

APPENDIX B - Student Members: Academic Discipline (Undergraduate Students)

1. Academic Obligations and Satisfactory Academic Performance

- 1.1. St Hugh's College expects all undergraduates to pursue their academic studies diligently and to the satisfaction of their tutors so that they may fully realize their academic potential.
- 1.2. The Academic Discipline Procedures outlined here are to be followed in cases where an undergraduate is deemed to be in breach of their academic obligations or is considered not to be sustaining satisfactory academic performance. The disciplinary component of these Procedures begins at Stage 2 (see 5.5 below) or if an Academic Offence (see Section 3 below) is reported. Stage 1, informal meetings, is not disciplinary.
- 1.3. Undergraduates should be aware that they are also subject to the University's regulations concerning academic conduct and that as a result they are expected to observe two sets of (complementary) disciplinary regulations. The University's Student Handbook (Proctors' and Assessor's Memorandum) provides more information on the University's remit.
- 1.4. The academic obligations of students and the conditions for satisfactory academic performance include requirements
 - a. to comply with the residence requirements laid down for their course of study by the University;
 - b. to pass within the time permitted by University regulations the First Public Examination or other examinations specified by the University as a necessary part of their course of study;
 - c. to attend punctually all tutorials, classes, and other required academic engagements (which may be in person or online),
 - d. to participate actively and to a good standard in such engagements;
 - e. to devote an adequate amount of time and effort in preparation for such engagements;
 - f. to submit assignments (essays, problem sheets, projects, presentations, dissertations, etc.) with the regularity required by their tutor(s), to a good standard, and on time;
 - g. to ensure that such work is normally of at least upper-second-class standard;
 - h. to sit collections (internal College examinations) at the times required by tutors or the College Office, submitting work in these of a good standard, having devoted an adequate amount of time and effort to preparation and study during vacations;
 - i. to maintain regular, open, honest, and respectful communications with College tutors, external subject tutors, College officers and administrative staff throughout term and when required at other reasonable times during vacations, checking e-mails daily during term and responding promptly to communications from tutors, College officers and staff;
 - j. to refrain from plagiarism, intentional or otherwise, and from any other form of cheating or dishonesty in the submission of academic work;

- k. to follow all relevant regulations and guidelines set out in any Faculty's course requirement specifications and in their course handbooks;
 - l. to follow the University's academic conduct specifications as outlined in the Student Handbook;
 - m. to ensure that personal or social commitments and extra-curricular activities, whether within the College, the University, or beyond, do not distract from academic work or interfere with any other academic obligation listed here.
- 1.5. Academic disciplinary procedures are under the jurisdiction of the Senior Tutor and are distinct from the Non-Academic Disciplinary Procedures, which are under the jurisdiction of the Dean. If Procedures under both headings are being followed concurrently, the Dean and the Senior Tutor will liaise and may decide to pause or halt one Procedure in the interests of clarity and fairness.
 - 1.6. The College is aware that failures to fulfil academic obligations may not always be purely disciplinary matters and that health and welfare issues may play a part when difficulties are encountered in studying. Academic disciplinary procedures (Stages 2-5) will not be invoked without consideration of a student's broader health and welfare circumstances or any mitigating circumstances. Students are encouraged to discuss such matters with their Tutor(s) if they impinge on their work and Stage 1 is designed to encourage such discussion. Academic support (see Section 2 below) will be provided wherever necessary, either in lieu of or in addition to disciplinary measures.
 - 1.7. Mitigating circumstances are defined here as unexpected and significantly disruptive events, or ongoing conditions, or situations that are beyond a student's control (e.g. accident, illness, or bereavement) and which can be shown to affect academic performance when preparing, writing, or submitting work, or sitting examinations.
 - 1.8. The College will usually require independent confirmation of mitigating circumstances, for example a medical certificate in cases of illness or equivalent proof in other circumstances.
 - 1.9. Even serious personal difficulties will not normally be considered to mitigate or excuse specific Academic Offences as described in Section 3 below.
 - 1.10. Other circumstances that would not normally merit mitigation include paid employment, short-term emotional disruption resulting from interpersonal relationships, and sporting, dramatic, or other extra-curricular commitments (see 1.4[m] above).
 - 1.11. Students who consider that they need to take paid employment are strongly advised to explore the College's and the University's provisions for financial assistance and may be required to seek support in this way as part of academic support or disciplinary procedures.
 - 1.12. If at any point during these Procedures the Senior Tutor determines that a student's academic shortcomings are significant but that non-academic circumstances (not least health concerns) present major obstacles to rectifying them or to a student's continuing their studies, they will invoke the College's Fitness to Study Procedures and any processes underway under these Procedures will be suspended.
 - 1.13. For the purposes of these Procedures 'meetings' may be either in-person or online; 'notification' or 'communication' may be by email or in hard copy or both; 'records' may be electronic or in hard copy and are regulated by the College's data protection policies.

- 1.14. Details of College-internal processes and outcomes will not normally be shared with the University or other colleges except where specified below.
 - 1.15. Where a student is permitted to bring a supporter to a meeting, this should normally be a student member or an employee of the College or a member of the Oxford Student Union. The name and role or position of the supporter must be provided 24 hours in advance of the meeting. During the meeting, the supporter may ask for clarifications of anything said and may be consulted by the student but should not otherwise intervene in discussion. Legal representation will not normally be permitted at any stage, though reasoned requests for such representation may be made, and will be considered.
 - 1.16. Where an 'expiry date' is stipulated for an academic disciplinary measure, this will take into consideration the nature of the academic difficulties at issue and will be proportionate to the seriousness of the case. The fact that a penalty has been imposed will remain on record but after expiry the issues covered by the penalty and the penalty itself will not be considered in any future academic disciplinary measures and may not feature in any discussions or meetings held in connection with any subsequent academic disciplinary infringements. However, these matters may legitimately be raised contextually in future Stage 1 informal meetings, which have no disciplinary force.
 - 1.17. If conflicts of interest arise in the implementation of these Procedures that affect the Senior Tutor (e.g. if they are exceptionally also an academic tutor), the Vice-Principal of St Hugh's will designate a substitute, who will be a Fellow of the College. If a conflict of interest affects the Vice-Principal (e.g. if they are the student's academic tutor), their role will devolve to the most senior available Fellow of the College (judged by date of election).
2. Academic Support, including Academic Monitoring
 - 2.1. The College provides a range of academic advice and support alongside subject teaching to help students fulfil their academic obligations.
 - 2.2. Tutors are the primary source of subject-specific academic advice for under-graduates. College tutors will normally be Fellows or Lecturers. Where teaching is arranged centrally by Departments, St Hugh's students may seek academic advice from those delivering such teaching even if these teachers are not also members of the College. External tutors will normally liaise with a relevant College Fellow or Lecturer or the student's Personal Tutor whenever they have concerns about academic progress or engagement.
 - 2.3. Broader academic support is also available from a student's Personal Tutor. Every student is assigned a Personal Tutor and that role is described in the Handbook for Student Members. The Personal Tutor will normally be a specialist in a subject studied by the student or in a related subject and can often provide subject-specific academic advice as well as broader support.
 - 2.4. The Senior Tutor (senior.tutor@st-hughs.ox.ac.uk) and the Academic Registrar (thea.crapper@st-hughs.ox.ac.uk) are also available to offer non-subject-specific academic support. They are also able to point students towards a range of other academic support services within the University.
 - 2.5. The College also employs a Tutor in Learning Development and Support who may be approached directly by students (via study.help@st-hughs.ox.ac.uk) or who may approach students at the recommendation of tutors.
 - 2.6. A student's academic progress and performance are monitored in various ways:

- a. by individual tutors during and after tutorials or classes, based on oral contributions to discussion and/or written work submitted and marked;
- b. in informal discussion between tutors jointly responsible for teaching a student and between tutors and the Senior Tutor;
- c. in the meetings held by College tutors and/or Personal Tutors with their students to discuss progress during the term and the tutorial reports submitted via TMS;
- d. in reports submitted via the Teaching Management System (TMS). A termly individual report is submitted electronically by every tutor who has taught a student during a given term. These are read carefully by College tutors and Personal Tutors and may be accessed by the Academic Registrar and the Senior Tutor. Unsatisfactory reports are flagged by tutors for the Senior Tutor's special attention;
- e. in written Collections (internal College examinations) held at the beginning of term;
- f. in Principal's collections, which are annual meetings with the Principal of the College, who is provided with all TMS reports and may invite the Senior Tutor and/or subject tutors or Personal Tutors to attend;
- g. After University examinations, particularly the First Public Examinations (e.g. Honour Moderations or Preliminary Examinations), when tutors will discuss results with students.

2.7. The primary purpose of monitoring is support. Monitoring processes offer opportunities for tutors and others to engage individually with students to discuss their progress, to offer general advice, to recommend a specific course of action to improve the quality of a student's work, or to warn them that they may be at risk of more formal action should they not improve their engagement with study or the quality of their work. Monitoring may therefore also provide evidence of failure to fulfil academic obligations.

3. Academic Offences

- 3.1. The use of dishonest means in any examination or in fulfilling any academic obligation is a serious academic offence. Dishonest means include but are not limited to:
- a. plagiarism (see 3.3-3.6 below);
 - b. fabrication or falsification of research data, sources, or results;
 - c. cheating in assessments and examinations, including the use of notes, other aides-memoire (in any form), mobile phones or other electronic devices, where these are prohibited, etc;
 - d. unacknowledged collaboration with a fellow student or any other person;
 - e. analogous forms of dishonesty and impropriety in the conduct of academic work.
- 3.2. Disciplinary procedures will be invoked when any attempt to commit an Academic Offence is identified, including assisting another student in the commission of such an offence.
- 3.3. These procedures relate to St Hugh's College. Plagiarism may also constitute an offence under University regulations (see the plagiarism section of the University website).
- 3.4. Plagiarism is presenting someone else's work, ideas, or phrasing as your own, with or without their consent, by incorporating it into your work without appropriate

acknowledgement or reference. All published and unpublished source material, whether in manuscript, printed, electronic or other form, is covered under this definition.

- 3.5. Learning is often a collaborative process and tutors often encourage certain forms of joint or collaborative work when preparing for tutorials or classes. Nevertheless, any work submitted under an individual student's name or examination number, whether for formal assessment or for regular tutorials or classes, must be their own work and their work only and must observe referencing and acknowledgement standards.
- 3.6. For advice on how good academic practice helps avoid plagiarism, students should ask College tutors, Personal Tutors, the College's Tutor in Learning Development and Support (study.help@st-hughs.ox.ac.uk). The Senior Tutor (senior.tutor@st-hughs.ox.ac.uk) can also advise.
- 3.7. Academic Offences relating to Public Examinations or other assessments at Department, Faculty or University level will be addressed by the relevant Department or by an Examination Board and may be referred to the Proctors. The College will normally be notified of the outcome of such processes and that notification will form part of the student's College record.
- 3.8. The procedures for addressing alleged Academic Offences that relate to term-time or vacation work submitted to or assessed by the College are as follows:
 - a. A College or external tutor who identifies an Academic Offence or suspects that one has been committed will notify the Senior Tutor, supplying evidence. Evidence may take many forms, but in cases of suspected plagiarism will typically include a copy of the student's work with relevant passages highlighted and a copy of the alleged source material, also with relevant passages highlighted. The notifying tutor(s) should also provide any relevant contextual information they have.
 - b. The Senior Tutor may meet with the notifying tutor(s) to gain fuller understanding of what is alleged. They may also seek advice from an independent academic colleague in a relevant subject if necessary.
 - c. The Senior Tutor will then assess the allegation: if the allegation is not found to be credible, the notifying tutor will be informed, and no further action will be taken.
 - d. If the Senior Tutor finds the allegation credible, they will ask to meet the student to discuss the matter. Details of the allegation will be supplied to the student with the invitation to the meeting.
 - e. If the allegation concerns unacknowledged collaboration between two or more students, separate meetings will be held. If such a collaboration involves students from other colleges, the Senior Tutor will notify the Senior Tutor(s) of the other colleges, who will act according to their own procedures. In such cases findings will normally be shared between colleges and such findings may legitimately inform the decision of the Senior Tutor of St Hugh's.
 - f. If the Senior Tutor finds that an Academic Offence has been committed, they will impose a formal penalty of which a record will be kept by the College. Formal penalties will be proportionate to the severity of the offence and will also reflect whether it is a first or a repeat offence. Formal penalties may include:
 - i. Academic Warning (see 5.5 below);

- ii. Academic Probation (see 5.6 below);
- iii. Suspension or termination of studies (see 5.7 below).
- g. Additionally, after consultation with College tutor(s), the Senior Tutor may require that some or all of the affected work be re-written and re-submitted and/or that the student sit a Penal Collection (see Section 4 below).
- h. A student may appeal against the Senior Tutor's findings and/or against all or part of the penalty imposed (see Section 7 below).

4. Penal Collections

- 4.1. In certain circumstances the Senior Tutor, after consultation with academic tutors, may impose a Penal Collection, which may be scheduled for any time during term.
- 4.2. Penal Collections will be set by the relevant College tutor(s) or by an external tutor in consultation with a College tutor where that is academically more appropriate. Penal Collections will be double-blind marked by two tutors from other colleges or by members of relevant Department(s). In the event of a discrepancy between marks, the mark most favourable to the student will be accepted. If the terms include a requirement to achieve a specified standard in a Penal Collection, the markers will be told that the collection is 'penal' but not what standard is required.
- 4.3. Satisfactory completion of a Penal Collection will mark the end of academic disciplinary procedures unless it is only one component amongst others in a series of measures proposed or stipulations made. However, the fact that a Penal Collection has been imposed will remain on a student's College record.
- 4.4. A student may appeal against the Senior Tutor's decision to impose a Penal Collection (see Section 7 below).

5. Failure to Fulfil Academic Obligations and Unsatisfactory Academic Performance

- 5.1. If, in the opinion of any of their tutors, an undergraduate is failing to fulfil their academic obligations or their academic performance is unsatisfactory, there are four possible stages of action.
- 5.2. Stage 1 is not a disciplinary stage. Stage 1 informal intervention will normally be a preliminary to any disciplinary procedures (Stages 2-4). However, if an Academic Offence is reported (see Section 3 above), there is no requirement for a Stage 1 informal meeting.
- 5.3. Stages 2-4 do not necessarily have to be followed in sequence and any stage(s) may be omitted if the Senior Tutor, in consultation with academic tutors, determines that the seriousness of the problems justifies accelerated action.

5.4. Stage 1: Informal Meeting(s)

If tutors have concerns about an undergraduate's academic progress or achievement or their commitment to study, they will in the first instance remind students informally of their academic obligations and offer advice on how to remedy any deficiencies.

- a. Such a reminder will typically take place at an informal individual meeting, which may follow on immediately from teaching or otherwise take place without notice. Advice should be given, academic deficiencies should be clearly identified to the student, and

specific courses of action should be agreed. An informal intervention of this kind may be made via email or in an online meeting if a face-to-face discussion is not practical.

- b. It is important that tutors and students can have such routine interactions openly and without any further formal procedures being anticipated. Nonetheless, if a tutor is concerned that problems risk becoming severe, they should indicate this to a student and note that if there is no improvement, formal procedures may be necessary.
- c. Tutors may also refer a student to the Senior Tutor for further discussion on the same informal basis. Tutors may be present at an informal meeting of the student and the Senior Tutor, but this may not always be necessary.
- d. Informal meetings of this kind, either with tutors or with the Senior Tutor, will not be recorded formally by the College, although notes should be kept as an aide-memoire for advice given or a course of action agreed. Follow-up emails may also be useful.
- e. There is no right of appeal against any element of Stage 1 because it is advisory and does not result directly in disciplinary action.

5.5. Stage 2: Academic Warning

If after a Stage 1 informal meeting or meetings the problems identified there persist, tutor(s) should inform the Senior Tutor who may then issue an Academic Warning.

- a. The tutor(s) will specify the shortcomings in writing to the Senior Tutor.
- b. The Senior Tutor may wish to meet with the tutors and/or seek subject-specific advice from appropriate academic colleagues, within St Hugh's or beyond.
- c. The Senior Tutor will meet with the student and give them the opportunity to present their views of the situation and draw attention to any mitigating circumstances that may apply. Tutors may be present at that meeting if they wish.
- d. If the Senior Tutor determines that the shortcomings are insignificant or that minor difficulties have already been rectified, no further action will be taken. No formal record will be kept of this stage of the process.
- e. If the Senior Tutor determines that the shortcomings are significant and ongoing and that there are no mitigating circumstances sufficient to make such a course inappropriate, they will issue an Academic Warning.
- f. The Academic Warning may include
 - i. a requirement to take appropriate academic remedial action such as submit missing work to a specified deadline;
 - ii. a requirement to seek academic or non-academic support from specific persons, groups, or agencies, including but not limited to medical or counselling support;
 - iii. attendance requirements;
 - iv. stipulations of expected levels of attainment;
 - v. the imposition of a Penal Collection (see Section 4 above);
 - vi. any other stipulations intended to help ensure that a student's academic performance returns to satisfactory levels.

- g. The Academic Warning may be issued orally in the student's meeting with the Senior Tutor, but will also be confirmed in writing, placed on record, and copied to tutors and the student's Personal Tutor. It will include an expiry date'
- h. A student may appeal against the Senior Tutor's decision to issue an Academic Warning or against one or more of the conditions imposed (see Section 7 below).

5.6. Stage 3: Academic Probation

If after an Academic Warning has been issued a student does not meet some or all of the conditions outlined in it, or if further problems arise, the student will be placed on Academic Probation by the Senior Tutor. The Senior Tutor may also proceed directly to the Academic Probation Stage if in their judgement a student's problems or deficiencies are serious enough to warrant this.

- a. Before placing a student on Academic Probation the Senior Tutor will always discuss the issues with relevant College tutors.
- b. If such discussions determine that Academic Probation may be appropriate, the Senior Tutor will arrange a meeting with the student and one or more of the tutors, at which the student may be accompanied by a 'supporter' (subject to the conditions set out in 1.15 above).
- c. At that meeting the Senior Tutor will give the student the opportunity to present their views of the situation and draw attention to any mitigating circumstances that may apply.
- d. If at that meeting the Senior Tutor determines that Academic Probation is the appropriate course of action, they will specify conditions. These may include any requirements listed in 5.5(f) above or any other stipulations that may be felt to assist the student in the fulfilment of their academic obligations.
- e. The Senior Tutor will alert the student to the fact that failure to comply with the conditions of Academic Probation may result in a disciplinary suspension or termination of studies (see Stage 4 below).
- f. The decision to impose Academic Probation may be issued orally in the student's meeting with the Senior Tutor, but will also be confirmed in writing, placed on record, and copied to tutors and the student's Personal Tutor. This will include an expiry date.
- g. A student may appeal against the Senior Tutor's decision to place them on Academic Probation or against one or more of the conditions imposed (see Section 7 below).

5.7. Stage 4: Suspension or Termination of Studies

In the event of non-compliance with the conditions set for Academic Probation, or if further problems arise, the Senior Tutor may recommend that a student's studies be suspended or terminated. The Senior Tutor may also proceed directly to Stage 5 if in their judgement a student's problems or deficiencies are serious enough to warrant this.

- a. Any recommendation for suspension or termination of studies will be discussed with the student and tutors (either separately or together or both) before it is submitted to and Academic Standards Panel (ASP, see Section 6 below).

- b. If such discussions conclude that suspension or termination of studies is an appropriate course of action, the Senior Tutor will ask the Vice-Principal to convene an ASP and send to the ASP Chair and to the student a written statement including normally including all of the following:
 - i. any conditions previously imposed at other stages of these Procedures;
 - ii. their account of how such conditions have been breached;
 - iii. an account of any further academic deficiencies;
 - iv. a report from the student's academic tutor(s);
 - v. any relevant correspondence with the student;
 - vi. any other information that the Senior Tutor deems relevant;
 - vii. a recommendation as to the penalty sought from the ASP.
- c. A suspension on academic disciplinary grounds is an 'involuntary suspension'. It is temporary and for a specified period and is sometimes referred to as 'rustication'. Suspended students are prohibited from entering College premises and using College facilities (including taking meals) for the duration of the suspension (unless at the express invitation of a College officer or a tutor). Normally a student's University Card ('Bod Card') is retained; they continue to have access to University libraries and services; they remain a member of the University but cease to be formally in residence and so cannot complete the required number of statutable terms. A student returning from 'involuntary suspension' will not necessarily be allocated a room in College.
- d. Termination of studies is sometimes referred to as being 'sent down' or 'expelled' and is permanent. An undergraduate whose studies are terminated is deprived of membership both of the College and of the University and therefore loses the right to enter for University examination or take its degrees.
- e. Suspension or Termination of Studies is a formal stage in the academic disciplinary procedures and is therefore distinct from provisions in the Fitness to Study Procedures.
- f. A student may appeal against an ASP decision to suspend or terminate studies (see Section 7 below).

6. Academic Standards Panel

- 6.1. When it is required, the Vice-Principal will appoint an Academic Standards Panel (ASP).
 - a. The ASP will normally comprise three members drawn from the Governing Body of the College, including at least one Tutorial Fellow.
 - b. The Vice-Principal may wish to include on such a Panel an additional full member with appropriate qualifications and/or expertise, who may be external to the College and to the University, if in their view the complexity or severity of the case warrants this.
 - c. The Principal, the Vice-Principal, the Senior Tutor, and the Bursar may not sit on the ASP.
 - d. No member of the College who has been involved at any point in the academic disciplinary process may sit on the ASP.

- e. The ASP will elect its own chair from amongst its members, including any external member.
- 6.2. The Chair of the ASP will determine a date for a hearing as soon as is reasonably possible, giving all concerned at least one week's notice. The Senior Tutor, relevant subject tutor(s), and the student concerned must attend the Panel's hearing. The student may be accompanied by a supporter (subject to the conditions set out in 1.15 above).
- 6.3. If any of those required or invited to attend fail to appear at the hearing despite proper notice having been given, the ASP may deal with the case in their absence or adjourn to a later date later, as it sees fit. A second scheduled meeting will proceed even if required or invited attendees are absent.
- 6.4. At least one week before an ASP hearing, all those required to attend and all Panel members will be sent an agenda, all supporting materials, a list of the Panel's membership and the email address of the Panel Chair. Further materials, including a written response to these materials by the student, may be sent to the Panel Chair up to 48 hours before the meeting and will be circulated as soon as possible.
- 6.5. The student, any supporter, the subject tutor(s), and the Senior Tutor must withdraw from the meeting before the Panel makes its decision.
- 6.6. The ASP may confirm the recommendations of the Senior Tutor, vary them, or overturn them. If the Panel varies or overturns the recommendations, it may, where appropriate, specify different or further conditions for the student.
- 6.7. The ASP Chair will ensure that a clear record of the decision and the factors contributing to it is made and that a copy is sent to the student, the subject tutor(s), the Senior Tutor, the College Office, and the Principal.

7. Appeals

- 7.1. Students have the right of appeal against decisions taken by, or conditions imposed, by the Senior Tutor, or against decisions made by an ASP. There is no right of appeal against recommendations made during Stage 1 informal meeting(s).
- 7.2. The grounds upon which a student may appeal are:
 - 7.2.1. that there was bias, or a reasonable perception of bias, on the part of any person or group involved in determining disciplinary action;
 - 7.2.2. that any person or group acted unfairly or failed to follow procedure as set out in this document;
 - 7.2.3. that the student has new material that it was not reasonably practicable for them to provide earlier in the process, and which would probably have affected the outcome;
 - 7.2.4. that there was an error in the interpretation of any of the provisions referred to in this procedural document by any person or group;
 - 7.2.5. that the decision reached was one that no reasonable decision-maker could have made;
 - 7.2.6. that the sanction(s) imposed was/were disproportionate.

Students are not entitled to bring an appeal that challenges the academic judgement of a tutor.

- 7.3. Appeals against decisions and stipulations made by the Senior Tutor at Stage 2 (Academic Warning) or Stage 3 (Academic Probation) should be made by sending a Notice of Appeal to the Principal (principal@st-hughs.ox.ac.uk) within 7 days of notification of the decision. The Notice of Appeal must set out the grounds on which the student is appealing and explain why they consider that the particular ground of appeal is established. At the same time the student should provide a copy of decision against which the appeal is being made and any other relevant evidence.
- 7.4. The Principal's decision on a Stage 2 or Stage 3 appeal is final and no further appeal is permitted.
- 7.5. The Principal may elect not to adjudicate a Stage 2 or Stage 3 appeal but to refer it instead to an Academic Disciplinary Appeal Panel (see 7.7 below).
- 7.6. Appeals against decisions and stipulations made by an ASP at Stage 4 (Suspension or Termination of Studies) should be made by sending a Notice of Appeal to the Principal (principal@st-hughs.ox.ac.uk) within 7 days of notification of the decision. The Principal will then appoint an Academic Disciplinary Appeal Panel. The Notice of Appeal must set out the grounds on which the student is appealing and must include a copy of the decision against which the appeal is being made, and any other relevant evidence.
- 7.7. An Academic Disciplinary Appeal Panel (hereafter simply Appeal Panel) will consist of three people appointed by the Principal for the sole purpose of considering the appeal. Panel members must either be members of the College Governing Body or people approved by the Governing Body as being suitable to sit on an Appeal Panel but who need not be members of the College. The Principal will appoint one of the Panel members to Chair the Appeal Panel.
- 7.8. The Principal, the Senior Tutor, the Dean, the Bursar, and the student's Tutor(s) may not be appointed to the Appeal Panel.
- 7.9. No person who has been formally involved in any academic disciplinary processes so far or who has advised the student in connection with the processes may be appointed to the Appeal Panel.
- 7.10. The Appeal Panel will be assisted by a member of the College's administrative staff who will act as Secretary to the Appeal Panel.
- 7.11. The Principal will write to the student informing them of the membership of the Panel and stating that if they object to the inclusion of any of the members they must set out the grounds for their objections in an email reply to the Principal (principal@st-hughs.ox.ac.uk) within two working days. If the Principal considers that the grounds for objecting are reasonable, they will appoint a replacement member and the Secretary will inform the student and the other Appeal Panel members of the change.
- 7.12. The Principal will ask the Senior Tutor to make a case to the Appeal Panel in support of the implementation of the disciplinary measure. Within three working days of the Principal's request, the Senior Tutor will provide to the student and the Secretary a written response to the appeal and indicate whether they are requesting an oral hearing, giving reasons.
- 7.13. Within two working days of the Senior Tutor's response the student must confirm in writing to the Secretary whether they are requesting an oral hearing, giving reasons.
- 7.14. The Appeal Panel Chair will determine whether an oral hearing is appropriate and if so the Secretary will fix a date and place for a hearing, which may be outside College. The date should be fixed in consultation with the student, the Senior Tutor, and the members of the Appeal Panel. The student may bring a supporter subject to the conditions set out in 1.15 above.

- 7.15. The Secretary will write to the Appeal Panel members, the student, and the Senior Tutor to confirm the date, time, and location of the hearing, giving a reasonable notice period, and provide them with a bundle containing all documents relevant to the appeal.
- 7.16. If the student or the Senior Tutor wishes the Appeal Panel to take account of any additional material or written submissions that becomes available after the bundle is circulated, copies must be provided to the Secretary at least five working days before the hearing, preferably electronically. The Secretary will ensure that it is circulated to the Appeal Panel and other relevant parties as soon as possible. Any documentation submitted after this time will not be considered by the Appeal Panel unless the Chair decides that exceptional circumstances warrant its inclusion.
- 7.17. The Appeal Panel Chair will determine the procedure for the hearing, so as to ensure that is fair, and, so far as is possible, informal and flexible. If exceptionally witnesses are heard, questions will be put to them only by the members of the Appeal Panel.
- 7.18. The Appeal Panel members will deliberate following any hearing and reach a decision. Where the appeal is considered without a hearing the Appeal Panel members will meet to deliberate having first been provided by the Secretary with all relevant documentation. The Secretary will inform the student and the Senior Tutor of the date on which the Appeal Panel will meet.
- 7.19. The appeal may be determined by a simple majority vote.
- 7.20. The Chair of the Appeal Panel will inform the Principal, the student, and the Senior Tutor in writing of its decisions appending a report setting out the Appeal Panel's conclusions and the reasons for them. In case of a majority decision, the conclusions drawn and the reasons given will be those of the majority.
- 7.21. The Appeal Panel may:
- a. confirm the disciplinary decision in all aspects;
 - b. reverse the disciplinary decision in all aspects;
 - c. confirm the finding of a failure in academic obligations but vary the stipulation(s) imposed (either decreasing them in severity or increasing them in severity, except in the case of termination of studies).
- 7.22. The decision of the Appeal Panel is final and is not subject to further appeal within College.
- 7.23. Whether an appeal is upheld by the College or denied, the process will form part of the student's formal record and St Hugh's may need to inform the University (via the Proctors) of any decisions made.
- 7.24. If the appeal is not allowed the letter informing the student of the outcome will explain that it is a Completion of Procedures letter that marks the end of College procedures.
- 7.25. The student nonetheless has the right to seek review of an adverse decision made by an Appeal Panel by further appeal to the Conference of Colleges Appeal Tribunal (CCAT: <http://www.confcoll.ox.ac.uk/html/main/ccat.html>). Appeals must be made by the subject within five days of receiving a Completion of Procedures letter from the Chair of the Appeal Panel. Normally, the Conference of Colleges Appeal Tribunal will only review determinations where a substantial sanction is imposed.
- 7.26. If an appeal to the Conference of Colleges Appeal Tribunal is not allowed or not upheld, the subject may submit a complaint to the Office of the Independent Adjudicator

(<https://www.oiahe.org.uk/students/how-to-complain-to-us>) within 12 months of the date of the final decision.