

CONFERENCE OF COLLEGES APPEAL TRIBUNAL (“CCAT”) REGULATIONS

1. The CCAT considers appeals of academic and non-academic disciplinary decisions imposing a substantial penalty. These decisions are made by the body with final jurisdiction within any participating College (for these purposes the Visitor shall be deemed not to be such a body).
 - a. “Disciplinary decisions” impose penalties for the breach of College statutes, by-laws, regulations or rules relating to academic or non-academic matters.
 - b. “Substantial penalty” includes expulsion or suspension, substantial fines (those above £1,000) and other penalties of similar severity (please see the Glossary for the full definition). It does not include measures such as the imposition of probation or specially-assessed collections.
2. The CCAT does not have jurisdiction over decisions made by the University. The CCAT will only consider cases relating to the decision of a College, Permanent Private Hall (“Halls”) or Society (collectively referred to throughout as “Colleges”).
3. Each participating member of the CCAT nominates people (“nominees”) to serve upon it. Participating Colleges must nominate two people, while participating Halls must nominate one person, to serve on the CCAT. Nominees may be called upon for any case heard by the CCAT. A nominee should be either a member of the Governing Body of the College or Hall, or have sufficient expertise in student welfare and academic issues as recommended by the Head of House. A list of nominees (“the list”) is maintained by the Secretariat of the Conference of Colleges (“the Secretariat”).
4. The Conference of Colleges elects a chair (“the Chair”) and a deputy chair (“the Deputy Chair”) for the CCAT. Both the Chair and Deputy Chair serve for three years from the date of appointment, which can be renewed for further terms of three years. There shall be no maximum number of terms, provided that continued service of the Chair or Deputy Chair is supported following review by Legal Panel. The Deputy Chair exercises the functions of the Chair if, for any reason, the Chair is unable to do so.
5. A student from a participating College (“the appellant”) can appeal to the CCAT only after they have exhausted all available College appeal processes and received the College’s final decision. The appellant can file a written application with the Secretariat within **5 working days** of the decision being appealed against. The Chair has the power to extend this time if there is good and sufficient reason for doing so.
6. The application must include:
 - a. a copy of the decision being challenged;
 - b. a brief statement of facts, generally no longer than two A4 pages in length;
 - c. a statement of the arguments on which the application is based;

- d. the appellant's request for a remedy;
 - e. where applicable, an application for a stay of the effects of the decision being challenged or for any other preliminary relief of an urgent nature; and
 - f. the appellant's subject, year of study, and email address at which they can be reached throughout the proceedings.
7. Once the application has been received by the Secretariat and forwarded to the Chair/Deputy Chair, the Chair/Deputy Chair will convene a panel composed of three members appearing on the list ("the Panel"), and appoint a president of the Panel ("the President"), who will have responsibility for the Panel and their proceedings.
 8. The President must hold a law degree or another professional legal qualification. If no suitable person is available from the list, the Chair may, at their discretion and with the individual's consent, appoint a legally qualified senior member of a College.
 9. Panel members cannot be a member of, or have any direct connection with, the College against whose decision the appeal is brought, or with the teaching of the appellant.
 10. Any question about the jurisdiction of the CCAT must be raised as soon as possible prior to the date of the hearing. The Panel will consider whether an appeal falls within their jurisdiction at a hearing, or by the President under **Regulation 13**, even if it is not raised by either party.
 11. Both the appellant and the College can challenge any Panel member if there are legitimate doubts as to their independence or impartiality. In order to bring a challenge, the party doing so must demonstrate that there is a risk, or a perception of a risk, of bias. The Chair will resolve the challenge as soon as possible after giving the parties and the Panel member concerned the opportunity to be heard where practicable. The challenge must be brought as soon as the reasons for the challenge become known.
 12. In urgent situations, the President can decide whether to pause the decision being appealed against, or grant other temporary measures, without first consulting the College. When considering this, the President will look at whether the appellant needs protecting from irreparable damage, the likelihood of success of their case, and whether their interests outweigh those of the College or anyone else affected.
 13. The President can dismiss an appeal straight away if it does not fall within the CCAT's jurisdiction. They can do this without consulting the rest of the Panel or holding a hearing. Before making this decision, the President will normally ask the parties to send in written comments on the matter. If the President decides to dismiss an appeal in this way, the decision will be written, dated, signed, and sent to the parties immediately via the Secretariat. Brief reasons will be provided with, or as soon as possible after, the CCAT Decision has been communicated. The anonymised decision and the brief reasons will

be public documents unless, in the President's judgment, the interests of justice or other compelling public or private interest otherwise require.

14. Unless the Panel decides that another form of procedure is more appropriate, it will arrange a hearing to be held within 14 working days of the Secretariat receiving the appeal from the appellant. The President, through the Secretariat, will inform the parties of the date, time, and details of joining a remote hearing, via Microsoft Teams or similar, or the place of the hearing (if it is to be held in-person). Any other necessary information will also be provided. The parties should let the Panel know as soon as they can if they plan to bring any witnesses.
15. The parties will work together to produce an agreed bundle of relevant documents, guidance for doing so can be found [here](#). This should be paginated and include an outline of each party's respective submissions, which should generally be no longer than 10 pages in length. This bundle must be provided to the Secretariat no later than 2 working days before the hearing.
16. The Panel may ask for documents, information, or other evidence at any time before or during the hearing. At the hearing, the Panel will hear the parties, who may present their witnesses and any other evidence they wish to rely on. The Panel has full discretion over what evidence to accept and will decide how much weight to give to anything that is presented.
17. Both the appellant and the College may choose to be represented by a third party. With the Panel's agreement, this may include a solicitor or barrister. The hearing itself will normally be held in private via Microsoft Teams, however parties may apply to the Chair for the hearing to be held in public. Hearings may be held in public if, in the Chair's judgment, the interests of justice or other compelling public or private interest requires.
18. Unless the parties specifically request that the hearing be held in-person, the hearing will be held remotely, via Microsoft Teams or similar.
19. The Secretariat will attend the hearing and ensure that it is recorded. A transcription of the hearing can be arranged on the request of either party, any costs of which will be passed to those making the request.
20. Participants must not use Artificial Intelligence ("AI") tools, bots, automated transcription or note-taking software, live-captioning functions, or any other system that records, transcribes, or processes the hearing without the Panel's express permission.
21. If either or both of the parties fail to attend the hearing without reasonable excuse, the Panel may proceed with determining the appeal.
22. The Panel has full authority to determine the facts relevant to the appeal. However, it will normally accept the facts as presented by the original decision-making body, unless there are compelling reasons to question them.

23. The Panel will make their decision in accordance with the statutes, by-laws and other regulations or rules of the College. The Panel's CCAT Decision will also comply with any general principles of law applicable to the appeal.
24. The Panel's CCAT Decision will be made by majority vote, and Panels are not formally bound by decisions of previous Panels. The Panel will write, sign and date their decision, which will be immediately communicated to both parties via the Secretariat. Brief reasons will be provided with, or as soon as possible after, the decision has been communicated. The anonymised CCAT Decision and the brief reasons will be public documents unless, in the Panel's judgment, the interests of justice or other compelling public or private interest otherwise require. The President will ensure these tasks are completed within a timely manner after the hearing.
25. The Panel will make every reasonable effort to issue its decision within **7 working days** of the hearing.
26. All documents (for example, bundles, emails, Completion of Procedures letter) and recordings for a case will be saved by the Secretariat and kept on file for two years from the date of the hearing, or for the duration of any further appeal, whichever is longer. After this date, all documents and recordings will be deleted except the CCAT Decision, which will remain on file. The CCAT Decision may be made available to new Panel Presidents and members for guidance.
27. Participating Colleges will assist the CCAT and/or the Panel as required and will abide by the decision of the Panel.
28. Except where it may be expressly stated otherwise, the Chair, the President and the Panel have discretion as to the appropriate procedure. In all of their activities, they must act in accordance with the principles of natural justice.

Glossary

Bundle	A collection of documents relevant to the appeal. The bundle must be paginated and include an outline of each party's respective submissions, which should be no longer than 10 pages in length.
Chair	The person elected to lead the CCAT. The Chair serves for a term of three years, which can be renewed for further terms of three years. There shall be no maximum number of terms, provided that continued service of the Chair is supported following review by Legal Panel.
Conference of Colleges	A forum for the Colleges of the University of Oxford to deal with matters of shared interest and common purpose, and a voice for college interests within the University community.
Conference of Colleges Appeal Tribunal	A body which considers appeals on disciplinary academic and non-academic decisions imposing a substantial penalty, made by the body with final jurisdiction within any participating College.
CCAT Decision	The judgement following the CCAT hearing which sets out the reasons for the decision.
Deputy Chair	The person appointed to exercise the functions of the Chair if, for any reason, the Chair is unable to do so. The Deputy Chair serves for a term of three years, which can be renewed for further terms of three years. There shall be no maximum number of terms, provided that continued service of the Deputy Chair is supported following review by Legal Panel.
Disciplinary decisions	The imposition of penalties for breach of College statutes, by-laws, regulations or rules relating to academic or non-academic matters.
Nominees	Persons nominated by a College, PPH or Society to serve on the CCAT, who may be called upon for any case heard by the CCAT. They must be either a member of the Governing Body of the College, PPH or Society, or have sufficient expertise in student welfare and academic issues as recommended by the Head of House.
Panel	The group of nominees appointed by the Chair of the CCAT to hear and determine an appeal. The Panel comprises three members, usually including the Panel President.
Panel President	The member of the Panel who leads the hearing, manages the proceedings, and ensures that the appeal is conducted fairly and in accordance with the CCAT's procedure. The Panel President is normally, though not always, the Chair of the CCAT.
Participating College	Colleges, PPHs and Societies which participate in the CCAT process. Please see the list of participating Colleges here .
Secretariat of the Conference of Colleges	Responsible for the strategic planning of forthcoming business with Chairs of Conference committees. It takes instructions from Colleges in order to engage proactively on key policy issues across the collegiate University. It also administers Conference committees, communicates with members of the collegiate University, and administers the CCAT.
Substantial penalty	Any penalty that has a serious impact on a student's status, rights, financial position, or ability to continue their course. This includes, but is not limited to: • Expulsion • Suspension • Substantial fines (disciplinary fines over £1,000) • A requirement to leave College accommodation permanently (note: CCAT <i>may</i> consider cases where removal from accommodation is for a defined period of time and has been imposed at short notice as a penalty and

	without reasonable arrangements for alternative accommodation, however this will depend on the specific facts of the case) - Any restriction, or combination of restrictions, that significantly affects a student’s ability to take part in their course A “substantial penalty” does not normally include: - Measures such as the imposition of probation or specially-assessed collections - Restrictions on attending College events or social activities - Restrictions on access to College grounds or premises, provided the student retains reasonable access to their accommodation and to essential academic and welfare facilities - Financial charges that are clearly for reimbursement or cost recovery (for example, for damage or loss), unless the amount or circumstances mean they have the same impact as a substantial fine In this context, “access” includes both in-person and remote access, where remote access enables the student to effectively continue their studies and access welfare support.
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Revisions

Revised	Date
Michael J Beloff KC Nicholas Bamforth	July 2005
Roderick Bagshaw Alison Young	February 2012
Alison Young	November 2015
Rebecca Williams	September 2021
Rebecca Williams	September 2026