

Wadham College Disciplinary Code and Procedures

Students are expected to follow all regulations set out in the [College Handbook](#), to adhere to the conditions of their accommodation contract, and to follow the University's regulations set by the Proctors, which are detailed in the University's Student Handbook.

The Disciplinary Code applies to all students of the College i.e., any person matriculated by the University on presentation by the College and still studying for their degree, and any visiting student admitted to and currently studying at the College (including students on the Sarah Lawrence Programme). The Code also applies to students who are not currently resident in Oxford, which could include students on their year abroad, and those who are suspended or excluded.

The College is most directly concerned with events taking place within its own premises, both on the main site and in all College-owned accommodation, as well as in College sports facilities. The main disciplinary officer is the Dean, and the procedures they will follow in the event of an internal matter are detailed below. These procedures also detail the right of appeal.

The College is also concerned with the behaviour and treatment of its members in the wider community of the University. Its authorities will therefore cooperate with the Proctors and those responsible for University Discipline, as well as the Deans of other colleges. Such cooperation will be disinterested and unprejudiced – depending on the facts of the case, it might involve either (or both) assisting a student with their defence at the University's Disciplinary Panel, or enforcing parallel penalties on a student found guilty at that Panel.

Less straightforward are allegations relating to offences committed by or against Wadham students in other colleges or in Wadham by students of other colleges. Broadly similar sets of by-laws are in force in most colleges. We would expect the respective Deans to cooperate in ascertaining facts and recommending broadly congruent penalties. An offence against another College's rules by a Wadham student is, by definition, an offence against University regulations and the Deans concerned may agree to report the matter to the Proctors rather than dealing with it themselves.

The Disciplinary Code that follows applies in the following situations:

- a) An offence was committed on College premises; or
- b) it was committed on the premises of another college or on University premises and a reasonable request is received from the Dean of that college, or from the University Proctors, the Head of a University Department, or the Chair of a University Faculty Board as the case may be, to deal with the matter as an offence against College discipline; or
- c) it threatens to bring the College into disrepute among reasonable people; or
- d) it was committed by the use of College facilities (such as computer networks) or privileges (such as room bookings); or

- e) it was committed by the use of University facilities (such as computer networks), or privileges (such as a University Card), and a reasonable request is received from the University Proctors to deal with the matter as an offence against College discipline; or
- f) it was committed against any other member, visitor, officer or employee of the College.

DISCIPLINARY CODE

No student shall intentionally or recklessly:

- a) Disrupt or attempt to disrupt teaching or study or research or the administrative, sporting, social or other activities of the College, or disrupt or attempt to disrupt the lawful exercise of the freedom of speech by members, students, and employees of the College or by visiting speakers, or obstruct or attempt to obstruct any employee or agent of the College in the performance of their duties;
- b) Damage or deface, or attempt to damage or deface, any property of the College or of any member, visitor, officer or employee of the College, or knowingly misappropriate such property;
- c) Occupy or use or attempt to occupy or use any property or facilities of the College except as may be authorised by the College authorities concerned;
- d) Forge or falsify expressly or impliedly any University or College certificate or document or knowingly make false statements concerning standing or results obtained in any examination;
- e) Engage in any activity likely to cause injury to others or to impair their safety;
- f) Engage in violent, indecent, disorderly or threatening or offensive behaviour or language; offensive behaviour here is to be assessed on the basis of normal standards of sensitivity. Taking advantage of any person's more than normal sensitivity is liable to constitute harassment;
- g) Engage in harassment, as defined in the [College's Policy and Procedure on Harassment](#), of any member, visitor, employee or agent of the College;
- h) Engage in any fraudulent or dishonest behaviour in relation to the holding of any office in the College;
- i) 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;
- j) Decline or refuse to obey any lawful instruction of an officer or employee of the College;

k) Engage in any act, omission, or course of conduct in breach of the regulations and policies set by the College;

l) Use, offer or sell or give to any person drugs or other substances, the possession or use of which is illegal;

m) Engage in any other conduct which threatens to bring the College into disrepute among reputable people;

n) Engage in any act, omission, or course of conduct which is in contravention of an order or summons issued by the Dean, or which the offender has been warned by the Dean or Sub-Deans not to repeat;

o) Fail to take reasonable steps to prevent disruptive or offensive behaviours on the part of anyone that they invite into College.

p) Engage in any act, omission, or conduct in breach of the Statutes and Regulations of the University or a local rule of any University site or building, or a regulation created by the Proctors;

q) Engage in any act, omission, or course of conduct prohibited by the criminal law of England and Wales;

r) 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.

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.

Overlap with Proctors' jurisdiction. If disciplinary action is taken by the Proctors, any steps that have been proposed or initiated under the College's Disciplinary Procedures will be stayed until the conclusion of the Proctorial proceedings. For the avoidance of doubt, disciplinary steps may subsequently be taken under this Disciplinary Procedures notwithstanding that Proctorial proceedings were discontinued or the Proctorial charges were dismissed, and no finding of fact by the Proctors or absence of any such finding shall bind the College. In cases relating to sexual violence and sexual harassment, the University appoints an Independent Reviewer to fulfil the role of the Proctors at every stage.

Overlap with the criminal justice system. 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, and no finding of fact by the criminal courts or absence of fact shall bind the College.

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 to the same breach, 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 or Proctorial conviction of the student to take steps to ensure the peace of the College and the safety of its members.

Complaints about supervision, teaching or other College services should be pursued under the [Complaints Procedure](#).

DISCIPLINARY PROCEDURES

I. Definitions

- a) The term 'Student' of the College shall include:
 - i. any person who has been matriculated by the University on presentation by the College who is still studying for their degree at the time of the alleged offence, or who is currently suspended or excluded; or
 - ii. any visiting student admitted by the College including the Sarah Lawrence Programme who is still studying at the College.
- b) 'Expulsion' by the College shall mean the permanent loss of membership of the College and the University.
- c) 'Banning' by the College shall mean a withdrawal of the right of access to specified premises or facilities of the College for a fixed period or pending the fulfilment of certain conditions. This can also be referred to as 'Exclusion'.
- d) 'Suspension' by the College shall mean the withdrawal of a right of access as above where action is taken as an interim measure pending further investigation, or where action is required in a non-disciplinary situation. Such withdrawal may be for a limited period pending the fulfilment of certain conditions or may be indefinite. The term 'Rustication' can also be used to mean an involuntary suspension as defined in the University's Statute XI.
- e) 'Harassment' shall bear the same meaning as defined in the [College's Policy and Procedure on Harassment](#) which includes 'violating another person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person'.
- f) 'Day' shall mean a full working day (Monday-Friday) and shall exclude Saturday, Sunday, and public holidays.
- g) 'In writing' shall include any communication contained in a letter or email.

Verbs which correspond to these nouns shall have similar meaning.

Determinations: Any findings of a breach of College rules, by the Dean, a Disciplinary Committee or the Appellate Disciplinary Panel should be based upon the balance of probabilities, unless the alleged breach constitutes also a criminal offence in which case it should be established beyond reasonable doubt.

Time Limits: Any time limits contained in these disciplinary procedures may be extended at the discretion of the Dean, the Disciplinary Committee or the Appellate Disciplinary Committee as is appropriate, so long as the Student is informed.

II. Student Support

Students who are subject to disciplinary proceedings can seek support from the relevant SU and MCR officers. Students can also find resources through the [Oxford University Student Union Advice Service](#). Students can seek support from the College's Welfare Team, as appropriate.

III. Disciplinary Procedures

1. A Panel for Disciplinary Committee with rotating membership is appointed by Governing Body and consists of nine Fellows. The Dean and the Sub-Warden then select the Chair and three members to form a Disciplinary Committee from the panel of eligible Fellows.

Members of the Disciplinary committee shall not be:

- a) The Senior Tutor, the Dean, the Welfare Dean, the Warden;
- b) any person who has taught the Student;
- c) any person who is directly involved in the events relating to the disciplinary case;
- d) any person who has served on a Disciplinary Committee in another case involving the same student;

If an Appellate Disciplinary Committee follows from a Disciplinary Committee, the membership of Appellate Committee shall be entirely different, with the Sub-Warden acting as Chair.

Where the Sub-Warden is unavailable, or has a conflict of interest by virtue of a) – d), the panel will be chaired by the most senior academic Fellow of Governing Body who does not have a conflict of interest by virtue of the criteria in points a)- d). above. Should the Student or any person who is involved in the disciplinary case object to the selection of the Chair, the final decision as to whether a conflict of interest exists shall be made by Governing Body, which may be consulted by email to ensure that the work of the Disciplinary Committee is not delayed. The Chair shall make a final decision regarding the reasonableness of grounds for any objection to the other members of the Disciplinary Committee or Appellate Disciplinary Committee.

2. The disciplinary procedures may be initiated by any member or employee of the College who has good reason to believe that a student has breached the College rules. This person (the Complainant) shall refer the matter to the Dean as soon as

reasonably possible after the occurrence of the alleged breach, naming the Student concerned and giving details of the alleged breach. Anonymous reports will only be considered under this procedure in exceptional circumstances where there are compelling reasons to do so. Malicious or vexatious allegations may result in disciplinary action against the Complainant.

Minor breaches can be reported to Sub-Deans, who have the ability to caution students and report incidents to the Dean for a formal disciplinary process.

3. When an alleged breach of the College rules occurs, the Warden and Dean shall have the authority (where the seriousness of the alleged breach justifies it) to suspend the Student from residence or from use of College facilities, if necessary, with immediate effect for up to two weeks or with the Disciplinary Committee's approval, for as long as the Disciplinary Procedures are in operation.
4. Where an alleged breach of the rules constitutes in the opinion of the Warden and the Dean, a sufficiently serious offence, the Dean shall immediately refer the matter to the Police for criminal matters, or to the Proctors for University offences. Where a student is subject to criminal proceedings arising out of the alleged breach of the rules, the Dean shall not normally proceed with the case, other than, in consultation with the Warden, to suspend them temporarily from residence, or from use of College facilities if appropriate for up to two weeks pending referral of the suspension to the Disciplinary Committee.

The suspension of a student shall be a neutral act, and the suspension itself shall have no bearing on any later decision.

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.

5. If the complaint relates to activity which falls within the [College's Policy and Procedure on Harassment](#), the Dean shall consider whether the complaint should more appropriately be dealt with under the procedures set out in the Harassment Policy. If they take the view that the complaint should not be so dealt with, the Dean shall deal with the matter under the following procedures.
6. The Dean shall, if possible, within two days of receiving the report of the alleged breach, require in writing the Student concerned to attend for interview before them at a time and place stipulated and shall normally provide the Student with one

day's notice of the interview. The notification of the interview shall give an indication of the alleged breach of the College rules.

Documents relating to the Disciplinary Procedures will be deemed delivered at the point that they are placed in the Student's pigeon hole, or two days after posting to a UK home address. Emails will be deemed delivered upon sending.

The Dean may allow the Student to be accompanied by a third party, should they so wish. A third party can be a friend, member of the SU or MCR or Oxford SU, or parent if appropriate. The Disciplinary Procedures are internal to the College and do not have the same degree of formality as a court of law. It will not be appropriate, in most cases, for any party to be legally represented at any stage of the Disciplinary Procedures. Any application to make an exception to this policy should be addressed to the Sub-Warden, stating the necessity for legal representation. The decision of the Sub-Warden shall be final.

7. Before the Dean determines whether an offence has been committed, and before the Dean imposes a penalty, they shall:
 - a) make reasonable efforts to obtain all relevant evidence from the Student and from witnesses, whether orally or in writing, to the exclusion of hearsay;
 - b) be satisfied from the evidence that, on the balance of probabilities, the offence was committed by that Student, and in circumstances warranting a penalty;
 - c) allow the Student a reasonable opportunity to present a justification or excuse for the offence, and a plea in mitigation bearing on the penalty.

8. At the interview, which shall be in private (a note-taker may be present), the Dean shall explain to the Student that they can:
 - a) admit the alleged breach and continue with the interview; or
 - 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 reasonably require evidence in relation to the alleged breach to be provided by other persons.

If the Student opts for a) the Dean shall elicit all information about the breach relevant to the penalty.

If the Student opts for b) the Dean shall investigate whether the alleged breach is established.

The Dean shall in all cases take an adequate written note of the proceedings at the interview and any evidence presented, sufficient for the use of the Disciplinary Committee/Appellate Committee. A note-taker may be employed at the discretion of the Dean.

9. a) At any stage of the investigation or interview the Dean may, if they consider it appropriate in all the circumstances, decline jurisdiction and refer the matter to the Disciplinary Committee;
 - b) At the close of a completed interview the Dean may, dependent on its nature and outcome, either:
 - i. take no further action;
 - or ii. if the breach has not been admitted, determine whether the breach has been established;
 - and iii. after hearing any mitigation impose a penalty.
 - c) In cases ii. and iii. – the Student may appeal the matter to an Appellate Disciplinary Committee against a finding of breach and/or the penalty imposed. Any Complainant(s) involved in the disciplinary case must be notified that the Student has appealed the matter, and the eventual outcome of the case.
10. The Disciplinary Committee will be informed by the Dean:
 - a) where there is a referral under paragraph 9. a) above, of the particulars of the alleged breach of the rules;
 - b) where there is an appeal under paragraph 9. c) above, of the particulars of the finding of breach of rules and the penalty imposed;
 - c) of the name or names of the student(s) involved and of any known witnesses.
 11. Within, if possible, five days of the referral or appeal the Disciplinary Committee shall require in writing the Student concerned and witnesses to attend for a hearing, to be held in private at a time and place stipulated, with usually two full days' notice.

In the case of a referral, such notice shall state the details of the alleged breach of rules, including, wherever possible, the time and any victim(s).

The Student is entitled to have copies of all documents given to the Disciplinary Committee or Appellate Disciplinary Committee. The Student is also permitted to recommend witnesses.

The Chair is responsible for ensuring arrangements for a note-taker and distribution of papers are made via the Academic Office. The Chair may wish to have the proceedings audio-recorded, with the permission of the interviewees.

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 concerned fails to appear, may deal with the case in their absence, if satisfied that proper notice has been given.
13. The Dean shall, and the Disciplinary Committee shall, permit the Student to be accompanied by a third party as defined in III. 6.
14. The Chair shall explain the procedures to be followed at the hearing and shall read out, in the case of a referral, the complaint of alleged breach of rules against the Student; and in the case of an appeal the finding of breach and/or the penalty imposed against which the appeal is directed.
15. At the hearing, the Disciplinary Committee shall take a statement in writing of evidence from the Student concerned and from each witness, including the replies to any questions that the Committee may wish to put. Each such statement on completion shall be read through and shall incorporate any amendments and additions the Student wishes to make and thereafter be signed and dated by them.
16. If in the course of such hearing the Disciplinary Committee are given the names of additional potential witnesses, whose evidence they consider may be significant, they shall follow, so far as appropriate, the procedures referred to in III 11. so as to arrange their attendance at a further hearing.
17. The Disciplinary Committee shall determine, taking into account any representations made by or on behalf of the Student, whether any breach of the rules has been established.

18. At the conclusion of the hearing, if a breach has been found, the Disciplinary Committee shall determine the appropriate penalty (if any) taking into account any representation made by or on behalf of the Student. The Committee shall inform the Student in writing of its determination within five days. If there is a delay in determination, the Student will be informed.
19. The details of any breach established or confirmed and/or any penalty imposed or confirmed by the Disciplinary Committee shall be entered on an appropriate record and signed by the Dean and which the Student shall be invited to sign. One copy of the record shall be retained by the Dean, one given to the Student and one placed on the Student's file in the Academic Office (see Section IX for further information).

The Student may waive in writing at any stage all or any of their rights under the foregoing procedures.

IV. Penalties and Conditions of Disposal

20. If a breach is found proved, the Dean shall have the power to impose on the Student concerned a penalty of temporary exclusion or suspension up to two weeks, a fine, or any such other penalty as they think fit. The penalty of expulsion, or an exclusion or suspension longer than two weeks, requires the confirmation of a Disciplinary Committee, even if not the subject of an appeal.

The Dean shall also have the power to impose precautionary measures in line with the University's disciplinary policy, including: no contact restrictions; a ban from, or time constraints for, accessing buildings or services; alternative teaching arrangements; moving accommodation. These measures are intended to be used where no disciplinary investigation is being undertaken, or where an investigation is pending, and are on the basis of no admission of fault. Such measures will be neutral in effect and impose the minimum impact reasonably possible on all students involved.

21. Possible conditions attached to disposals:
 - a) The Student is to commit no offence of any type for a specified time or indefinitely;
 - b) The Student is to report to the Dean at such intervals and for such period as the Disciplinary Panel or the Dean may determine with a view to keeping the Student's conduct under review;

- c) The Student take some other reasonable step(s) specified in the disposal, the step(s) to be taken before a specified date, provided that the step(s) shall not be one(s) designed to penalise the Student.
22. If the Student fails to meet the conditions attached to the disposal, then notice of that failure, and the consequences as determined by the terms of the disposal, will be given in writing to the Student by the Dean within three days. In cases of dispute, the Student can enact the appeal procedures. Non-compliance with a penalty imposed under this procedure may result in further penalties, including additional fines, suspension and/or expulsion.
23. For the avoidance of doubt, the coming into effect of an expulsion or suspension by virtue of the Student's failure to meet any condition imposed is an automatic process and does not itself qualify as a further disposal. Where a set condition regarding return from suspension is not satisfied, the suspension automatically becomes expulsion without further intervention by a Disciplinary Panel.

V. Appeal Procedures

24. The Student shall have the right to appeal against a finding of breach and/or the penalty imposed by the Dean or the Disciplinary Committee. The Student will be informed by the Dean or the Disciplinary Panel of the resources available regarding the appeal process, and the Student will receive a copy of these Disciplinary Procedures which detail the appeal process.
25. An appeal against a verdict or the coming into effect of consequences can be made on the following grounds:
- a) the Student believes that the Dean and/or the Disciplinary Committee made a mistake in their verdict; or
 - b) the Dean was mistaken in their opinion that the Student failed to meet the condition; or
 - c) the Student's breach of the code, or their failure to meet the conditions imposed by the Dean and/or the Disciplinary Committee, was excusable.

For the avoidance of doubt, it is not a ground of appeal under this provision that the condition(s) should not have been imposed.

26. The Student shall notify the Dean in writing of the intention to exercise the right of appeal within two days of the receipt of the Disciplinary Committee's determination. The appeal will be considered by the Appellate Disciplinary Committee. For the purpose of its appellate function, the Dean may present the reasons for their decisions and answer questions, but they will not have a vote.
27. The procedures attendant upon an appeal to the Appellate Disciplinary Panel shall be the same as those attendant upon a referral to the Disciplinary Committee with any necessary modifications.
28. The Appellate Disciplinary Panel may, after taking into account any representations which the Student may wish to make in writing or in person or through an accompanying third party, accept, modify, or reject the ruling of the Disciplinary Committee. The Appellate Disciplinary Panel shall inform the Student in writing, as soon as practicable of its determination.
29. If a Student remains dissatisfied with the outcome of their disciplinary case, they can appeal to the following bodies in this order:

- a) The Conference of Colleges Appeals Tribunal

Students wishing to make further appeals to bodies external to the College may do so through the Conference of Colleges Appeals Tribunal, information for which is available [here](#).

- b) Office of the Independent Adjudicator

The Office of the Independent Adjudicator is a further review body, set up by Parliament for students who wish to challenge a decision or failure to act by the College or the University. Information on the powers and functions of the Independent Adjudicator can be found at <http://www.oiahe.org.uk/>. Guidance booklets and complaint forms are also available from the Academic Office or through the SU President.

VI. Ill-Health

The College has procedures for dealing with the problems of ill-health affecting students' ability to pursue their courses of study, both where they arise from illness recognised by the Student, who may then seek to suspend their studies, and other cases, the latter through an Academic Disciplinary Procedure.

The following relates to cases in which academic performance is not a cause for concern, nor is the Student's health seen by the Student as a reason to seek an academic suspension, or to withdraw, but a behavioural or disciplinary problem has arisen which may be attributed to the Student's ill-health.

Such cases are not necessarily disciplinary or decanal and are as likely to emerge in the first instance from the business of the Domestic Bursar as from that of the Dean. Nor would a health problem itself call for a penal response. In some instances, ill-health might appropriately be seen as mitigating or excusing the disciplinary offence. Suspension or withdrawal might occur in the course of, or as a result of, such cases of ill-health. Expulsion would not be at issue on ground of ill-health alone, although it might possibly occur as a consequence of associated breaches of discipline.

30. If in the course of applying the College's disciplinary procedures in a particular case either the Student concerned or the Dean believes that the Student's medical health at the time, was or has become a material consideration, the procedures shall be adjourned for medical advice.
31. Such advice should preferably be sought from the College doctor after obtaining an appropriate waiver of confidentiality from the Student. With the agreement of the Dean, but with the same waiver, the opinion may be sought from the Student's own doctor or one of their choosing. See [College's Student Welfare and Confidentiality Policy](#) for details.
32. If in the light of this advice the Dean is of the opinion that a further opinion would be materially helpful, they may recommend that the Student has an independent specialist medical examination at the expense of the College if the Student is willing to waive confidentiality.
33. If the Student refuses to cooperate with the Dean or the College by waiving confidentiality, or to attend for the purposes of an independent medical examination, they may be liable to suspension by agreement of the Warden and the Dean as in III. 3. above.
34. As in III. 3. above the Warden and Dean together may suspend the Student whose conduct gives rise to a need for urgent action for up to two weeks, or longer with the Disciplinary Committee's approval.

35. If the Student fails to attend or make representation, the Dean may proceed in their absence.
36. Having considered the medical evidence the Dean may, after taking into account any representation that the Student may wish to make in writing or in person or through an accompanying friend or adviser, decide:
 - a) that the Student is not in fact suffering from a serious problem relating to ill health — in which case the adjourned disciplinary procedures may be resumed.
 - b) that the health problem is considered serious and relevant to the alleged breach of the Disciplinary Code, and refer the student to University Fitness to Study Panel;
 - c) to discharge the Student, whether absolutely, or subject to conditions;
 - d) that despite the Student's ill-health disciplinary proceedings should be resumed.

In cases where ill-health could be a factor, the College will supply the Student with information regarding welfare resources available to them.

VII. Criminal Offences

37. If a student has been convicted of a criminal offence of such seriousness that an immediate term of imprisonment might have been imposed (and whether or not such a sentence was in fact imposed) the Disciplinary Committee shall have the power, after hearing any representation that the Student may wish to make, to expel the Student or impose such lesser penalty as it shall see fit.

In the event of a criminal conviction, The Dean or Disciplinary Committee shall accept as fact all findings made by the criminal court and any hearing shall proceed on that basis.

VIII. University Offences

38. If a matriculated student (see I. a) i.) is expelled by the University it would become impossible for them to complete the course that brought them here. Subject to a right of representation to the Disciplinary Committee they would therefore be deemed to be expelled by the College.

In the case of a Visiting Student (see I. a) ii.) the Disciplinary Committee would consider their case in the light of advice from the tutor/supervisor/adviser as to the practicality of completing the planned course of study, as well as the nature of the offence giving rise to their expulsion by the University, before deciding, subject also to the Student's right of representation, whether to expel them.

39. If a student is suspended or rusticated by the University the College will, subject to a right of representation by the Student, do likewise.

IX. Confidentiality and Data Protection

40. It is essential that those involved in disciplinary procedures (including Complainants) observe the strictest confidentiality consistent with operating the procedures. Accusations of theft and harassment, for example, are potentially defamatory.
41. Following the outcome of disciplinary procedures case, the relevant members and employees of the College will be notified in order to make practical administrative arrangements. This could include senior members of staff such as the Warden, and the Senior Tutor, as well as the Student's Subject Tutor or Graduate Supervisor, and College Staff. If relevant, Departmental Staff may also need notifying.

An anonymised summary of a Disciplinary Committee hearing or Appellate Disciplinary hearing will be taken to Governing Body for record.

All documentation regarding the disciplinary procedures must be kept securely and not shared with unauthorised parties. Disciplinary records are retained in line with the Data Protection Act 2018. Further information can be found on the [College's GDPR Regulations website](#).