



## Oxford Prospects Programmes

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### Discipline Policy (student)

Oxford Prospects Programmes (OPP) believes that good student discipline is conducive to productive learning and to an enjoyable experience of our programmes.

#### General

1. Student safety and welfare is our absolute priority, and in order to protect this we need to impose some standards of expected behaviour. At the same time, OPP recognises that, as legal adults, our students can expect considerable freedom to explore where, when and how they wish. Our rules seek to strike an appropriate balance between these expectations.
2. Rules for student behaviour are printed in the student handbook for each course. They will vary from programme to programme, depending on the age of the students and the nature of the programme.
3. All students are expected to:
  - obey the safety rules specified in our Health & Safety and Medical Policies
  - comply with all relevant OPP policies
  - refrain from any conduct likely to bring OPP into disrepute
4. Students on our undergraduate programmes must:
  - return to their accommodation by 11pm
  - spend every night in their own room
  - not stay overnight outside Oxford during the programme

#### Disciplinary procedure

5. Programme Leads and Programme Assistants have the authority to deal with minor disciplinary issues, e.g. one-off lateness to a class.
6. Any significant disciplinary problem should be brought to the attention of the Operations Manager.
7. The Operation Manager will investigate any complaint promptly, fairly and impartially, taking into account all the available evidence.
8. Following the investigation and Operations Manager's consultation with the Programme Director will decide on one (or more) of the following outcomes:
  - no further action

- reprimand
  - financial reimbursement for loss
  - course failure
  - letter to home institution and/or parents, where applicable
  - dismissal
9. A reprimand entails a confidential conversation between the Operations Manager and the student explaining that the student's conduct has not been satisfactory and that unless there is a sustained improvement more serious action may be considered.
10. Reimbursement is likely to be expected where OPP has incurred a loss as a result of a student's behaviour, for example where a student has lost a key or negligently damaged property. OPP reserves the right to withhold an attendance certificate from any student with an outstanding debt.
11. Course failure is a decision that the student will not receive an attendance certificate at the end of the course.
12. In serious cases, particularly where a university student has engaged in extremely antisocial behaviour or caused significant damage to OPP's reputation, the student's home university and/or parents may be informed. This may happen in addition to any other penalty.
13. In cases of exceptionally severe misconduct, especially where this impinges on the safety of other students, OPP reserves the right to require the student to leave the programme immediately. The accommodation venue and relevant teachers will be informed, as will the student's home institution and/or parents if applicable. The student will be responsible for rebooking his/her homeward travel or for finding alternative accommodation until his/her scheduled leaving date, and for any costs incurred as a result. The student will not receive an attendance certificate.
14. Notwithstanding the above, OPP will continue to exercise reasonable care for the safety of enrolled students until the scheduled end of the programme, particularly when they are of undergraduate age. This may entail for example helping a student who has been dismissed to find appropriate alternative accommodation.
15. No refund of fees will be due to a student who is penalised in accordance with this policy.