



# TRINITY HALL

CAMBRIDGE

## **Code of Discipline for Students and Post-Doctoral Research Associates (“PDRAs”)**

**Approved by the Statutes, Ordinances, Regulations and Policies  
Committee**

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## SECTION 1: RULES OF BEHAVIOUR FOR STUDENTS AND PDRAs

### 1. Introduction

1.1. The Code of Discipline is a formal code operating under Statute 12 and must be read in conjunction with the Statutes and Ordinances generally and specifically Statute and Ordinance 12. Relevant [College policies](#) should also be consulted in relation to this Code, which applies to both Students and PDRAs.

1.2. All Trinity Hall students and PDRAs are responsible for following the College's Rules of Behaviour. Not knowing or forgetting about the rules is not a justification for not following them. They are available on the College's website and from part of the Matriculation Briefing.

1.3. Students and PDRAs must:

- (a) behave considerately, and in line with the standards of behaviour set out in the College's Student Handbook, towards other members of the College, College staff or visitors;
- (b) comply with instructions issued by any person or body authorised to act on behalf of the College, in the proper discharge of their duties;
- (c) comply with the terms of any code of practice issued under the provisions of section 43 of the Education (No. 2) Act 1986 regarding meetings and public gatherings;
- (d) comply with the Statutes, Ordinances and Regulations of the College, and any rules, procedures or policies established by the College under its Statutes and Ordinances.

1.1. Students and PDRAs must not:

- (a) engage in violent or anti-social behaviour in or outside of the College;
- (b) engage or attempt to engage in physical misconduct, sexual misconduct or abusive behaviour towards a member of the College, a member of the College staff; or towards anyone within College grounds or during the course of a College activity;
- (c) engage in behaviour prejudicial to the good order of the College or liable to cause a disturbance in the College;
- (d) engage in behaviour liable to bring the College's name and reputation into disrepute;
- (e) interfere or attempt to interfere in the activities of the College, or with any member of the College in the pursuit of their studies or in the performance of their duties;
- (f) damage, misappropriate or occupy without appropriate permission any College property or premises, or any property or premises accessed as a result of a College activity;

- (g) interfere in the freedom of speech or lawful assembly of a member of the College or visitor to the College;
- (h) damage or misappropriate property belonging to a member of the College; or belonging to anyone within College grounds or during the course of a College activity;
- (i) endanger the health and safety of anyone within College grounds or in the course of a University or College activity;
- (j) forge, falsify or improperly use information to gain or attempt to gain a personal advantage.

## 2. Definitions

2.1. The following definitions are applied under the Rules of Behaviour:

- (a) **'Activities of the College'** include activities that involve other organisations working in partnership with the College.
- (b) **'Instructions issued by any person or body authorised to act on behalf of the College'** include requests to attend meetings, to enter a College room, and to provide identification upon request.
- (c) **'College activity'** is an academic, sporting, social or cultural activity either on College grounds or elsewhere in the context of a person's membership of the College.
- (d) **'Physical misconduct'** is any unwanted and unreasonable contact. Physical misconduct includes pinching, punching, kicking, slapping, spitting, pulling hair, biting, pushing, shoving, using weapons and using items as weapons.
- (e) **'Sexual misconduct'** is any unwanted and unpermitted sexual activity. Sexual activity includes (but is not limited to) behaviour that would constitute sexual harassment, sexual assault and/or rape. Examples of sexual misconduct include sexual acts, kissing, sharing private sexual materials of another, touching through clothes, showing sexual organs, unwelcome sexual invitations, innuendos or offensive gestures, wolf-whistling, catcalling or other offensive sexual noises, intimidating behaviour such as stalking, persistent following, or repeated attempts to requests dates, behaviour with sexual connotations that create an intimidating, demeaning, degrading or hostile educational and working environment, and remarks of a sexual nature. Sexual misconduct can be committed by a person of any gender and it can occur between people of the same or different gender, it can occur between strangers or acquaintances, including people in an intimate or sexual relationship. It can take place in physical or virtual environments.
- (f) **'Abusive behaviour'** is any unwanted behaviour which is reasonably likely to cause harm; or have the effect of violating another's dignity; or create an intimidating, hostile, degrading, humiliating or offensive environment for that other. It includes threats, abusive comments, the use of or supply of illicit substances, making malicious accusations, repeatedly contacting someone, and abuse that takes place

within an intimate relationship. Abusive behaviour can take place in physical or virtual environments.

- (g) **'Unwanted'** means 'unwelcome' or 'uninvited'. It is not necessary for a person to object to the behaviour for it to be unwanted.
- (h) **'Unpermitted'** means 'not permitted' or 'unauthorised'. A number of behaviours can indicate where permission has been given, for example, verbal comments or physical actions. Permission for an activity can only be given at the time it is taking place and where the person has the choice to give or not give permission. Where there is disagreement as to whether an activity was unpermitted the applicable test shall be, taking all circumstances into account, whether a reasonable person would consider the activity was unpermitted.

### **3. Aggravating factors associated with breaches of these rules**

3.1. Any breach of the Rules of Behaviour may be considered more serious if:

- (a) it took place under the influence of alcohol or illicit substances;
- (b) it was motivated by the protected characteristics<sup>1</sup> or perceived protected characteristics of another;
- (c) the Respondent has previously been found to have breached the same rule of behaviour, or other rules of behaviour on more than one occasion;
- (d) the Respondent has not complied with any sanction or measure under the disciplinary procedure;
- (e) the Respondent has breached precautionary action measures whilst the disciplinary procedure has been ongoing;
- (f) the Respondent has not provided the College with reasonable information upon request so that it can assess the risk the Respondent may pose to the College community;
- (g) the Respondent has attempted to conceal or destroy evidence, knowingly misrepresent events or coerce or intimidate officers, Reporting Persons or Witnesses, in relation to that breach;
- (h) the Respondent has abused a position of power or trust.

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<sup>1</sup> These are listed in the Equality Act 2010 and are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

## SECTION 2: DISCIPLINARY PROCEDURE FOR STUDENTS AND PDRAS

### 1. Glossary of key terms

1.1. In this procedure, the following terms shall have the meanings set out below:

<b>Appellate Committee</b>	A panel of five or more senior and junior members that determines whether an appeal against a decision of the Junior Members Committee is upheld or dismissed. It has the authority to amend, quash, or impose sanctions or measures.
<b>Completion of Procedures Letter</b>	A letter confirming the completion of the College's internal procedures, after which a student may be able to raise a complaint with the Office of the Independent Adjudicator.
<b>Governance and Compliance Officer</b>	Provides professional administrative services to the Bursar and College Officers and ensures that College administration complies with the prevailing regulatory environment.
<b>Concern</b>	A description of the behaviour causing concern, reported or referred by the Reporting Person.
<b>Dean of Discipline</b>	The College Officer responsible for student and PDRA disciplinary matters, with delegated authority from the Master. May include a Fellow appointed by the Master to act as substitute in specific cases.
<b>Disciplinary Committee</b>	Convened by the Master upon referral from the Dean of Discipline to consider serious breaches of discipline by PDRAs. Replaces the Junior Members Committee for PDRAs.
<b>Evaluation</b>	A preliminary and informal assessment of a Concern by the Dean of Discipline.
<b>Formal Procedures</b>	Disciplinary procedures initiated when the Dean of Discipline determines, after an Evaluation, that the Code of Discipline has been broken and an Investigation is required.
<b>Impact Statement</b>	A written statement from a Reporting Person or Witness describing the personal impact of an alleged breach of the Rules of Behaviour.
<b>Informal Procedures</b>	Disciplinary procedures initiated when the Dean of Discipline determines, after an Evaluation, that the Code of Discipline has been broken but an Investigation is not required.
<b>Investigation</b>	A formal investigation by the Dean of Discipline into a Concern.

<b>Investigation Report</b>	The report created by the Dean of Discipline following an Investigation, which leads to the formation of the Junior Members Committee.
<b>Junior Members Committee</b>	Per Ordinance 12.6, a panel of senior and junior members that determines whether the Rules of Behaviour have been breached in serious cases and imposes appropriate sanctions or measures.
<b>PDRA</b>	A member of the College's Post-Doctoral Research Associate scheme.
<b>Reporting Person</b>	A person reporting a Concern about a Student or PDRA.
<b>Respondent</b>	A Student or PDRA whose conduct is the subject of a Concern.
<b>Rules of Behaviour</b>	The rules established by the College concerning the conduct of Students and PDRAs.
<b>Student</b>	A junior member of the College.
<b>Witness</b>	A person who has witnessed the Respondent's behaviour or a related matter. May be the target of the behaviour or a third party.

## 2. Scope and Principles

2.1. This procedure enables the College to consider whether a Student or PDRA has breached the Rules of Behaviour and, if it is found that the Rules have been breached, to impose proportionate sanctions or measures. The procedure enables the College to respond appropriately to breaches of the Rules of Behaviour, and to protect the College and its community. It does not exist to resolve personal disputes, which may, where appropriate, be handled under the College Complaints Procedure.

### *Request for legal representation*

2.2. This procedure is an internal process and does not have the same degree of formality as proceedings in a court of law. As such, formal rules of evidence do not apply. It is not normally necessary or appropriate for a Respondent or the College to be legally represented at any meetings that form part of the procedure apart from in exceptional circumstances and with the consent of the Dean of Discipline. Any request for legal representation at a meeting must be submitted in writing and in a timely manner to the Dean of Discipline, who will determine whether to permit it and consequently whether the College may also have legal representation.

### *Conflicts of interest*

- 2.3. All College officers involved in the handling and/or Investigation of a Concern shall declare any material conflict of interest, such as having an academic or welfare responsibility towards the respondent or any student directly involved in the Concern, to the Master who will assess it. If a College officer is unsure whether a conflict of interest is material it should be declared. If a conflict of interest is found to exist, the relevant officer will recuse themselves from any involvement in the Concern and the Master will appoint an unconflicted substitute to act in their place. In the case of the Governance and Compliance Officer, this will be from the College Staff. In the case of the Dean of Discipline or Senior Tutor, this will be from the Fellowship. In cases where a Respondent alleges that the Dean of Discipline is conflicted, the Master will adjudicate.

### *Appropriate support and reasonable adjustments*

- 2.4. The procedure itself can be stressful for those involved. The Dean of Discipline and Junior Members Committee will take into account the potential effects upon those engaging with the procedure and, where appropriate and possible, minimise these effects and provide sources of support. The appropriate support will depend on the circumstances of the case, but may be delivered by a College, the University, the Students' Unions' Advice Service or external support organisations. For students, the primary point of pastoral contact remains their individual Tutors, with further advice and consultation available, if required, from the Senior Tutor and the College's Welfare Team.
- 2.5. Reasonable adjustments shall be made to the procedure generally and to allow fair access for students or PDRAs with a disability. The Disciplinary procedure is available to students in accessible formats where requested. Respondents, Reporting Persons and Witnesses are requested to make any reasonable adjustments known to the Dean of Discipline, with sufficient notice to ensure that these can be put in place. The Dean of Discipline may seek expert opinion regarding reasonable adjustments to ensure appropriate implementation and shall keep a record of any such adjustments.

### *Anonymous Concerns*

- 2.6. It will not normally be possible for the Reporting Person to submit a Concern anonymously, apart from in highly exceptional circumstances where at the discretion of the Dean of Discipline there is a compelling case, supported by evidence, for the matter to be investigated. Where an anonymous Concern is accepted, the Concern will normally be accompanied by independent evidence enabling an investigation to take place without the involvement of the anonymous Reporting Person.

### *Initial protocol timeframes*

- 2.7. Concerns should be submitted in a timely manner, so that matters can be dealt with effectively. 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. There is no deadline for the submission of a Concern but, if the Dean is of the view that there is no sufficient reason for delay in reporting the Concern and that it would be inappropriate to proceed, then no further action will be taken on it.

- 2.8. If a Concern is not disqualified by the Dean of Discipline according to the provisions of this Code, it shall be dealt with in a timely manner, with reasonable deadlines at each stage of the process for decision-makers to provide decisions and for Respondents, Reporting Persons and Witnesses to provide information. The College normally aims to complete the initial investigation and Junior Members Committee decision within 60 days of informing the Respondent of the Concern. However, delays may occur where the case is complex, the Reporting Person, Respondent or Witnesses are unavailable to attend meetings, or where the procedure has been suspended for good reason, such as coinciding with the University's examination period. The Dean of Discipline will ensure that Respondents and Reporting Persons are provided with updates if delays occur.

### *Witnesses*

- 2.9. Witnesses are expected to engage fully with the procedure, as far as is reasonable in the circumstances.

### *Meetings*

- 2.10. Where reasonable, and at the discretion of the Dean of Discipline or Chair of the Junior Members Committee, physical meetings may be replaced by virtual meetings, where a Respondent, Reporting Person or Witness may attend a meeting by video or telephone call.

### *Matters requiring external legal or professional counsel*

- 2.11. For Concerns referred to the Dean of Discipline, such specialist advice, guidance and support may be sought as the Dean of Discipline considers appropriate, including (with the approval of the Master) independent legal advice.
- 2.12. Where a Respondent cites health (including mental health) as a mitigating factor in a Concern, the Dean of Discipline may ask the Respondent to provide independent evidence from an appropriately qualified person (as subjectively determined by the Dean of Discipline) in support of their claim. If such evidence is not provided, the mitigating factor need not be taken into consideration when handling the Concern. If the Dean of Discipline is of the opinion that health issues cited by a Respondent are, prima facie, of sufficient seriousness to warrant consideration under a Fitness to Study procedure, the Dean of Discipline may refer the matter to the Senior Tutor for consideration under that procedure.
- 2.13. Any reference in this procedure to a named role includes a deputy appointed by that role-holder to exercise the functions assigned to that role-holder under this procedure.

## *Criminal offences*

- 2.14. Some breaches of the Rules of Behaviour could also constitute criminal offences. The College is only empowered to investigate breaches of the College's rules of behaviour, with corresponding disciplinary sanctions. In certain circumstances, especially potentially very serious matters, the College's limited powers of investigation and limited powers to compel or require evidence, mean that the College remains empowered to refer a Concern to another procedure that has been specifically resourced for such purposes, as outlined under Section 2.15 below. The College will not normally proceed with a Concern while criminal investigations and/or proceedings in relation to it are ongoing (including criminal appeal processes), pausing any action under this procedure until criminal proceedings are complete. Following an investigation undertaken by the Police and any subsequent criminal proceedings, where it appears unlikely that criminal proceedings will take place or continue, or where the behaviour being investigated by the College is different to the behaviour being considered through criminal proceedings, the College may take its own action under this procedure.
- 2.15. The College 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 in and of itself prevent the College from undertaking its own investigation as to whether a breach of the Rules of Behaviour has occurred. However, the results of a Police investigation or criminal proceedings may, where appropriate and at the discretion of the Dean of Discipline, be taken into consideration when dealing with a Concern.

## *Concerns investigated by authorities other than the College*

- 2.16. Sometimes a Concern may be more appropriately investigated by another authority, for example, under the University's Procedure for Student Harassment and Sexual Misconduct, handled by the University's Office for Student Conduct, Complaints and Appeals (OSCCA). Depending on the stage of the procedure reached it will be at the discretion of the Dean of Discipline, where appropriate in consultation with the Senior Tutor, to decide which procedure is most appropriate to investigate student or PDRA behaviour. The College reserves the right to refer a Concern to another authority at any time, whether or not its own internal disciplinary procedure has started or concluded. Sometimes a Concern will be appropriately investigated under this Code but nonetheless, following the outcome, it will be necessary to refer the matter to another authority.

## *Concerns involving alleged sexual misconduct*

- 2.17. Concerns relating to alleged sexual misconduct will be referred by the Senior Tutor to OSCCA, per the Cambridge University's [Student Complaint Procedure \(from 1 October 2024\)](#) and in compliance with Condition E6 as required by the Office for Students (OfS) - see also Section 7.6.3 of the [Student Handbook 2025-26](#).
- 2.18. Some breaches of the Rules of Behaviour will also be in breach of the University's Statutes and Ordinances and may result in the University taking disciplinary action.

Where it considers it appropriate, the College will take into consideration the outcome of any action taken by the University prior to the conclusion of the College's procedure.

#### *Concerns involving more than one respondent*

- 2.19. Where a Concern involves more than one Respondent, it will be at the discretion of the Dean of Discipline to decide whether the Concern should be split into separate investigations for some or all of the Respondents. Where an investigation includes more than one Respondent and the Dean of Discipline has chosen to refer the matter to a Junior Members Committee, the Chair of the Junior Members Committee shall have the discretion to decide whether there shall be a single hearing for all of the Respondents, or a separate hearing for each Respondent. Where a hearing involving multiple Respondents takes place, the personal mitigation of each Respondent, unless it refers to the other Respondent(s), shall not be shared with the other Respondent(s). Where multiple Respondents appeal the decision of the Junior Members Committee, decision appeals shall usually be considered separately but by the same Appellate Committee.
- 2.20. The Dean of Discipline, after consultation with the Senior Tutor, may put in place precautionary action whilst an investigation is ongoing and, should it appear necessary generally and/or to protect any person while the Concern is dealt with by the College, may further request the University to impose precautionary action.

#### *Precautionary action*

- 2.21. The Dean of Discipline may impose such restrictions on communication between a Reporting Person, Respondent(s) and Witness(es) as they consider to be required until the completion of disciplinary procedures under this Code.
- 2.22. The College owes a duty of care to all members, including Reporting Persons, Witnesses, Respondents and the Dean of Discipline, to safeguard the interests and safety of the College.

#### *Abusive behaviour during procedure*

- 2.23. Respondents, Witnesses, Reporting Persons and their supporters and representatives, as well as decision-makers and investigators, are required to communicate and act respectfully and reasonably at all times whilst using the procedure and to treat the processes with respect. Abusive behaviour will not be tolerated. If, following a written warning, someone continues to behave in an unacceptable manner in relation to the procedure, that person may be subject to separate and additional disciplinary action. The person may be required by a decision-maker to desist from engaging with this procedure or to engage in a limited manner, even if this impacts upon the consideration of the Concern or a subsequent appeal.

#### *Standard of proof*

- 2.24. The standard of proof used when making determinations under this procedure is

on the balance of probabilities. The burden of proof rests with the College; it is for the Dean of Discipline to prove that a breach of the Rules of Behaviour has occurred. This means that the Dean of Discipline will have to demonstrate that it is more likely than not that a breach of the Rules of Behaviour occurred before any sanctions or measures can be imposed on the Respondent. Decisions must be supported by evidence.

#### *Falsely reported concerns, malicious or vexatious intent*

2.25. If, at any stage of a procedure, the Dean of Discipline determines that a Concern has knowingly been falsely reported or made with malicious or vexatious intent by a Reporting Person, then the Concern will be dismissed. Falsely reporting a Concern or making one with malicious or vexatious intent shall constitute an interference, or attempted interference, in the activities of the College, contrary to the Rules of Behaviour, and disciplinary action may be initiated against the Reporting Person in that regard.

#### *Information sharing*

2.26. The sharing of information in relation to a Concern shall comply with the College's policy on the use of personal information under the Code of Discipline for Students (see Appendix [A]).

2.27. The Dean of Discipline may, where necessary, have access to any information regarding a previous Concern and its outcomes in the handling of any Concern.

2.28. The College will share the information and evidence related to an investigation and outcome with members of staff, the Respondent, the Reporting Person and Witnesses where it is strictly necessary to do so in order to process, investigate, and/or determine the outcome of an alleged breach of the Rules of Behaviour, or to implement any sanctions or measures following a finding. All information held by the College in relation to a Concern, and in particular information received from a Reporting Person, Respondent, Witness or staff member, shall be handled sensitively and in accordance with the College's policy on the use of personal information under the Code of Discipline for Students.

2.29. The College shall share all evidence considered in reaching a decision (except where the decision-maker in their sole discretion, determines that there is a compelling reason not to do so), the decision itself, the reasons for the decision and any sanctions or measures, with the Respondent, taking into account the College's requirements to comply with Data Protection Law. Where information is unable to be shared with the Respondent, this may affect the decision-maker's ability to rely on this evidence in reaching a decision.

2.30. To the extent that it is permitted by Data Protection Law to do so and the College considers it necessary to do so, the College may share the initiation of an Investigation, the Investigation findings and the reasoned determination of the Dean of Discipline or Junior Members Committee, including any sanctions or measures, with the University, regulatory bodies (for example, the Disclosure and Barring Service), professional bodies (for example, the General Medical Council, SRA), or other organisations with whom the student or PDRA may be connected,

(for example, where the student or PDRA holds a position of responsibility for children or vulnerable adults). Where requested to do so, or where the College considers that someone may be at significant and immediate risk of harm, the College may disclose information received through this procedure to the Police and without reference to the Reporting Person or the Respondent.

2.31. Generally the College will not share investigative findings, the reasoned determination of the Dean of Discipline or the Junior Members Committee, nor sanctions or measures with the Reporting Person and Witnesses unless in the College's view certain information has a direct and material impact on the Reporting Person or Witness. That said Disciplinary sanctions are highly unlikely to be shared. The sharing of this information shall be at the discretion of the Dean of Discipline and with regard to Data Protection Law. A summary of certain information may be provided orally or in writing to The Reporting Person or Witness. The Reporting Person or Witness cannot appeal the decision not to investigate a Concern nor can they appeal the outcome of any investigation or hearing. However, if there are concerns about how the matter was handled or the process used in reaching an outcome then the Reporting Person or Witness may be able to make a complaint under the College Complaints Procedure.

2.32. It is necessary that all parties feel able to engage fully with the procedure without concern for the wider sharing of information disclosed within the investigation process. Following the conclusion of the procedure, those involved may discuss their personal experience of the procedure with others. However, regardless of the outcome, parties should not identify or provide details that might identify any individual involved in the investigation or subsequent decision-making process. The matter should not be discussed on social media in any way that identifies those involved or the College as that may identify those involved and the College owes a duty of care to all those involved. The College reserves the right to initiate disciplinary proceedings against any party who identifies any individual involved in the evaluation and investigation of a Concern.

### 3. Submitting a Concern

3.1. The College will normally be informed of a potential breach of the Rules of Behaviour by a Reporting Person. The Reporting Person may be a person who has been impacted by the reported behaviour, witnessed the reported behaviour or became aware of the reported behaviour through other means.

3.2. Any member of the College may submit a Concern. For the purposes of this procedure, "member of the College" includes junior members *in statu pupillari*, PDRAs, staff, Fellows and College Officers.

3.3. Non-members of the College may not submit a Concern. A non-member may contact the Senior Tutor who will determine whether it is appropriate for the Senior Tutor to submit a Concern.

3.4. To submit a Concern, the Reporting Person must provide relevant information to the College's Governance and Compliance Officer by submitting a Concern Form, available at: <https://inthnet.trinhall.cam.ac.uk/forms/>

3.5. The Governance and Compliance Officer shall communicate with the Reporting

Person to acknowledge the Concern that has been received.

- 3.6. The Governance and Compliance Officer shall forward the Concern Form to the Senior Tutor, who will evaluate whether the Concern should be forwarded to the Dean of Discipline for consideration under the Code of Discipline or handled through other College procedures.

#### *Assessing a concern*

- 3.7. In assessing whether a Concern merits consideration under the Code of Discipline, the Senior Tutor will determine whether the following criteria are met:
  - (a) there is an allegation that, on the face of it, would appear to breach the Rules of Behaviour; *and*
  - (b) this procedure is the most appropriate procedure to use to investigate the matter; *and*
  - (c) the Concern has not already been investigated using this procedure.
- 3.8. Where all the criteria have been met, the Senior Tutor will refer the Concern to the Dean of Discipline. Where at least one of the criteria has not been met, the Senior Tutor will consider alternative forms of resolution within the College.
- 3.9. The Governance and Compliance Officer shall communicate the decision on whether a Concern is to be forwarded to the Dean of Discipline and the reasons for the decision, to the Reporting Person in writing, normally within 7 days of the decision having been made. Reporting Persons who are students or PDRAs of the College and dissatisfied with the outcome may be able to make a complaint under the College Complaints Procedure within 28 days of being notified of the decision.
- 3.10. If a Complaint is not received within the timeframe specified in 3.9, the Senior Tutor's decision shall be final, and the College will consider the Concern closed.

## **4. Evaluation of a Concern**

#### *Preliminary evaluation*

- 4.1. On receiving a Concern, the Dean of Discipline shall conduct a preliminary evaluation of it and may interview the Reporting Person or gather whatever evidence may be required to make an Evaluation. For the purposes of these procedures, an Evaluation is not an Investigation.
- 4.2. The Dean of Discipline shall decide whether to initiate disciplinary procedures by considering whether:
  - (a) the Concern is frivolous, manifestly ill-founded or vexatious;
  - (b) the Concern would be more appropriately disposed of with a warning or advice to the Reporting Person and/or the Respondent;
  - (c) the Concern has been reported to the Police or referred to the University's disciplinary procedures;
  - (d) the Concern would be more appropriately dealt with under another College or University procedure; and

- (e) the College has the resources, powers or capacity to investigate.
- 4.3. It will be at the discretion of the Dean of Discipline to disallow a Concern, or any part of a Concern, where they consider that it would be just to do so in consequence of the outcome of previous disciplinary proceedings. Reasons for this decision need not be given to The Reporting Person or Witness for various reasons including Confidentiality and Data Protection and the fact that they will not and cannot be privy to various considerations that may be involved in a matter.
- 4.4. The Reporting Person shall be informed by the Dean of Discipline, normally within 7 days of the Senior Tutor's referral of the Concern, of the decision regarding the initiation of College procedures. Reasons for this may be provided with reference to this Code. If no further action is to be taken, the Dean of Discipline may discuss with the Reporting Person other means of reporting the Concern, including to the Police, the University, or another body.
- 4.5. If the Dean of Discipline determines that a Concern has knowingly been falsely reported or made with malicious or vexatious intent a report shall be made to the Senior Tutor, who will decide whether disciplinary action should be initiated against the Reporting Person in that regard.

#### *Complaints arising in relation to concerns*

- 4.6. Reporting Persons who are Students or PDRAs of the College and dissatisfied with a decision of the Dean of Discipline not to initiate disciplinary proceedings in relation to their Concern may make a complaint under the College Complaints Procedure.
- 4.7. If a Complaint is not received within 28 days of being notified of the decision, the Dean of Discipline's decision shall be final, and the College will consider the Concern closed.
- 4.8. If the Concern merits consideration under the Code of Discipline, the Dean of Discipline will either:
  - (a) determine that the matter is sufficiently minor and straightforward to be handled under Informal Procedures; *or*
  - (b) determine that the matter is sufficiently serious and/or complex to commence an Investigation into the Concern.

#### 5. Informal Procedures

- 5.1. Informal Procedures shall be used for disciplinary matters deemed by the Dean of Discipline, following an Evaluation, to be minor infractions of the Code of Discipline that do not require an Investigation.
- 5.2. In determining whether a Concern should be handled using Informal Procedures, the Dean of Discipline shall take into account evidence gathered in the Evaluation and shall employ the same standard of proof as for all Concerns, i.e. on the balance of probabilities.
- 5.3. Normally within 7 days of reaching a decision, the Dean of Discipline shall inform the Respondent in writing of it, explaining the reason for it, and indicating what minor sanction/s (if any) are to be imposed. Minor sanctions include, but are not

limited to:

- (a) a written warning;
  - (b) community service;
  - (c) a fine;
  - (d) an alcohol ban;
  - (e) a curfew;
  - (f) a formal written apology to the Reporting Person or any other person(s) affected by the breach of the College Rules, which shall be subject to the prior approval of the Dean of Discipline;
  - (g) a formal written reflection on the behaviour and its consequences as prescribed by the Dean of Discipline;
  - (h) a restriction on use of College facilities, including but not limited to common rooms, the bar;
  - (i) the loss or suspension of present and/or future privileges;
  - (j) a lesser sanction.
- 5.4. Except where the Dean of Discipline has referred the matter to a JMC, a Respondent who is dissatisfied with the Dean of Discipline's decision may, within 7 days of receipt of the Dean of Discipline's written communication, seek its variation, if there are sufficient grounds for appeal as per 5.5. by asking the Dean of Discipline for it to be reviewed by the Chair of the JMC. If a request is not received within the timeframe specified in 5.4, the Dean of Discipline's decision shall be final, and the College will consider the Concern closed.

#### *Grounds for appealing*

5.5. Grounds for appeal are:

- (a) That there has been a material breach of the College's procedures;
- (b) That the finding of fault was not reasonable in all the circumstances;
- (c) That the penalty imposed can be shown to have been unreasonable under the circumstances;
- (d) That there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline at the time when their decisions were being made;
- (e) That there was bias or a reasonable perception of bias during the procedures.

5.6 The Dean of Discipline shall inform the Reporting Person in writing of the decision, normally within 7 days of reaching it.

## 6. Investigation of a Concern (Formal Procedures)

6.1. The Dean of Discipline shall conduct an Investigation of the Concern in a timely manner, keeping a record of every interview and statement, and reach one of the following decisions:

- (a) that there has been a breach of the College Rules and to impose one or more appropriate sanctions or measures;
- (b) that a serious breach of the College Rules has occurred, which requires the formation of a Junior Members Committee (for Students) or Disciplinary Committee (for PDRAs)
- (c) that a breach of the College Rules cannot be proven and to dismiss the Concern;
- (d) that it is not appropriate to consider the matter further under these Procedures and either to close the proceedings or refer the Concern to another College or University procedure or to the Police.

6.2. Where an Investigation is undertaken, the Dean of Discipline shall:

- (a) write to the Respondent to confirm that a Concern naming the Respondent has been received, the nature of the alleged behaviour, the relevant Rules of Behaviour that have allegedly been breached and that an investigation shall be conducted.
- (b) provide a brief summary of the Concern, name the Reporting Person (unless, very exceptionally, an anonymous Concern has been accepted), and draw to the Respondent's attention the investigation process, the possible outcomes, including referral to other procedures, and who may need to be informed of these outcomes, as outlined in the Code of Discipline.
- (c) inform the Respondent of the avenues of Tutorial and other forms of support available to them and the potential consequences if the Concern relates to alleged misconduct that may constitute a criminal offence.

### *Investigative meetings*

6.3. The Dean of Discipline's Investigation may require written statements, meetings and evidence relevant to the investigation. Written notes shall be taken of all investigative meetings.

6.4. The Respondent may be accompanied or represented at any investigatory meetings. Under Ordinance 12.28 the accompanying person or representative may be a Tutor, other Fellow, an officer of the Trinity Hall JCR or MCR or an officer of Cambridge SU or the Graduate Union.

6.5. If a student wishes to be represented by any other person, the student must apply for the consent of the Master, who has delegated authority from the Governing Body.

6.6. Other persons required to attend an investigative meeting will be able to bring a supporter of their choosing to the meeting (excepting legal representation, per 2.2 of this procedure) and will be directed to appropriate sources of support likely to include a Tutor, other Fellow, an officer of the Trinity Hall JCR or MCR, or an officer of Cambridge SU or the Graduate Union.

- 6.7. At the meeting the Respondent may present written information, evidence and the names of any Witnesses and shall have the opportunity to comment on the Dean of Discipline's written notes of any meeting that they have attended under this procedure. The Dean of Discipline shall, where appropriate, meet with the Reporting Person and with the Respondent to receive an oral account. The Dean of Discipline may meet with any Witnesses or instead collect information through written statements.
- 6.8. The Dean of Discipline may decide to give anyone significantly impacted by the alleged behaviour being investigated the opportunity to make an Impact Statement.

### *Evidence gathering*

- 6.9. In addition to investigating the Concern itself, the Investigation shall include gathering information about and considering the seriousness of the Concern, any mitigation provided by the Respondent and any relevant previous breaches of the Rules of Behaviour by the Respondent.
- 6.10. During the Investigation, it may be necessary to request further information and responses from those who have already provided oral or written accounts. Information the Dean of Discipline may collect, where relevant and available, includes validating information that has been provided by others, records of correspondence, CCTV evidence, door-locking evidence, medical evidence from qualified medical practitioners, and records of online activity. This is a non-exhaustive list and the Dean of Discipline may request any other material considered to provide value to the investigation.
- 6.11. The College does not have the resources to undertake its own forensic investigation and therefore, unless this type of information already exists, the Dean of Discipline will not normally seek it.

## **7. The Dean of Discipline's Decision**

- 7.1. Following the Investigation, the Dean of Discipline shall reach one of the following decisions:
- (a) To impose a sanction or appropriate measure where a breach of the Rules of Behaviour has occurred. Such sanctions may include, but are not limited to:
- i. a written warning;
  - ii. community service;
  - iii. a fine;
  - iv. an alcohol ban;
  - v. a curfew;
  - vi. a formal written apology to the Reporting Person or any other person(s) affected by the breach of the College Rules, which shall be subject to the prior approval of the Dean of Discipline;
  - vii. a formal written reflection on the behaviour and its consequences as prescribed by the Dean of Discipline;

- viii. a restriction on use of College facilities, including but not limited to common rooms, the bar;
  - ix. the loss or suspension of present and/or future privileges;
  - x. a lesser sanction.
- (b) If the Respondent is a Student, to refer the case to the Junior Members Committee where it appears that a breach of the Rules of Behaviour may have taken place and a minor sanction or measure may not be an appropriate action. More serious sanctions imposed by the Junior Members Committee could include suspension or deprivation of membership of the College, temporary or permanent removal from College accommodation, or deprivation of any award of its emoluments.
- (c) If the Respondent is a PDRA, to refer the matter to a Disciplinary Committee where it appears that a breach of the Rules of Behaviour may have taken place and a minor sanction or measure may not be an appropriate action. More serious sanctions imposed could include suspension or deprivation of participation in the PDRA scheme.
- (d) Where neither a) nor b) nor c) is appropriate:
- i. to take no further action;
  - ii. to refer the matter for decision under another procedure; and/or
  - iii. to refer the matter to the Police.

### *Safeguarding arrangements*

- 7.2. Where deemed necessary, the Dean of Discipline may impose to some or all the respondents, safeguarding arrangements, including those related to public health, temporary removal from College accommodation, limiting access to the College and its facilities, and/or other appropriate measures, during or as a result of the investigation, per 2.19 of this procedure.

### *Factors taken into account when determining the sanction imposed*

- 7.3. In considering whether to impose a sanction or appropriate measure, or refer the case to the Junior Members Committee or Disciplinary Committee or elsewhere, the Dean of Discipline shall give consideration to the following factors:
- (a) The seriousness of the breach;
  - (b) The harm or damage caused;
  - (c) The advantage gained or the advantage that could have been gained by the Respondent as a result of the breach;
  - (d) The intent and planning involved in the breach;
  - (e) The impact on the Collegiate University Community, including the content of any Impact Statement;
  - (f) Any previous breaches of the Rules of Behaviour by the Respondent;
  - (g) Whether the Respondent has admitted to the breach and when such an admission took place;

- (h) Whether the Respondent has expressed remorse and/or shown insight into the impact of the breach;
  - (i) The evidenced personal circumstances of the Respondent.
- 7.4. For serious breaches of discipline requiring the formation of a Junior Members Committee or Disciplinary Committee, the Dean of Discipline shall produce an Investigation Report. For minor/less serious breaches of discipline, the Dean of Discipline shall not be required to produce an Investigation Report.

#### *Timeframes for decision*

The Dean of Discipline shall normally provide the decision and the reasons for the decision in writing to the Respondent, normally within 7 days of reaching a decision, alongside a copy of the Investigation Report (in cases of serious breaches of discipline).

- 7.5. Where a minor sanction or measure is imposed, the Respondent will have 7 days from receiving the decision to ask for the sanction or measure to be reviewed by the Chair of the Junior Members Committee panel (per 5.4 of this procedure).
- 7.6. If a request is not received within the timeframe specified in 7.5, the Dean of Discipline's decision shall be final, and the College will consider the Concern closed.
- 7.7. The Dean of Discipline may refer the case to the Junior Members Committee or Disciplinary Committee for consideration where the Respondent does not comply with the minor sanction or measure, or where the Dean of Discipline considers that a minor sanction or measure is not appropriate.
- 7.8. The Dean of Discipline shall provide the decision and the reasons for the decision in writing to the Reporting Person, normally within 7 days of reaching a decision.

#### 8. Junior Members Committee Consideration

- 8.1. The actions and procedures of the Junior Members Committee are specified in Ordinance 12 relating to Statute 12.

#### 9. The Appellate Committee

- 9.1. The actions and procedures of the Appellate Committee are specified in Ordinance 12 relating to Statute 12.
- 9.2. Grounds for appeal are:
  - (a) That there has been a material breach of the College's procedures;
  - (b) That the finding of fault was not reasonable in all the circumstances;
  - (c) That the penalty imposed can be shown to have been unreasonable under the circumstances;
  - (d) That there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline or Junior Members Committee at the time when their decisions were being made;
  - (e) That there was bias or a reasonable perception of bias during the procedures.

9.3. Appeals, which must be submitted to the Master in writing, within 7 days whether in hard copy or electronically, must specify which of the above grounds for appeal are being raised, and clearly explain why there are grounds for appeal.

## 10. Disciplinary Committee

10.1. A Disciplinary Committee replaces a Junior Members Committee for PDRA's.

10.2. Upon referral from the Dean of Discipline, the Master shall convene a Disciplinary Committee to consider alleged serious breaches of the Rules of Behaviour by a PDRA.

10.3. Membership of a Disciplinary Committee shall be: the Chair of the Junior Members Committee, two members of the Junior Members Committee Standing Panel (convened under Ordinance 12.1.1), chosen by the Chair, and, unless the Chair or the respondent PDRA objects, a postgraduate member of the panel of Junior Members (convened under Ordinance 12.1.3). All members shall have an equal vote, with the Chair holding the casting vote.

10.4. The Disciplinary Committee shall receive from the Dean of Discipline the Investigation Report of the Concern. The Committee shall be empowered to make any further investigations it requires and shall maintain a written record of all meetings, interviews and evidence. The Respondent may be accompanied by a non-legal person of their choice at meetings.

10.5. The Respondent shall be invited to make written representation to the Committee by a date to be specified by the Chair.

10.6. The Committee shall consider all the evidence at its disposal and shall reach one of the following decisions:

- (a) To determine that a serious breach of the Rules of Behaviour has occurred and to suspend or terminate the Respondent's participation in the PDRA scheme.
- (b) To impose a minor sanction or appropriate measure where a breach of the Rules of Behaviour has occurred. Minor sanctions may include:
  - i. a written warning;
  - ii. community service;
  - iii. a fine;
  - iv. an alcohol ban;
  - v. a curfew;
  - vi. a formal written apology to the Reporting Person or any other person(s) affected by the breach of the College Rules, which shall be subject to the prior approval of the Dean of Discipline;
  - vii. a formal written reflection on the behaviour and its consequences as prescribed by the Dean of Discipline;
  - viii. a restriction on use of College facilities, including but not limited to common rooms, the bar;
  - ix. the loss or suspension of present and/or future privileges;

x. a lesser sanction.

(c) Where neither (a) nor (b) is appropriate:

i. to take no further action;

ii. to refer the matter for decision under another procedure; and/or

iii. to refer the matter to the Police.

10.7. The Committee shall communicate its decision, accompanied by the reasons for its decision and a report of its proceedings, to the Respondent, normally within 7 days of reaching a decision.

10.8. A Respondent who is dissatisfied with the Committee's decision may, within 7 days of receipt of the Committee's written communication, seek its variation by writing to the Master to request a review by members of the Appellate Committee. Such a request must explain clearly the perceived grounds for review. The grounds for review are those listed in 9.2. If a request for review is not received within the timeframe specified in 10.8, the Committee's decision shall be final, and the College will consider the Concern closed.

## 11. Completion of Procedures

11.1. Disciplinary procedures are considered complete when:

(a) decisions have been taken, communicated, and not appealed, under the terms specified in this procedure; or

(b) when any and all appeals have been completed.

11.2. Issuance of a Completion of Procedures letter is confirmation that the College's internal procedures have been exhausted.

11.3. A Respondent who is dissatisfied with the outcome of an appeal to the Appellate Committee may make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) within 12 months of the College's Disciplinary Procedure having concluded. The OIA will not usually consider a complaint which has not been through all stages of the College's Disciplinary Procedure and for which the student cannot provide a Completion of Procedures letter. The College will issue a Completion of Procedures letter at the conclusion of its internal processes whenever there is no further internal avenue for appeal.

11.4. Further details of the OIA's remit, together with a link to the OIA complaint form, can be found [here](#) and additional information about the OIA is also available from the College's Governance and Compliance Officer.

## **SECTION 3 - POLICY ON THE USE OF PERSONAL INFORMATION UNDER THE CODE OF DISCIPLINE FOR STUDENTS AND PDRAS**

*A copy of this Policy is to be provided to the Reporting Person/Respondent at the earliest contact and published on the College's website.*

### **1. Introduction**

- 1.1. In order to deal with a Concern raised under the Code of Discipline for Students it will be necessary for the College to process the personal data of the Reporting Person(s) and the Respondent(s) in accordance with this policy.
- 1.2. The overall purpose of processing personal data in the context of the investigation and resolution of a Concern is to decide what steps, if any, can appropriately be taken in response to such Concerns.
- 1.3. Personal data will be disclosed only to those persons who need to see such data for the purposes of conducting an investigation, responding as part of an investigation, determining or recommending a resolution, or deciding what other steps can appropriately be taken.
- 1.4. No person will be told any more about the investigation than is strictly necessary in order to obtain the information required from them. Such persons may include:
  - (a) staff within the College, including the Senior Tutor, Dean of Discipline and Governance and Compliance Officer;
  - (b) individuals named or involved in the Concern, such as Students, Fellows, staff, or external bodies;
  - (c) authorised representatives of other external bodies involved in the Concern;
  - (d) a representative(s) from the department(s) which is the subject matter of the Concern;
  - (e) the College's external legal advisors;
  - (f) the Master (or other relevant officer); and
  - (g) a Reporting Person's/Respondent's authorised representative.

### **2. Exceptions**

- 2.1. Documentation generated in the course of an investigation under the procedure will generally not be disclosed to the Reporting Person and the Respondent except at the College's discretion some documentation may be disclosed in whole or part except where a statutory exemption applies and/or for instance information relates to an individual who has not consented to the disclosure of personal data, or where the decision-maker determines there is a compelling reason not to do so.
- 2.2. The full outcome of any disciplinary hearing will only be shared with the Respondent in the proceedings.

### **3. Consent**

- 3.1. The College will seek the Reporting Person's/Respondent's written consent, not to be unreasonably withheld, before notifying the Reporting Person's/Respondent's Tutor or Postgraduate Tutor that a Concern has been submitted so that they are aware of the Concern and are able to assist in providing support. The Senior Tutor is responsible for obtaining said consent.
- 3.2. If the Reporting Person/Respondent reasonably objects to this, another person will be agreed between the College and the Reporting Person/Respondent so that someone else is aware of the Concern and is able to assist in providing support.
- 3.3. The College will seek the Reporting Person's/Respondent's written consent before liaising with appropriate staff members, including staff of the Disability Resource Centre, regarding support and any reasonable adjustments for disabled students.

### **4. Completion of Procedures**

- 4.1. Following completion of the procedure, the Concern, the documentation generated in the course of an Investigation, and the decisions made under the procedure, will be retained securely by the Governance and Compliance Officer for seven years following the completion of the Concern.
- 4.2. This information will be used for the purposes of responding to any complaints regarding the application of this procedure as well as for compiling anonymous statistics regarding its use. Further, where any Concern is subsequently submitted under this procedure by the same Reporting Person, or a Concern is subsequently raised against the same Respondent, this information may be taken into account in reaching a decision under paragraph 4.1 or 4.3 of the procedure.
- 4.3. The information may also be provided to the Police, or to other relevant College and University officer(s) and staff, if relevant, for referral for consideration under another procedure under paragraph 4.2 or 4.4 of this procedure.
- 4.4. Nothing in this policy is intended to prejudice any rights of access to personal data which any person may have under data protection legislation as applicable at the time or otherwise.
- 4.5. Any questions or concerns about this policy should be directed to the Governance and Compliance Officer in the first instance.

## SECTION 4: ANNEXES

### Concern Report Form

**Use this form if:**

you are a member of the College; for the purposes of this procedure, “member of the College” includes current junior members *in statu pupillari* (student), PDRAs, staff, Fellows and College Officers;

- you believe there has been a potential breach of the Rules of Behaviour for Students and PDRAs as set out in the [Code of Discipline](#);
- you have been impacted by the behaviour you wish to report, or have witnessed the reported behaviour, or become aware of the reported behaviour through other means.

**Before completing this form you should:**

- read the [Code of Discipline](#) and the Policy for handling personal information under the Code (Appendix 1);
- seek advice or support from a Tutor, the Senior Tutor, the Harassment and Discrimination Officer, or [the Student Advice Service](#), or another source of advice/support.

**You cannot use this form if:**

- you are not a current member of the College;
- you are dissatisfied with the College’s action or lack of action, or the standard of services provided by or on behalf of the College, or you have a concern about the behaviour of College staff - use the [Student Complaints Procedure](#);
- you have a concern about a University matter – use the [University complaints procedure](#).

**Deadlines for registering a Concern:**

- Concerns should be reported as soon as possible, ideally within one calendar month of the matter arising. Concerns reported after this time may be considered late;
- if you wish the College to consider a late Concern then you will need to include a valid reason and evidence for lateness in addition to your

Concern. You will then be informed either that your reason for lateness has been considered valid or that your Concern is out of time.

**Things to remember when submitting a Concern:**

- complete all sections of the form and include all evidence you wish to be considered by the College;
- submit all documents to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk);
- you will receive a response, by email, normally within 7 days confirming what action will be taken in the first instance;
- if you are unsure or have any questions about the procedure you can contact the Governance and Compliance Officer at [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk).

**1. Complete your personal details**

<b>Surname/Family name:</b>				<b>Title:</b>	
<b>First/Given name(s):</b>					
<b>Email/CRSid:</b>					
<b>Status:</b> (Please tick as appropriate)	<b>Student</b>	<b>PDRA</b>	<b>Fellow/ College Officer</b>	<b>Staff</b>	
<b>Degree/Course of study:</b> (Students only)					
<b>Start date of course:</b> (Students only)				<b>Year of study:</b>	
<b>Tutor:</b> (Students only)					
<b>Department:</b> (Staff only)					

**2. Please indicate if you wish to declare that you are a vulnerable adult.** (If yes, please provide details of any evidence in support of this declaration.)

<b>Yes</b>		<b>No</b>	
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**3. Do you require reasonable adjustments to be made to this process or correspondence to be sent to an authorised representative because of your disability?** (If yes, please provide details of the adjustments or authorised representative and evidence of your disability.)

**4. If your Concern is about a matter that took place over one calendar month ago, please confirm your reason for lateness** (you need to include evidence of your reason).

**5. Please state the person(s) who is the subject of the Concern.**

**6. Please state clearly and concisely the nature and key points of the Concern you are reporting.** Describe what has happened to give rise to the concern and which rules of behaviour you believe may have been breached; include key events, dates and other details.

**7. Please provide a list of all items of evidence that you have submitted to be considered as part of the Concern, including any witness statements. The evidence that you supply must be complete, relevant and proportionate.**

<b>Evidence</b>	<b>Author of Evidence</b>	<b>Date of Evidence</b>	<b>Relevance of Evidence</b>

**8. Please state what outcome you are hoping to obtain through reporting a Concern:**

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**9. Statement by Reporting Person (please tick to indicate your agreement with each statement):**

I have read and understood the <a href="#">Code of Discipline</a>	
I agree to the College handling my Concern and personal information in accordance with the Policy on the use of personal information under the Code of Discipline. This will include sharing a copy of my Concern with college members involved in the Concern, so that they can respond to all aspects of my concern.	
I confirm that any statement included in my report from someone supporting my Concern has been provided with the explicit consent of that person and their understanding that this information will be shared in accordance with the procedure.	
For students only: I agree that the College may inform my Tutor or Postgraduate Tutor that: <ul style="list-style-type: none"> <li>- I have reported a Concern; and</li> <li>- the outcome and reasons for the outcome of the Concern.</li> </ul> (Consent should not be unreasonably withheld)	
I understand that I should inform you immediately if any part of my Concern is being dealt with in a Court or Tribunal, or any other body.	
I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.	

<b>Signed:</b>	_____
<b>Date:</b>	_____

Submit this form and all evidence to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk)

You will receive a formal acknowledgment of your Concern normally within 7 days.

## JMC Appeal form

### Use this form if:

- you are dissatisfied with the outcome of the Junior Members Committee (JMC) and
- you are dissatisfied because of at least one of the permitted grounds for appeal:
  - a) that there has been a material breach of the College's procedures;
  - b) that the finding of fault was not reasonable;
  - c) that the penalty imposed can be shown to have been unreasonable under the circumstances;
  - d) that there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline or JMC at the time when their decisions were being made;
  - e) that there was bias or a reasonable perception of bias during the procedures.

### Before completing this form you should:

- read the [Code of Discipline](#) and the Policy for handling personal information (Appendix 1);
- seek advice or support from your Tutor, Postgraduate Tutor, a member of the Fellowship, [the Student Advice Service](#), or another source of advice/support.

### You cannot use this form if you:

- are the Reporting Person of the Concern – you may be able to make a complaint under the [Student Complaints Procedure](#);
- are the Respondent of a Disciplinary Committee (DC) and wish to dispute the outcome of a DC – you may seek its variation by writing to the Master within 7 days to request a review by members of the Appellate Committee. Such a request must explain clearly the perceived grounds for review;
- want to raise a concern about a different matter to the one considered by the JMC/DC;
- are dissatisfied with the outcome of the JMC but not because of one of the permitted grounds. Instead, email [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk) and explain that you are dissatisfied but without grounds for Review. You will then be issued with a Completion of Procedures letter, which may enable you to raise a complaint with the external ombudsman, the Office of the Independent Adjudicator.

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**Deadlines for making an appeal:**

- an appeal should be made within 7 days of being sent the formal JMC/DC outcome letter. Appeals made after this time will be considered late;
- if you wish the College to consider a late request for an appeal then you will need to include an evidenced valid reason for the lateness. You will then be informed whether your reason for lateness has been considered valid or that your request for an appeal is out of time. If your request is out of time you will receive a Completion of Procedures letter.

**Things to remember when submitting an appeal:**

- complete all sections of the form and include all evidence you wish to be considered;
- you should not include unnecessary information about other people in your request;
- submit all documents to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk);
- you will receive an email, within a week, confirming what next steps will be taken;
- if you have any questions contact [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk).

**1. Complete your personal details**

<b>Surname/Family name:</b>		<b>Title:</b>	
<b>First/Given name(s):</b>			
<b>Email/CRSid:</b>			
<b>Degree/Course of study:</b>			
<b>Start date of course:</b>		<b>Year of study:</b>	
<b>Tutor:</b>			

**2. Do you require reasonable adjustments to be made to this process or correspondence to be sent to an authorised representative because of your disability?** (If yes, please provide details of the adjustments or authorised representative and evidence of your disability)

**3. If your appeal to the formal outcome of a JMC that was sent over 28 days ago, please confirm your reason for lateness** (you need to include evidence of your reason for lateness).

**4. Please identify the grounds on which your request for review is based** (tick as appropriate):

a) that there has been a material breach of the College’s procedures;	
b) that the finding of fault was not reasonable;	
c) that the penalty imposed can be shown to have been unreasonable under the circumstances;	
d) that there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline or Junior Members Committee at the time when their decisions were being made; and/or	

e) that there was bias or a reasonable perception of bias during the procedures.	
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**5. Please set out clearly and concisely, the reasons for appealing the outcome of the JMC.**

Explain how your reasons meet the grounds ticked above and if your appeal includes new evidence, explain why this evidence could not have been submitted at an earlier stage.

**6. Provide a list of any new evidence you wish to be considered with your appeal.** The evidence that you supply must be complete, relevant and proportionate. Do not provide evidence you have already submitted or received through the Procedure.

Evidence	Author of Evidence	Date of Evidence	Relevance of Evidence

**7. Please state what outcome you are hoping to obtain:**

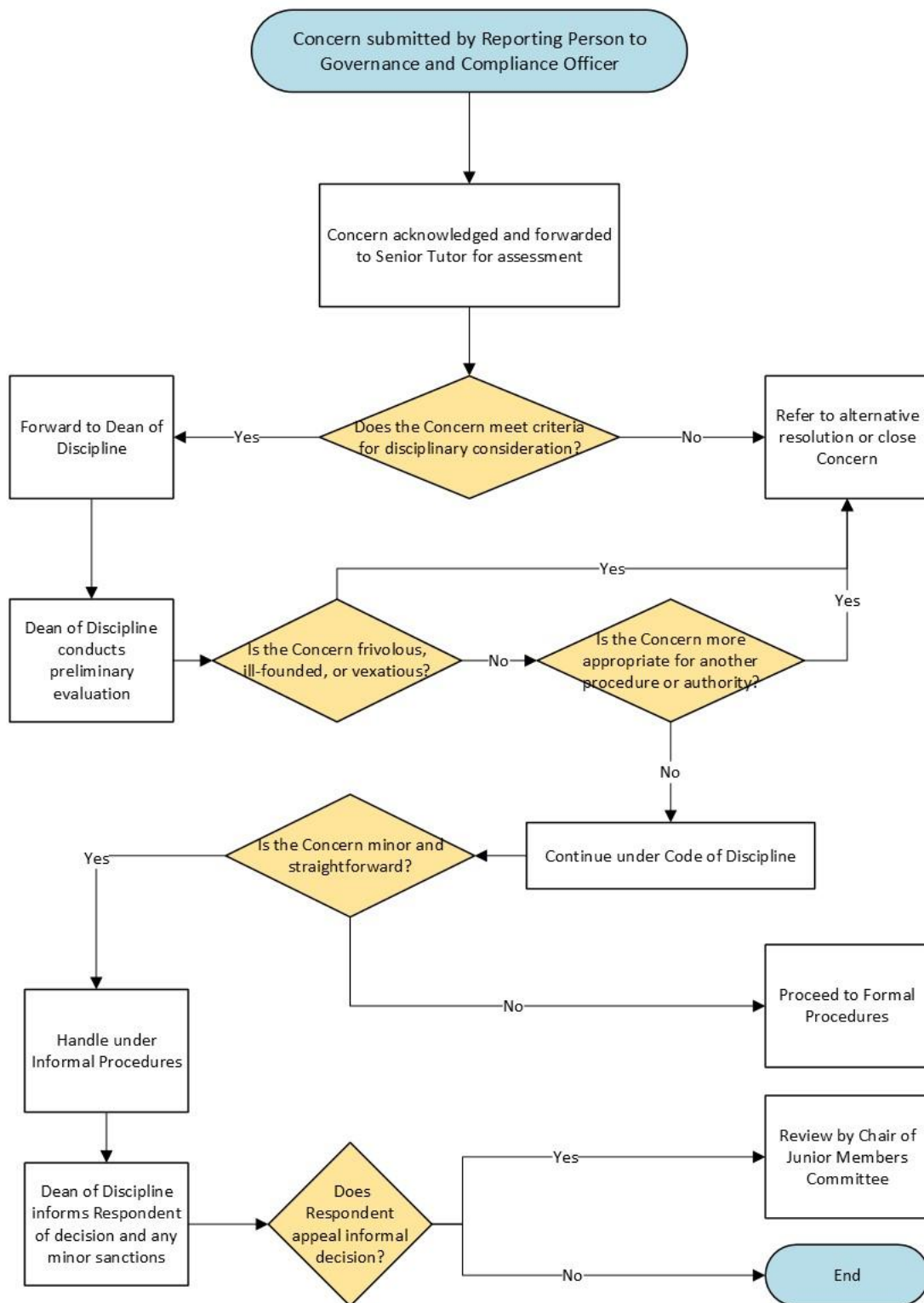
**8. Statement by Student (please tick to indicate your agreement with each statement):**

I have read and understood the <a href="#">Code of Discipline</a> .	
I agree to the College handling my request for review and personal information in accordance with the Policy on the use of personal information under the Code of Discipline. This will include sharing a copy of my appeal with those involved in my appeal, so that they can respond to all aspects of my appeal.	
I confirm that any statement included in my appeal from someone supporting my appeal has been provided with the explicit consent of that person and their understanding that this information will be shared in accordance with the Procedure.	
I agree that the College may inform my Tutor or Postgraduate Tutor that: <ul style="list-style-type: none"> <li>- I have initiated an appeal; and</li> <li>- the outcome and reasons for the outcome of the appeal.</li> </ul> (Consent should not be unreasonably withheld)	
I understand that I should inform you immediately if any part of my review is being dealt with in a Court or Tribunal, or any other body.	
I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.	
<p><b>Signed:</b> _____</p> <p><b>Date:</b> _____</p>	

Submit this form and all evidence to [concern@trinhall.cam.ac.uk](mailto:concern@trinhall.cam.ac.uk)

You will receive formal acknowledgement of your appeal, normally, within 7 days.

## Infographic: Informal Procedures



## Infographic: Formal Procedures

