Appeals, Complaints and Conduct Regulations

C1.1 Student Conduct Regulations and Procedure - Appendices

OXFORD BROOKES UNIVERSITY

Student Conduct Regulations and Procedure - Appendices

Appendix 1  Delegation of authority to Disciplinary Officers

Appendix 2  Delegation of authority to Misconduct and Appeal Committees

Appendix 3  Delegation of authority to other individuals

Appendix 4  University Regulations, Policies and Procedures for which non-compliance is a breach of the regulations

Appendix 5  Breaches of the regulations for which a “fixed penalty” system is appropriate
Appendix 1

Delegation of authority to Disciplinary Officers

1. **GENERAL:**

1.1 It is important that disciplinary matters should be dealt with at the appropriate operational level within the University. Many breaches of the Student Conduct Regulations will not be disputed by the perpetrator and many are likely to result in only minor sanctions. It would place unnecessary stress on all those involved, as well as being a waste of their time, if such cases were not dealt with quickly and relatively informally. On the other hand, where the allegations are serious and could lead to a significant penalty being imposed, it is important that the necessary time and care is taken to ensure that the correct decisions are made.

1.2 The Vice-Chancellor has delegated their power to discipline students, within the framework set out in the Student Conduct Regulations and Procedure (“the regulations” or “the procedure”), to the Disciplinary Officers listed in Section 2, subject to the indicated limitations on their areas of authority and the penalties available to them. Some Disciplinary Officers are holders of specific posts within the University, while others are designated by the relevant Pro Vice-Chancellor/Dean or Director on behalf of the Vice-Chancellor. Where indicated, a Disciplinary Officer may also nominate one or more senior members of their staff to act on their behalf in respect of some or all disciplinary cases within their area of authority. Disciplinary Officers other than those who are the holders of specific posts, including nominees, are appointed by the relevant Pro-Vice-Chancellor/Dean, Director or Disciplinary Officer informing the University Student Conduct Officer in writing of their details, areas of authority and the penalties available to them (see **SCRP Guidance Note 1**). The names of the Disciplinary Officers are set out in **SCRP Guidance Note 2**.

1.3 While the Vice-Chancellor retains their authority and right to act in all disciplinary cases, it would be most unusual for them to become personally involved in any individual case, in order that they can retain the ability to act as an ultimate reviewer of any case should that ever become necessary. Similarly, while the Vice-Chancellor has nominated each member of the Senior Management Team to act on their behalf, it would be most unusual for any member of the Senior Management Team to become personally involved in any individual disciplinary case except as provided for, and so that they may undertake the roles described, in Appendices 2 and 3.

1.4 Where it appears that two or more Disciplinary Officers have authority to determine a case, they shall decide between them which one of them is going to do so. Similarly, if a Disciplinary Officer starts to investigate a case and decides that it would be more appropriately handled by another Disciplinary Officer, either because of the nature of the alleged breaches or because of the circumstances of the case or because of the range of penalties open to the other Disciplinary Officer, they may transfer the case to the other Disciplinary Officer, subject to the agreement of that Disciplinary Officer (see **SCRP Guidance Note 3**). In cases of doubt, or where it appears that no available Disciplinary Officer has the authority to determine a case, advice should be sought from the University Student Conduct Officer.

1.5 At Level A, the maximum fine that can be imposed for each breach of a Student Conduct Regulation is £250 and the maximum period of community service that can be imposed for each breach of a Student Conduct Regulation is 10 hours. The maxima at Level B are £1000 and 30 hours, respectively.
2. DESIGNATED DISCIPLINARY OFFICERS

2.1 All Disciplinary Officers:

2.1.1 All Disciplinary Officers are authorised to determine alleged breaches of the Student Conduct Regulations related to non-cooperation with the procedure during their investigation and determination of potential breaches of the Student Conduct Regulations.

2.1.2 All Disciplinary Officers are authorised to determine alleged breaches of the Student Conduct Regulations related to non-compliance with penalties imposed by them under the Student Conduct Procedure.

2.1.3 For each such breach of the Student Conduct Regulations, all Disciplinary Officers are authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a Formal Reprimand
(d) to impose a Personal Conduct Order
(e) a Level A fine
(f) a Level A period of community service.

2.1.4 All Disciplinary Officers are authorised to determine alleged breaches of Student Conduct Regulations 2.7.3 and 2.7.4 where the underlying actions are ones that they would have been authorised to determine had the actions been successfully completed and/or undertaken by the student themself. In such cases, the Disciplinary Officer is authorised to impose whatever penalties they would have been authorised to impose for the underlying action.

2.2 Pro Vice-Chancellor/Dean of Faculty (or nominee):

2.2.1 Each PVC/Dean is authorised to determine alleged breaches of the Student Conduct Regulations related to facilities and services provided by, other activities of, and behaviour in teaching settings and other areas that are the controlled by or associated with, their Faculty.

2.2.2 For each breach of the Student Conduct Regulations, a PVC/Dean is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a Formal Reprimand
(d) to require an apology
(e) to impose a Personal Conduct Order
(f) to confiscate any relevant object or material
(g) a Level A fine
(h) full or partial restitution of the cost of the damage or loss
(i) a Level A period of community service
(j) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Faculty and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student.

2.3 Academic Conduct Officer

2.3.1 Each PVC/Dean shall nominate an appropriate number of Academic Conduct Officers for the anticipated number of cases from amongst the staff in their Faculty, ensuring that, wherever possible, they do not come from the same subject area within the Faculty.

2.3.2 Each Academic Conduct Officer is authorised to determine alleged breaches of Student Conduct Regulations 2.2.1 and 2.2.2 related to class tests and coursework related to courses within their Faculty.

2.3.3 For each breach of the Student Conduct Regulations, an Academic Conduct Officer is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a requirement to correct a piece of coursework for a reduced or capped mark
(d) a reduction of marks, a cap placed on the marks or the award of no marks, for a class test or a piece of coursework
(e) the award of an appropriate mark (including a minimum resit or a fail grade) for the relevant module or unit.

2.4 Academic Registrar (or nominee)

2.4.1 The Academic Registrar is authorised to determine alleged breaches of the Student Conduct Regulations:

(a) related to facilities and services provided by and behaviour in areas that are controlled by or associated with the Directorate of Academic and Student Affairs;
(b) committed by members of the Students’ Union Executive.

2.4.2 For each breach of the Student Conduct Regulations, the Academic Registrar is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a Formal Reprimand
(d) to require an apology

(e) to impose a Personal Conduct Order

(f) to confiscate any relevant object or material

(g) a Level A fine

(h) full or partial restitution of the cost of the damage or loss

(i) a Level A period of community service

(j) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Directorate and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student

(k) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Students’ Union and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student.

2.5 **Academic Registrar or Head of Wellbeing (or nominee):**

2.5.1 The Academic Registrar or Head of Wellbeing is authorised to determine alleged breaches of the Student Conduct Regulations related to:

(a) services and facilities provided by and behaviour in areas that are controlled by or associated with Wellbeing;

(b) behaviour in social and communal areas of the University (including grounds and residences);

(c) behaviour outside the University;

(d) failure to comply with a penalty imposed by any Disciplinary Officer under the Student Conduct Procedure.

2.5.2 For each breach of the Student Conduct Regulations, the Academic Registrar or Head of Wellbeing is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a Formal Reprimand

(d) to require an apology

(e) to impose a Personal Conduct Order

(f) to confiscate any relevant object or material

(g) a Level B fine

(h) full or partial restitution of the cost of the damage or loss
(i) a Level B period of community service

(j) the temporary or permanent exclusion of the student from one or more of the facilities or services provided by the University and/or one or more parts of the areas controlled by the University (other than a property in which they are resident) and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student

(k) a requirement that the student relocate within or between residences associated with University

(l) the eviction of the student from all residences associated with University

(m) a prohibition on the student re-enrolling if they have not complied with outstanding penalties

(n) a requirement that the student temporarily withdraw from the University for medical or health reasons.

2.6 **Academic Registrar (or nominee)**

2.6.1 The Academic Registrar is authorised to determine alleged breaches of Student Conduct Regulation 2.2.2 and of the other Student Conduct Regulations related to:

(a) application, registration and enrolment;

(b) conduct in or related to examinations;

(c) academic records, other confidential records and confidential information;

(d) the provision of false information and/or documentation to, and/or the withholding of material information from, the University or a third party.

2.6.2 For each breach of the Student Conduct Regulations, the Academic Registrar is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a reduction of marks, a cap placed on the marks or the award of no marks, for an examination

(d) the award of a appropriate mark (including a minimum resit or a fail grade) for the relevant module or unit.

(e) a Level A fine

(f) a Level A period of community service.

2.7 **Head of Examinations**

2.7.1 The Head of Examinations is authorised to determine alleged breaches of the Student Conduct Regulations related to examinations.
2.7.2 For each breach of the Student Conduct Regulations, the Head of Examinations is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a reduction of marks, a cap placed on the marks or the award of no marks, for an examination
(d) the award of a appropriate mark (including a minimum resit or a fail grade) for the relevant module or unit.
(e) a Level A fine
(f) a Level A period of community service.

2.8 Director of Estates & Facilities Management (or nominee):

2.8.1 The Director of Estates & Facilities Management is authorised to determine alleged breaches of the Student Conduct Regulations related to facilities and services provided by and behaviour in areas that are controlled by or associated with the Directorate.

2.8.2 The Director of Estates & Facilities Management shall normally nominate at least one Disciplinary Officer with authority to determine alleged breaches of the Student Conduct Regulations in relation to University Transport and at least one Disciplinary Officer with authority to determine alleged breaches of the Student Conduct Regulations in relation to University premises in addition to the staff identified below.

2.8.3 For each breach of the Student Conduct Regulations, the Director of Estates & Facilities Management is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a Formal Reprimand
(d) to require an apology
(e) to impose a Personal Conduct Order
(f) to confiscate any relevant object or material
(g) a Level A fine
(h) full or partial restitution of the cost of the damage or loss
(i) a Level A period of community service
(j) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Directorate (other than a property in which they are resident) and/or the imposition of one
or more conditions on the use of such facilities or services, or entry to such areas, by the student

(k) a requirement that the student relocate within or between residences associated with University

(l) the eviction of the student from all residences associated with University.

2.9 **Head of the Accommodation Bureau or Operation and Compliance Manager (or nominee):**

2.9.1 The Head of the Accommodation Bureau or Operation and Compliance Manager is authorised to determine alleged breaches of the Student Conduct Regulations related to behaviour in or related to residences operated or managed by or on behalf of the University.

2.9.2 For each breach of the Student Conduct Regulations, Head of the Accommodation Bureau or Operation and Compliance Manager is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a Formal Reprimand

(d) to require an apology

(e) to impose a Personal Conduct Order

(f) to confiscate any relevant object or material

(g) a Level B fine

(h) full or partial restitution of the cost of the damage or loss

(i) a Level B period of community service

(j) the temporary or permanent exclusion of the student from one or more of residences owned or managed by or on behalf of the University (other than a residence in which they are a resident) and/or the imposition of one or more conditions on entry to such residences by the student;

(k) a requirement that the student relocate within or between residences associated with University

(l) the eviction of the student from all residences associated with University.

2.10 **Accommodation Business Manager or Residences Manager:**

2.10.1 An Accommodation Business Manager or Residences Manager is authorised to determine alleged breaches of the Student Conduct Regulations related to behaviour in their Hall of Residence and the associated areas around it.
2.10.2 For each breach of the Student Conduct Regulations, an Accommodation Business Manager or Residences Manager is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a Formal Reprimand

(d) to require an apology

(e) to impose a Personal Conduct Order

(f) to confiscate any relevant object or material

(g) a Level A fine

(h) full or partial restitution of the cost of the damage or loss

(i) a Level A period of community service

(j) the temporary or permanent exclusion of the student from their Hall of Residence (unless the student is resident in it) and/or the imposition of one or more conditions on entry to the Hall of Residence by the student

(k) a requirement that the student relocate within their Hall of Residence.

2.11 Duty-Warden:

2.11.1 A Duty Warden is authorised to determine alleged breaches of the Student Conduct Regulations related to behaviour in their Hall of Residence and the associated areas around it.

2.11.2 For each breach of the Student Conduct Regulations, a Duty Warden is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a Formal Reprimand

(d) to require an apology

(e) to confiscate any relevant object or material

(f) a Level A fine

(g) full or partial restitution of the cost of the damage or loss

(h) a Level A period of community service.
2.12 Director of Finance & Legal Services (or nominee)

2.12.1 The Director of Finance & Legal Services is authorised to determine alleged breaches of the Student Conduct Regulations related to facilities and services provided by and behaviour in areas that are controlled by or associated with the Directorate.

2.12.2 For each breach of the Student Conduct Regulations, the Director of Finance & Legal Services is authorised to impose one or more of the following penalties:

   (a) an Absolute Discharge
   (b) a Formal Warning
   (c) a Formal Reprimand
   (d) to require an apology
   (e) to impose a Personal Conduct Order
   (f) to confiscate any relevant object or material
   (g) a Level A fine
   (h) full or partial restitution of the cost of the damage or loss
   (i) a Level A period of community service
   (j) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Directorate and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student.

2.13 Head of Learning Resources (or nominee):

2.13.1 The Head of Learning Resources is authorised to determine alleged breaches of the Student Conduct Regulations related to services provided by and behaviour in the Library and other areas controlled by or associated with Learning Resources and breaches of the Library Regulations.

2.13.2 The Head of Learning Resources shall normally nominate at least one Disciplinary Officer with authority to determine alleged breaches of the Library Regulations.

2.13.3 For each breach of the Student Conduct Regulations, the Head of Learning Resources is authorised to impose one or more of the following penalties:

   (a) an Absolute Discharge
   (b) a Formal Warning
   (c) a Formal Reprimand
   (d) to require an apology
   (e) to impose a Personal Conduct Order
2.14 **Chief Information Officer (or nominee):**

2.14.1 The Chief Information Officer is authorised to determine alleged breaches of the Student Conduct Regulations related to services provided by and behaviour in the Computer Rooms and other areas controlled by or associated with Oxford Brookes Information Services and breaches of the Information Technology Regulations.

2.14.2 The Chief Information Officer shall normally nominate at least one Disciplinary Officer with authority to determine alleged breaches of the IT Regulations.

2.14.3 For each breach of the Student Conduct Regulations, the Chief Information Officer is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge
(b) a Formal Warning
(c) a Formal Reprimand
(d) to require an apology
(e) to impose a Personal Conduct Order
(f) to confiscate any relevant object or material
(g) a Level A fine
(h) full or partial restitution of the cost of the damage or loss
(i) a Level A period of community service
(j) the temporary or permanent exclusion of the student from the Computer Rooms or any facilities or services provided by or other areas controlled by or associated with the Directorate and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student.

2.15 **General Manager of the Students’ Union (or nominee):**

2.15.1 The General Manager of the Students’ Union is authorised to determine alleged breaches of the Student Conduct Regulations related to facilities and services provided by and behaviour in areas that are controlled by or associated with the
Students' Union, other than any breaches allegedly committed by members of the Students’ Union Executive.

2.15.2 For each breach of the Student Conduct Regulations, the General Manager of the Students’ Union is authorised to impose one or more of the following penalties:

(a) an Absolute Discharge

(b) a Formal Warning

(c) a Formal Reprimand

(d) to require an apology

(e) to impose a Personal Conduct Order

(f) to confiscate any relevant object or material

(g) a Level A fine

(h) full or partial restitution of the cost of the damage or loss

(i) a Level A period of community service

(j) the temporary or permanent exclusion of the student from any facilities or services provided by or areas controlled by or associated with the Students’ Union and/or the imposition of one or more conditions on the use of such facilities or services, or entry to such areas, by the student.
Delegation of authority to Misconduct and Appeal Committees

1. GENERAL

1.1 The Vice-Chancellor has delegated their power to discipline students, within the framework set out in the procedure, to the Misconduct and Appeal Committees defined in Section 2, subject to the indicated limitations on their areas of authority and the penalties available to them.

1.2 No member of staff, student or other individual who has any direct personal knowledge of the circumstances related to the allegations or of any of the individuals involved in a case may sit on the relevant Misconduct or Appeal Committee.

1.3 The maximum contingent fine that can be imposed on a student before a case is referred to a Misconduct Committee is £100.

2. DESIGNATED BODIES

2.1 Academic Misconduct Committee:

2.1.1 The composition of an Academic Misconduct Committee shall be:

(a) the Chair of the Academic Conduct Officers’ Forum or their nominee (as Chair);

(b) another Academic Conduct Officer or the Academic Registrar or the Head of Examination Office;

(c) a student nominated by the Students’ Union.

The University Student Conduct Officer shall attend the hearing and act as Secretary to the Committee.

2.1.2 The quorum of an Academic Misconduct Committee shall be the Chair and one other member.

2.1.3 An Academic Misconduct Committee is authorised to determine alleged breaches of Student Conduct Regulations 2.2.1 and 2.2.2 where each of the penalties that the Disciplinary Officer imposed or seeks to impose are set out in paragraphs 3.2.1 to 3.2.5 inclusive of the main procedure.

2.1.4 For each breach of the Student Conduct Regulations, an Academic Misconduct Committee is authorised to impose one or more of the penalties listed in paragraphs 3.2.1 to 3.2.5 of the main procedure.

2.2 Halls Misconduct Committee:

2.2.1 The composition of a Halls Misconduct Committee shall be:

(a) the Student Accommodation Manager or their nominee (as Chair);

(b) a (Deputy) Hall Manager or (Senior) Accommodation Officer;
(c) a student nominated by the Students’ Union.

The University Student Conduct Officer shall attend the hearing and act as Secretary to the Committee.

2.2.2 The quorum of a Halls Misconduct Committee shall be the Chair and one other member.

2.2.3 A Halls Misconduct Committee is authorised to determine alleged breaches of the Student Conduct Regulations related to behaviour in or related to residences associated with the University where each of the penalties that the Disciplinary Officer imposed or seeks to impose are set out in paragraphs 3.3.1 to 3.3.13 inclusive of the main procedure.

2.2.4 For each breach of the Student Conduct Regulations, a Halls Misconduct Committee is authorised to impose one or more of the penalties listed in paragraphs 3.3.1 to 3.3.13 of the main procedure, including a fine and/or community service at Level B.

2.3 General Misconduct Committee:

2.3.1 The composition of a General Misconduct Committee shall be:

(a) a member of the Executive Board, normally the Academic Registrar, (as Chair);

(b) a member of staff selected from a panel endorsed by the Vice-Chancellor;

(c) a student nominated by the Students’ Union.

The University Student Conduct Officer shall attend the hearing and act as Secretary to the Committee.

2.3.2 The quorum of a General Misconduct Committee shall be the Chair and one other member.

2.3.3 A General Misconduct Committee is authorised to determine any alleged breach of the Student Conduct Regulations other than those set out in paragraphs 2.1.3 and 2.2.3 above, where each of the penalties that the Disciplinary Officer imposed or seeks to impose are set out in paragraphs 3.3.1 to 3.3.13 inclusive of the main procedure.

2.3.4 For each breach of the Student Conduct Regulations, a General Misconduct Committee is authorised to impose one or more of the penalties listed in paragraphs 3.3.1 to 3.3.13 of the main procedure, including a fine and/or community service at Level B.

2.4 University Misconduct Committee:

2.4.1 The composition of a University Misconduct Committee shall be:

(a) a member of the Executive Board, normally the Academic Registrar, (as Chair);

(b) two members of staff selected from a panel endorsed by the Vice-Chancellor;
(c) two students nominated by the Students’ Union (where the allegations are against a member of the Students’ Union Executive, the nomination process shall be subject to the approval of the University Student Conduct Officer).

The University Student Conduct Officer shall attend the hearing and act as Secretary to the Committee.

2.4.2 Where the allegations are of academic misconduct, one of the members of staff shall normally be an Academic Conduct Officer or the Academic Registrar or the Head of Examination Office. Where the allegations relate to behaviour in a residence associated with the University, one of the members of staff shall normally be a Hall Manager, Deputy Hall Manager, Senior Accommodation Officer or Accommodation Officer. Where reasonably practicable, one of the members of staff shall normally be an Associate Dean or a Deputy Director.

2.4.3 The quorum of a University Misconduct Committee shall be the Chair and three other members.

2.4.4 A University Misconduct Committee is authorised to determine any alleged breach of the Student Conduct Regulations.

2.4.5 For each breach of the Student Conduct Regulations, a University Misconduct Committee is authorised to impose one or more of the penalties set out in subsections 3.2 (in the case of academic misconduct) and 3.3 (in the case of non-academic misconduct) of the main procedure, including a fine and/or community service at Level B.

2.5 Appeal Committee

2.5.1 The composition of an Appeal Committee shall be three members of the Board of Governors. One of the three members shall normally be the President of the Students’ Union except where the appeal is from a member of the Students’ Union Executive. The University Student Conduct Officer shall attend the hearing and act as Secretary to the Committee.
Delegation of authority to other individuals

1. GENERAL

1.1 The Vice-Chancellor has assigned the other roles required by the procedure to the role-holders identified in section 2. The names these staff are set out in SCRP Guidance Note 2.

1.2 In the event that any of the designated staff are unavailable, advice should be sought from the University Student Conduct Officer, the Academic Registrar or any of the other staff identified in this Appendix.

2. DESIGNATED ROLES

2.1 Suspension Officer:

2.1.1 The following staff shall have the authority to suspend a student in accordance with sub-section 4.2 of the procedure:

   (a) each member of the Senior Management Team;

   (b) the Academic Registrar;

   (c) the Head of Wellbeing.

2.2 Disciplinary Review Officer

2.2.1 A review as set out in sub-section 4.9 of the procedure shall normally be undertaken by the Academic Registrar. If the Academic Registrar is the Disciplinary Officer in the relevant case, the review will normally be undertaken by the Registrar or other member of the Senior Management team.

2.3 University Police Liaison Officer:

2.3.1 The role of University Police Liaison Officer, as referred to in paragraph 4.1.2(a) of the procedure, shall be undertaken by the Head of Wellbeing or other person designated by the Academic Registrar.

2.4 Hate Crime & Intolerance Officer:

2.4.1 The role of University Hate Crime & Intolerance Officer, as referred to in paragraph 1.5.3 of the procedure, shall be undertaken by the Head of Wellbeing or other person designated by the Academic Registrar.

2.5 University Student Conduct Officer

2.5.1 The role of University Student Conduct Officer shall be undertaken by the Student Disputes Officer or other person designated by the Academic Registrar.
University Regulations, Policies and Procedures for which non-compliance is a breach of the regulations

1. **GENERAL:**

1.1 Failure to comply with any provision of any of the regulations, policies and procedures listed in Section 2 shall be a breach of Student Conduct Regulation 2.6.5.

2. **DESIGNATED REGULATIONS, POLICIES AND PROCEDURES**

2.1 The Regulations for Students Undertaking Assessments

2.2 The Policy on Bullying and Harassment

2.3 The Code of Practice on Freedom of Speech and Assembly

2.4 The Regulations for the use of University Information Technology Facilities

2.5 The Library Regulations

2.6 The Regulations governing student use of residences owned or managed by or on behalf of the University (the Hall Regulations)

2.7 The Health, Safety and Fire Regulations

2.8 The Premises Regulations
Appendix 5

Breaches of the regulations for which a “fixed penalty” system is appropriate (see SCRP Guidance Note 12)

1. GENERAL:

1.1 The intention of introducing a system of fixed penalty fines for breaches of a particular student conduct regulation is to reduce the administrative load in cases where:

(a) students generally understand why the regulation is necessary;

(b) there is usually little doubt about the facts of an alleged breach;

(c) there are usually few valid grounds for mitigation.

1.2 The date by which a reduced fine must be received shall normally be ten working days from the date of the letter informing the student of the proposed fine. The reduction shall normally be 25% of the proposed fine. The date by which the proposed fine must be received, whether or not the student decides to refer the matter to a Disciplinary Interview, shall normally be twenty working days from the date of the letter informing the student of the penalty.

1.3 Fixed penalty fines may only be issued by a Disciplinary Officer with jurisdiction over the alleged breach as set out in Appendix 1. If the Disciplinary Officer believes it appropriate in the circumstances of any particular case, they may decide to convene an Investigative Interview before issuing, and/or a Disciplinary Interview instead of issuing, a fixed penalty fine.

1.4 Disciplinary Officers may issue fixed penalty fines in respect of the breaches set out in Section 2.

2. DESIGNATED BREACHES

2.1 Using a car in Oxford when a resident of a Hall of Residence

2.2 Smoking in areas where it is not permitted

2.3 Interfering with or misusing any equipment provided in the interests of health and safety or behaving in a careless or negligent manner which leads to the activating of a fire or smoke alarm

2.4 Breaches of the Regulations for Students taking Assessments provided the Disciplinary Officer is satisfied that there was no potential unfair academic advantage involved.