

Harassment Procedure flowchart for Students

University Procedure

If the harassment arises solely in the university environment or is by a member of university staff, please follow the university's procedures.

Criminal misconduct

If a criminal offence has been committed, the harassment Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. You may seek advice from a College Officer or harassment adviser; the Director of Student Welfare and Support Services office and/or approach the Police directly. Further guidance on dealing with cases of sexual assault or sexual violence is available on the University website: <http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/guidance>

IF YOU FEEL YOU HAVE BEEN HARASSED, SPEAK TO ONE OF THE FOLLOWING PEOPLE:

Member of your College Welfare Team, including:

Harassment adviser	Home Bursar
Welfare and wellbeing adviser	Junior Deans
Academic Director or Registrar	Peer supporters
Chaplain	

You can speak to the above people at any time during this process

University Services

Harassment Line:
<http://www.ox.ac.uk/students/welfare/harassment>
Counselling Service:
<https://www.ox.ac.uk/students/welfare/counselling>
Oxford SU Student Advice Service:
<https://www.oxfordsu.org/wellbeing/student-advice/>

Complaint against a student

Complaint against a member of College Staff

Initial action

If it is safe to do so and you feel able, write to or tell the person that you are unhappy with their behaviour. You can talk through what you might write / say with one of the above contacts.

If you do not feel able to do this, or this has not been successful...

Contact the Home Bursar (complaint against a member of college non-academic staff) or the Academic Director (complaint against a member of college academic staff or against a student). They will give you advice and help you make a decision on your next step. If necessary they will refer you to an appropriate support service. They may arrange for mediation or conciliation.

If these actions do not succeed in resolving the situation, or would not be appropriate given the nature of the complaint, you should proceed to a formal complaint.

Formal complaint

Submit a written complaint to the Dean

They will normally seek your consent to refer you to the college's harassment adviser, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

Submit a written complaint to the Home Bursar or Academic Director

They will normally seek your consent to refer you to the college's harassment adviser, if you have not already contacted them, so that you can be offered appropriate support from a trained member of staff.

Investigation

The Dean will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected. The Dean may investigate the complaint or commission an independent investigator to do so.

The Home Bursar or Academic Director will inform the alleged harasser of the basis of the complaint. Witness statements and evidence will be collected. The Home Bursar or Academic Director may investigate the complaint or commission an independent investigator to do so.

Outcome

Both parties will be informed in writing of the conclusion of the investigation, the action the Dean decides should be taken and the reason for this action.

Possible appeal: To the Master, Standing Committee, or Governing Body, depending on the circumstances.

Both parties will be informed in writing of the conclusion of the investigation, the action the Home Bursar or Academic Director decides should be taken and the reason for this action.

Possible appeal: To The Master (academic staff)