ROBINSON COLLEGE

Disciplinary Regulations

These Regulations were made by the College Council pursuant to Statute IV.4(iii) and Statute XXX of the College Statutes, on 21 September 2026.[1].

1. INTRODUCTION

Purpose and nature of this procedure

1. This procedure enables the College to consider whether a Robinson student has breached the Code of Discipline and, if it is found that they have breached it, to impose a proportionate penalty. The procedure enables the College to respond appropriately to breaches of the Code of Discipline, and to support the College community. It does not exist to resolve personal disputes.
2. The procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. The process is designed to be navigated without legal assistance being needed.
3. Any Reporting Person, Respondent or witness who is a member of College will be offered advice on how to access support during this process. The support will depend on the circumstances of the case. It may be delivered by the College, the University, the Student Union's Advice Service, or an external support organisation.

Dean

4. In these Regulations, "Dean" means the officer of the College designated by Council under Statute XXX.1, and includes Alternate Dean if Council has designated both a Dean and an Alternate Dean. The Dean's function is to investigate possible breaches of discipline. The Dean has the power to impose penalties for breach of discipline without referring the case to a Disciplinary Committee, or to refer the most serious cases to the Disciplinary Committee.
5. In the exercise of their powers, the Dean has total discretion and is not subject to direction or control by any other person.

1. These Regulations replace the Disciplinary Regulations made on 28 November 2022, which in turn replaced the earlier Dean's Regulations and Disciplinary Committee Regulations.

Disciplinary Committee

6. In these Regulations, "Disciplinary Committee" or "Committee" means the committee established by Statute XXX.2. Its function is to decide disciplinary cases referred to it by the Dean. It also hears appeals against penalties imposed by the Dean in cases that have not been referred to it.
7. The Committee consists of the Chair, who may (but need not) be a Fellow of the College; and four other members, all of whom must be Fellows of the College.
8. The Chair is appointed by Council for a term of up to five years, after consultation with the Presidents of the RCSA and MCR. The other members of the Committee are nominated by the Chair to act in a particular case or group of cases from a standing panel of Fellows appointed annually by Council. Before making a nomination under this Regulation, the Chair must consult the President of the RCSA.
9. In making a nomination, the Chair must not nominate any Fellow who has had previous involvement with the case, or whose presence on the Committee might reasonably give rise to a perception of bias.
10. The Respondent may object to a member or members of the Committee nominated by the Chair. Any objection must state the reasons for the objection, and must be notified to the Secretary at least 48 hours before the scheduled start of the meeting. The Chair, whose decision is final, may replace the member with another Fellow nominated from the panel.
11. Council may appoint a Fellow of the College to be the Secretary of the Committee, for a term of up to three years. The Secretary will attend meetings of the Committee but is not, while they are in post, eligible to be nominated as a member of the Committee.

Disqualification

12. If the Dean, or the Chair or any member of the Disciplinary Committee, or any member of Council, has reason to believe that their impartiality may reasonably be doubted because of their previous involvement with the matter in question, or their personal (as opposed to professional) knowledge of the Respondent or Reporting Person, or for any other reason, they must notify the Warden that they are unable to take part in the case. In this event, Council may, as necessary:

    a) appoint another Fellow to act as Dean in the case;
    b) appoint another person to act as Chair of the Disciplinary Committee;
    c) appoint another Fellow to be a member of the Disciplinary Committee in the case.

Reporting Person and Respondent

13. In these Regulations:

    a) "Reporting Person" means the person who makes a complaint to the Dean under Regulation 20;
    b) "Respondent" means the person who is reported in the complaint as having possibly breached the Code of Discipline.

Standard of proof

14. The standard of proof used by decision-makers under this procedure is the balance of probabilities. The burden of proof rests with the College. This means that the Dean or (as the case may be) the Disciplinary Committee or Council has to conclude that it is more likely than not that the Respondent breached the Code of Discipline before any penalty can be imposed on them.

Relationship with criminal proceedings

15. Some breaches of the Code of Discipline could also constitute criminal offences. The Dean will not normally investigate a matter where criminal proceedings are ongoing (including criminal investigations and appeal processes), pausing any action under these rules until criminal proceedings are complete. Where the police have been involved but have indicated that no further action will be taken, or where the behaviour being investigated by the Dean is different to the behaviour being considered through criminal proceedings, the Dean may continue to take action under this procedure.
16. Decision-makers under this procedure will treat relevant police fines, cautions or criminal convictions received by the Respondent as evidence that the behaviour, on which the offence was based, took place. A 'not guilty' or 'no further action' outcome from the police or criminal proceedings will not by itself prevent the Dean from undertaking their own investigation as to whether a breach of the Code of Discipline has occurred. This may be because of the lower standard of proof: it is possible that a breach of the Code could be proven to the balance of probabilities but not to the criminal standard. Or it may be because prohibited behaviour under the Code is framed differently or more broadly than the criminal law.
17. Some breaches of the Code of Discipline will also be in breach of the University's Statutes and Ordinances and may result in the University taking disciplinary action. The College will take into consideration any action taken by the University. The Dean should pause any action under these rules if it appears that the University is investigating or taking action on the matter in question.
18. In cases where the Dean identifies a need to put in place precautionary action while an investigation is continuing, the Dean will liaise with the Senior Tutor to determine what steps are necessary. This process is governed by the Precautionary Measures Regulation, approved by Council on 21 September 2026. The Dean and Senior Tutor may also liaise with the University to initiate precautionary action by the University.
19. While a case is continuing under any part of this procedure, a Respondent must not contact or attempt to contact the Reporting Person or any other Respondent or witness, either directly or through another person. Except where precautionary action precludes it, Respondents may continue to pursue and complete their studies, including graduating.

2. COMPLAINT AND INVESTIGATION

Complaint to the Dean

20. Any person may complain to the Dean that a student has breached the Code of Discipline. The complaint must be made in writing or by email.
21. No action will be taken on an anonymous complaint unless the Dean decides that there is a compelling case, supported by evidence, for the matter to be investigated.
22. Complaints should be submitted promptly. However, it is accepted that this is not always possible, for example where evidence of misconduct only becomes apparent after a significant period of time, or where a matter has significantly impacted an individual and the effects of this impact has led to a delay in reporting.

Dean's initial steps

23. The Dean will communicate with the Reporting Person to acknowledge receipt of the complaint. The Dean may request further information and offer a meeting to explain what will happen next.
24. The Dean will determine whether the following tests are met:

    a) there is an allegation that, on the face of it, would appear to breach the Code of Discipline;
    b) the allegation is contained in a complaint to the Dean made in writing or by email;
    c) the Respondent was a Robinson student at the time the complaint was made;
    d) this procedure is an appropriate procedure to use to investigate the matter;
    e) the complaint has been submitted with reasonable promptness;
    f) the complaint has not already been investigated using this procedure.

Decision not to investigate

25. Where the Dean concludes that one or more of the tests are unmet, they must decide not to commence an investigation (but see Regulation 40 for an exception).
26. The Dean must give reasons for that decision, and must communicate the decision and reasons to the Reporting Person.
27. Where an investigation is not commenced, and any complaint relating to that decision has been completed, the Dean must notify the Respondent of the complaint, the decision of the Dean, the reasons for the decision, and confirmation that no further action will be taken under this procedure.
28. Regulation 27 does not apply if the complaint is withdrawn by the Reporting Person.

Investigation

29. If all six tests in Regulation 24 are met, the Dean must carry out an investigation into the possible breach of the Code of Discipline.
30. The Dean must promptly tell the Respondent:

    a) that a complaint naming the Respondent has been received;

b) the nature of the reported behaviour;
c) the relevant parts of the Code of Discipline that may have been breached;
d) that an investigation is being carried out under these Regulations (and the Dean should let the Respondent have a copy of these Regulations);
e) a summary of possible outcomes, including referral to other procedures, for example fitness to study or fitness to practise, and who may need to be informed of these outcomes;
f) what sources of help and support are available to the Respondent.

31. The Dean must also, unless the Respondent does not wish it, inform the Respondent's Tutor that an investigation into the Respondent's reported behaviour is being carried out, and must allow the Tutor to attend any meeting between the Dean and the Respondent.
32. As part of the investigation, the Dean may require written statements to be submitted, and may convene meetings to gather evidence relevant to the investigation. In those meetings, the Dean may interview the Reporting Person, the Respondent and other potential witnesses. The Dean may also collect information by assessing material that has been provided by others, such as records of correspondence, screenshots, CCTV footage, evidence from medical practitioners, and records of online activity.
33. The Dean must give anyone who may have been impacted by the behaviour under investigation the opportunity to make an impact statement.
34. Except where Regulation 35 applies, the evidence obtained during the investigation must be shared with the Respondent, giving the Respondent sufficient time to consider and respond to the evidence.
35. But the evidence may not be shared with the Respondent where:

a) it reveals the identity or the personal data of the Reporting Person, or of a Witness; and
b) that person does not wish that identity or data to be shared.

36. If, by virtue of Regulation 35, evidence cannot be shared with the Respondent, the Dean may only proceed with the investigation if they are sure that it is fair to do so. Sharing the gist of the evidence in question may offer a way forward in some cases. If they do proceed with the investigation, and subsequently find that there has been a breach of the Code of Discipline, they must say, in their statement of reasons under Regulation 41, whether any reliance is placed upon information which was not shared with the Respondent.
37. Any person invited to attend a meeting with the Dean may be accompanied by another senior or junior member of the College who is not otherwise involved in the case. They will have the opportunity to answer questions, to offer written information, and to suggest the names of any witnesses.
38. Written notes or audio recordings must be made of all meetings. The Dean may be accompanied by a person, approved by the Warden for this purpose, to assist the Dean in making a note or a recording.
39. Where a written note is made at the meeting or afterwards, those who were present must be given the opportunity to comment on it and indicate whether they agree with the content or not.

Previous investigations

40. Where a complaint has previously been investigated, in whole or in part, the Dean may decide, exceptionally, to commence a new investigation. The Dean will take into account why the matter was not previously fully investigated (if that is the case), whether the outcome of the first process has been called into question, the length of time that has elapsed since the investigation, the severity of the alleged misconduct, the impact on the Respondent of undergoing a second disciplinary investigation, and whether leaving matters unaddressed would have an impact on matters of fitness to practise, or on any obligations the College may owe to professional or regulatory bodies in respect of the Respondent's character.

3. PENALTY FOR BREACH OF DISCIPLINE

Finding of a breach

41. If the Dean finds, after an investigation, that the Respondent has breached the Code of Discipline, the Dean will impose a penalty, unless they conclude that no penalty is necessary. The Dean must give their reasons both for the finding of breach and for the penalty.
42. A student's conduct might become subject to disciplinary action by the University, or by the University and College jointly. The Dean may impose a penalty in cases of that sort, provided that the Dean is satisfied that the student in question is not being punished twice for the same conduct.

Penalties

43. The penalty imposed by the Dean must be appropriate and proportionate to the breach of discipline.
44. The penalties available to the Dean include:

    a) a written warning;
    b) a fine not exceeding £1000 in respect of cases involving damage to property, and not exceeding £500 in other cases;
    c) a requirement not to reside in College accommodation for a period not extending beyond the end of the academic year (or, when this penalty is imposed in the Easter Term, a period not extending beyond the end of the following Michaelmas Term);
    d) exclusion from, or restriction of access to, any part of the College (for example, the bar);
    e) a requirement to carry out up to 60 hours of work useful to the College, under the direction of the Finance Bursar or an officer nominated by them;
    f) a requirement to participate in a course of education, counselling or training intended to change behaviour;
    g) a requirement to write an essay on a subject related to the breach of discipline;
    h) a restriction on the purchase or consumption of alcohol on College premises;
    i) a curfew.

45. A penalty may be suspended or withdrawn on conditions reasonably imposed by the Dean.

46. The Dean may also make a recommendation to Council that it should use its power under Statute XXX.5 to deprive the Respondent of the status or emoluments of Scholar, Exhibitioner or Student.

47. Fines imposed by the Dean are payable to the College, which will normally donate them to a charity nominated by Finance Committee. The exception to this is where the Dean recommends to the Finance Bursar that a fine should be applied to the repair or replacement of any property damaged through the breach of discipline.

4. CASES BEFORE THE DISCIPLINARY COMMITTEE

Referring a case to the Disciplinary Committee

48. Where the Dean forms the opinion that a disciplinary matter:

    a) may, if a breach is found, merit the Respondent's temporary or permanent removal from the College, or
    b) should for any other reason (such as seriousness, complexity or disputed facts) be heard by the Disciplinary Committee,

    the Dean will not proceed to a finding, but instead will inform the Secretary of the Disciplinary Committee that a meeting of the Disciplinary Committee is required.

Procedure in the Disciplinary Committee

49. The Chair has overall responsibility for ensuring that the proceedings of the Disciplinary Committee are fair, timely, and sensitive to the interests of everyone involved in the case.

50. The role of the Dean is to set out the facts before the Committee.

51. The Disciplinary Committee must:

    a) ensure that the Respondent is made aware of what it is they are accused of doing;
    b) give the Respondent an opportunity to attend before the Committee in person, to offer an explanation or a defence, or make a statement;
    c) allow the Respondent to be accompanied by another senior or junior member of the College, or by another person who is not otherwise involved in the case, who will be permitted to advise the Respondent and speak on their behalf;
    d) allow the Respondent's tutor to attend meetings of the Committee (unless the Respondent does not wish it);
    e) allow the Respondent to call and cross-examine witnesses (themselves, or through a person accompanying them, or through the Chair).

52. Before the Committee meets, the Chair may decide any preliminary or procedural matter that has not already been agreed between the Dean, the Secretary and the Respondent.

53. The Committee meets in private, and the proceedings are confidential. Persons other than those mentioned in Regulation 50 may be admitted at the Chair's discretion.

Penalties

54. If the Committee finds that the Respondent has breached the Code of Discipline, the Committee may impose a penalty on the Respondent. The Committee must give its reasons both for the finding of breach and for the penalty.
55. The penalty imposed by the Committee must be appropriate and proportionate to the breach of discipline.
56. The Committee has available to it the same penalties as are available to the Dean, and in addition the Committee may impose a penalty that the Respondent be temporarily or permanently removed from the College.
57. A penalty may be suspended or withdrawn on conditions reasonably imposed by the Committee.
58. The Committee may make a recommendation to Council that it should use its power under Statute XXX.5 to deprive the Respondent of the status or emoluments of Scholar, Exhibitioner or Student.
59. The Committee may impose a penalty in respect of conduct which has been subject to disciplinary action by the University, or by the University and College jointly, provided that the Committee is satisfied that the student in question is not being punished twice for the same conduct.

5. APPEALS

Appeals to the Disciplinary Committee against Dean's decision

60. The Respondent may, within seven days of receiving the decision of the Dean, notify the Dean that they wish to appeal against the Dean's finding that the Respondent has breached the Code of Discipline, or the penalty imposed, or both. The notice must set out the basis for the appeal, and must specify whether the Respondent appeals against the finding or the penalty, or both. The time limit in this paragraph may be extended, in a particular case, by the Dean.
61. The Dean will inform the Secretary of the Disciplinary Committee that a meeting of the Disciplinary Committee is required.
62. The extent and nature of the meeting of the Committee will depend on the basis and extent of the Respondent's appeal.
63. During its meeting, the Committee may:

    a) if the evidence is clear and appears to be undisputed, adopt as evidence the notes of any interviews conducted by the Dean (without itself hearing the witness in question);
    b) hear witnesses previously interviewed by the Dean;
    c) hear witnesses, or consider fresh evidence, not previously heard or considered by the Dean.

64. In all other respects, the Committee will treat the case as one referred to it by the Dean, and Regulations 48 to 57 apply here, modified as the context requires.

65. There is no further appeal in these cases.

Appeal to Council against Disciplinary Committee decision

66. The Respondent may, within seven days of receiving the decision of the Committee, notify the Warden that they wish to appeal against the Committee's finding that the Respondent has breached the Code of Discipline, or the penalty imposed, or both. The notice must set out the basis for the appeal, and must specify whether the Respondent wishes to appeal against the finding or the penalty, or both.

67. This right of appeal does not apply to cases where the Disciplinary Committee was meeting in an appeal capacity.

68. The Warden will summon a meeting of Council to consider the appeal.

69. The extent and nature of the meeting of Council will depend on the basis and extent of the appeal.

70. During its meeting, Council may:

    a) if the evidence is clear and appears to be undisputed, adopt the notes of evidence considered by the Disciplinary Committee (without itself hearing the witness in question);
    b) hear witnesses previously heard by the Committee;
    c) hear witnesses, or consider fresh evidence, not previously heard or considered by the Committee.

71. No member of Council who was a member of the Committee may take part in the appeal.

72. Council will adopt the same procedure as that of the Disciplinary Committee, modified as the context requires. In imposing a penalty, Council has the same powers and duties as the Committee.

6. OTHER MATTERS

Information-sharing

73. All information received from a Reporting Person, Respondent, Witness or staff member, including any notes or recordings made under Regulation 38, will be handled sensitively, retained for a period and then destroyed in accordance with the College's Data Protection Policy.

74. This Regulation permits information-sharing for administrative purposes within the College. The College may share information and evidence relating to an investigation or its outcome with members of staff, the Respondent, a person assisting the Dean under Regulation 38, the Reporting Person, or a witness where it is strictly necessary to do so in order to process, investigate, or determine the outcome of a case or to implement any penalty imposed by the Dean, the Disciplinary Committee or Council.

75. This Regulation permits information-sharing for other administrative or regulatory purposes. Where relevant, the College will share the initiation of an investigation, the investigation findings and the reasoned determination of the Dean or the Disciplinary Committee, including any penalties, with the University, regulatory bodies (for example, the Disclosure and Barring Service), professional bodies (for

example, the General Medical Council), or other organisations with whom the Respondent may be connected, where it is necessary to do so (for example, where the Respondent holds a relevant position of responsibility). Where formally requested to do so by an appropriate body, or where it appears to the College that a serious offence may have been committed or that someone may be at significant risk of harm, the College may disclose information received through this procedure to the police.

76. This Regulation permits information-sharing for the purpose of transparency. Following the conclusion of the procedure in a particular case:

a) the Dean or the Chair of the Disciplinary Committee will disclose the outcome to the Reporting Person;
b) the Dean or the Chair of the Disciplinary Committee, having consulted the President of the RCSA, may publish a statement within College relating to the case;
c) the Dean or the Chair of the Disciplinary Committee may consult Council, with a view to Council determining what further steps should be taken to notify other persons of the outcome;
d) those involved may discuss their personal experience of the procedure with others, but they should not identify (or provide details that might identify) any other individual involved in the investigation or subsequent decision-making process.

Meetings

77. At the discretion of the person calling or chairing the meeting, any meeting referred to in these Regulations may take the form of a virtual meeting, at which parties may attend by video or telephone call.

Report to Council

78. The Dean, liaising with the Secretary to the Disciplinary Committee, will maintain a record of all penalties imposed by the College under this procedure. The Dean will submit an Annual Report to the Council giving an account of the exercise of the Dean's powers during the previous year, including an account of cases before the Disciplinary Committee.

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