save that, and notwithstanding the provisions of

paragraph 6 of Statute III concerning reserved business, the members of the Governing Body specified in paragraph 2(b), and (c) of Statute III may attend and vote if the Student Member whose case is being considered so wishes.

3. The Student Member shall have the right to attend the meeting and, if making an appeal, to be heard by the Governing Body, and to bring with them a member of the College or an Oxford University Student Union adviser to assist them.
4. The Secretary to the Governing Body shall arrange for the hearing to be recorded and arrange for transcription, if required, at a later stage. The transcription shall be made available to the Student Member upon request.
5. The case against the Student Member or the case for the recommendation of a penalty made under Section V, Paragraph 18 above shall be made by the Chairperson of the Disciplinary Committee.
6. All the members of the Disciplinary Committee shall have the right to attend the meeting of the Governing Body at which a recommendation under Section V, Paragraph 19 above or an appeal by a Student Member is heard, but the Dean and members of the Committee who are also members of the Governing Body shall not vote on the recommendation or appeal thereat.
7. At the conclusion of the meeting, the Governing Body shall determine by the vote of a majority of the voting members present, whether any breach of the rules has been established. If the vote is tied then the Principal shall have a casting vote.
8. The Governing Body shall have power to reverse, confirm or alter the decisions appealed against, and to annul, reduce, confirm or increase the penalties imposed, provided that it shall not impose a penalty of expulsion or rustication that is more severe than the penalty appealed against. Its decision shall be final. The Student Member making the appeal shall be given a reasoned decision in writing.
9. The details of any breach established and any admonition and/or penalty imposed shall be entered on an appropriate record and signed by the Principal and the Student Member. One copy of the record shall be given to the Student Member and one filed in a sealed envelope that may only be opened by the Dean or the Principal. This will be held in the student's file for one year or as long as the student is enrolled on their current University course, whichever is the longer. It will then be destroyed.

10. The Student Member is to be reminded of the right of students, once the College's procedures have been completed, to appeal to the Conference of Colleges Appeal Tribunal, and thereafter to take complaints to the Office of the Independent Adjudicator for Higher Education (OIA), or such other appeal mechanism as the Colleges of Oxford may collectively provide or approve from time to time.

VII. Fitness to Study

If the Dean believes that ill-health may be the cause of serious disciplinary problems for a Student Member, and that the nature or extent of ill-health may not yet have been properly assessed, they shall refer the matter to the Senior Tutor to instigate the College Fitness to Study Procedures. The Chairperson of the Disciplinary Committee shall act similarly in cases where disciplinary proceedings by the Committee have begun. If disciplinary procedures have already been commenced, they shall be adjourned depending a determination under this procedure.

VIII. Special Arrangements in reports involving Sexual Misconduct and / or violence

1. The College recognises that sexual misconduct and / or violence can affect anyone and can have a serious impact on health, wellbeing and academic progress. Sexual misconduct is defined in the University's Code of Conduct as "any behaviour of a sexual nature which takes place without consent where the person alleged to have carried out the misconduct has no reasonable belief in consent". Harassment, including sexual harassment, and bullying are defined in the College Policy and Procedure on Harassment. The College uses the following definition of consent:

'Consent is the free agreement by choice to participate in a sexual act where the individual has both the freedom and the capacity to make that choice. Consent cannot be assumed on the basis of a previous sexual experience or previously given consent, or from the absence of objection. Consent may be withdrawn at any time.'

2. In cases of alleged sexual misconduct and / or violence, all staff involved in investigations and decision-making should have received appropriate training.
3. Decision-makers and support staff at all stages of the procedure should be mindful that:
 - a) Reports of sexual misconduct and / or violence are more likely to be made with a delay in reporting, than other types of misconduct.
 - b) Delays in reporting, or reluctance to involve the Police, should have no bearing on determining the veracity of the Report.

- c) The College does not have the legal investigatory powers of the Police and cannot make a determination on criminal guilt. A College investigation determines only whether a breach of the Code of Discipline has occurred.
4. In most cases of harassment or sexual misconduct and / or violence that are not being dealt with by the police or have been handed back to the College having been considered by the police, the Dean will normally decide that it would be appropriate for students to follow the Harassment Policy. At the soonest opportunity, the Dean should seek advice on a no-named basis through the Sexual Harassment and Violence Support Service and / or University Student Welfare and Support Services.
 5. The Dean should ensure that complainants are aware that they can access support from the Sexual Harassment and Violence Support Service and immediately signpost to any further support as necessary.⁵ Support from the Sexual Harassment and Violence Support Service may involve a specialist advisor offering support at each stage throughout the disciplinary process. Support for students who are the subjects of complaints is available from this service, as well as from the University Student Welfare and Support Services or the Oxford SU Student Advice Service.
 6. The Complainant and Student Member should be interviewed by a specially trained interviewer or investigator. The Dean will keep the Complainant and Student Member informed on the progress of the investigation.
 7. Where a Complainant of conduct covered by this guidance is to be a witness at any hearing, the relevant Panel can put practical arrangements in place to safeguard that individual. This could include:
 - a) separate waiting areas for the Complainant and the Student Member;
 - b) the Complainant bringing a supporter to sit with them whilst giving evidence;
 - c) the Complainant giving evidence from behind a screen so that the Complainant does not need to see the Student Member;
 - d) the Complainant responding to written questions from the Student Member, or questions via the Chair, rather than an oral cross examination;
 - e) the Complainant responding to questions via video link from a different location;

⁵ The Sexual Harassment and Violence Support Service provides free, impartial, confidential support and advice to any students who have been affected by sexual harassment or violence. E-mail: supportservice@admin.ox.ac.uk. The Oxford SU Student Advice Service offers independent advice to matriculated students. External sources of advice and support are listed at: <https://edu.admin.ox.ac.uk/internal-and-external-sources-of-advice> and <https://www.ox.ac.uk/students/welfare/supportservice/external>.

- f) providing appropriate welfare support where the Complainant is a student.
8. The College never uses Non-Disclosure Agreements (NDAs) or any other means of preventing its members from coming forward to raise complaints or discuss their experiences, including in relation to cases of harassment and sexual misconduct. The College offers students non-contact arrangements. These are practical arrangements that recognise that students in the college community can be in conflict and that maintaining a separation between them can be helpful. They are agreed practical steps that maintain this separation but also fair and equitable access to facilities. Non-contact arrangements do not restrict students from speaking about their experiences with those who are not directly party to these arrangements, and expire when either party ceases to be a student.

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