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# Procedure to be followed in cases of a serious disciplinary offence

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## The standing Disciplinary Committee <sup>1</sup>

There shall be a standing Disciplinary Committee, to consider all cases of serious disciplinary offence. Its members, appointed by Council, shall be:

- The Vice-Principal (ex-officio Chairman)
- Three Tutors of whom two will sit on any one occasion <sup>2</sup>
- Four Directors of Studies of whom two will sit on any one occasion.

Each Tutor shall serve for 3 years, except that, in the case of the first appointment under these regulations, one Tutor shall be elected to serve for 2 years.

Each Director of Studies shall serve for 3 years, except that in the first election under these regulations 4 shall be appointed, one Director to serve for 1 year, one for 2 years, one for 3 years and one for 4 years.

In each case referred to by the Disciplinary Committee the Chairman shall convene a panel of available members, provided that neither the Senior Tutor, nor the student's own Director of Studies nor her Tutor shall sit to consider the case.

Should it prove impossible to convene a meeting with the full number of members, the Disciplinary Committee may co-opt members to fill any vacancy, provided that a Tutor's place be filled by a Tutor, or a Director of Studies' place by another Director of Studies, where practicable in a related or reasonably comparable subject.

## A. Procedure and conduct of the standing Disciplinary Committee

1. If the Senior Tutor considers that a student has committed a disciplinary offence of a serious nature, such that she might be required to withdraw from College, either for a period involving the loss of at least one term or permanently, she may refer the case to the standing Disciplinary Committee. The Senior Tutor shall write to inform the student that she has done so, giving her reasons for doing so. The Senior Tutor shall inform the Council that a case has been referred to the standing Disciplinary Committee, and this fact (without any personal or other identifying detail) shall be reported in Reserved Business.

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<sup>1</sup> It is envisaged that the standing Sub-Committee of the Education Committee and the standing Disciplinary Committee will have the same membership.

<sup>2</sup> "Tutor" includes Tutors with named Tutorial posts, Assistant Tutors, and Assistant Graduate Tutors.

This procedure covers only situations where the student might be required to go out of Residence in the sense used in the University Statutes. It does not cover situations where a student might be required to leave College accommodation.

2. The student must be notified in writing of the date and time of the meeting of the Disciplinary Committee, given a copy of this procedure, and provided at the earliest opportunity with a copy of any available written material referred to in 5 below. The Disciplinary Committee is the primary tribunal of fact and therefore the substantive evidence gathering hearing, whose recommendation is forwarded to Council.
3. The student may present her case in one or more of the following ways all equally acceptable to the Disciplinary Committee:
  1. by making a written submission;
  2. by asking a resident Senior Member of the University (on the Roll of the Regent House) to speak on her behalf;
  3. by appearing in person before the Committee. NB: A student wishing to attend in person is entitled to bring with her someone of her choosing as a friend or supporter, but not as an advocate entitled to speak on her behalf.
4. The student and the Senior Member (as in A3b, if speaking on the student's behalf), if either of them so wish, may provide a written statement and speak to it at the meeting and may ask the Disciplinary Committee to hear from such witnesses as the Disciplinary Committee deem appropriate.
5. The Disciplinary Committee shall hear in writing or in person from
  1. the Senior Tutor;
  2. the student's Director of Studies, who shall present as evidence all available supervision reports;
  3. the student's Tutor.

If any of them so wish, they may provide a written statement and speak to it at the meeting.

The Disciplinary Committee reserves the right to call the student to a special meeting in order to put questions to her, should this be found necessary after it has considered the evidence.

6. The Disciplinary Committee shall make a recommendation to the College Council. The Chairman of the Disciplinary Committee shall communicate the recommendation to the student in writing together with a statement of the reasons.
7. The student shall be advised that she should give notice in writing of any wish to appeal for a reconsideration of her case by the College Council within 7 days.

## **B. Conduct of the Council**

1. The Council will make a decision on the Discipline Committee's recommendation after it has heard from the student whether she accepts the recommendation, or whether she wishes to appeal for a reconsideration of her case.
2. The student may present her case to the Council in any of the ways given in paragraph A3 above. Witnesses may not be called save with the consent of the Council. Leave to adduce fresh evidence, or to recall witnesses heard by the Disciplinary Committee, shall be given only if the Council is satisfied that it is necessary or expedient in the interests of justice.

3. The Council reserves its right to modify or reject the recommendation of the Disciplinary Committee in the light of B2 above.
4. The Principal (or her deputy) shall communicate in writing the final decision of the Council to the student.
5. A member of the Council who, as a member of the Disciplinary Committee of the Education Committee, has taken part in the deliberations on a student's case, shall not take part in the Council's consideration of a student's appeal for a reconsideration of the Discipline Committee's recommendation. The Senior Tutor, the student's Director of Studies, Tutor, or other witnesses heard by the Disciplinary Committee, will not normally take part in the Council's considerations of a student's appeal, but may do so if the circumstances are such that no conflict of interest arises.

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