

X. MEMBERS IN STATU PUPILLARI

1. Every person admitted in statu pupillari (i.e. as a student) of the College shall be sent a copy of the College Regulations and the Academic Disciplinary Procedure in force at the time. Alterations to College Regulations and the Academic Disciplinary Procedure shall be notified to students on course annually.
2. All undergraduate students are required to pass the First Public Examination. A pass in Honour Moderations is defined as a pass at Honours level (minimum 3rd class honours). Two attempts are permitted unless a student has previously been placed on Academic Probation under the procedures outlined in 4. A student who does not pass the First Public Examination at the second attempt must withdraw from the College and the University.

GOOD ACADEMIC STANDING

3. All students¹ are expected to be in good academic standing with the College. A student shall be deemed to be in 'good academic standing' if he/she complies with all the following criteria:
 - i) Keeps the residence requirements laid down both by the University in the Examinations Regulations and by the College in the College Regulations. This includes gaining permission from the student's Personal Tutor or the Senior Tutor for all absences from College during full term.
 - ii) Attends on time all tutorials, classes and other required academic engagements, except where permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned or from the Senior Tutor.
 - iii) Produces all assignments (essays, problem sheets, practical reports etc.) on time, except where permission on adequate grounds is obtained, normally in advance, from the tutor(s) concerned or from the Senior Tutor.
 - iv) Produces work (for tutorials, practicals, collections and University examinations) of an appropriate standard, given the student's particular level of academic ability. This is normally at least a 2.1 standard, or work that the Personal Tutor would consider consistent with graduation with a 2.1 classification.
 - v) Sits Collections (College examinations) with the regularity required by the Personal Tutor, academic tutor(s) or Senior Tutor, except where permission on adequate grounds is obtained, normally in advance, from the Personal Tutor or Senior Tutor.
 - vi) Has not engaged in academic dishonesty, which includes plagiarism in tutorial essays or problem sheets, and cheating in Collections. Plagiarism is clearly defined in the Proctors' and Assessor's Memorandum.
 - vii) Complies with all the academic commitments made in the College contract.
 - viii) Where the student is a member of the University, complies with all the University academic requirements outlined in the Proctors' and Assessor's Memorandum, and all academic commitments made in the University contracts.

¹ In this bye-law, 'student' will refer to all undergraduate students including visiting students and senior status students and to foundation year students. Graduate students are covered by University regulations.

ACADEMIC DISCIPLINARY PROCEDURE

4.
 - a) If a student is not in good academic standing according to any of the criteria in 3, they may become subject to the Academic Disciplinary Procedure which has the stages set out in the following subsections and summarised in the flowchart in 4.d).

Stage 1: First Formal Warning

When academic concerns arise, these will be raised, typically by a subject tutor(s) and reported to the Personal Tutor. The Personal Tutor will meet with the student, and discuss the concerns and the required improvement. The Personal Tutor will inform the Senior Tutor of these concerns and if the student so desires, he/she may discuss these concerns with the Senior Tutor. If the student reports any mitigating or complicating factors they should (with the permission of the student) be noted. The Personal Tutor or Senior Tutor will give advice, which may be academic advice, but may include reference to College welfare support and to professional services such as the College Doctor, the University Counselling Service or the Disabilities Office. An email outlining the concerns, any advice offered and the improvement expected over a specified time period will be sent to the student and, if sent by the Personal Tutor, normally copied to the Senior Tutor. At the end of the specified time period, if the expected improvement has been made, the student will be considered to be in good academic standing. The sending of this email will be reported to the Education Committee.

Stage 2: Second Formal Warning

If the Personal Tutor and Senior Tutor (taking into account reports from subject tutors) believe that the necessary improvement has not been made, the Senior Tutor will give the student a Second Formal warning. The Senior Tutor will call the student to a meeting. The student may meet with the Senior Tutor alone. The student may choose to be accompanied to this meeting by another student in the University, another member of the College, or an OUSU representative if he/she informs the Senior Tutor in advance of the meeting. In the latter case the Senior Tutor will invite a note-taker to the meeting. During vacations this meeting may be conducted over the telephone.

The Senior Tutor will specify to the student what is expected of him/her or her in the future (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in academic work or special Collections). Any special Collections set at this stage would be marked internally, but may differ from those set for other students.

The student will have the opportunity to raise any mitigating or complicating factors, including medical conditions, and must do so at this stage. The Senior Tutor will give advice, which may be academic advice, but may include reference to College welfare support and to professional services such as the College Doctor, the University Counselling Service or the Disabilities Office.

The Senior Tutor will draw the student's attention to these procedures and to the consequences of these procedures. Following the meeting, the Senior Tutor will write to the student as a Second Formal warning and record of the meeting, noting any recommendations and expectations of improvement in a specified time period and will note any mitigating factors raised. The sending of this letter will be reported to the Education Committee. At the end of the specified time period, if the expected improvement has been made, the student will be considered to be in good academic standing.

If a student fails to attend this meeting, it may be deemed to have happened and a Second Formal warning letter with academic conditions will be sent. In exceptional cases (see 4.b) below), a student may be placed directly on a Second Formal warning.

Stage 3: Academic Probation (Final Formal Warning)

If the student fails to comply with one or more of the conditions set out in the Second Formal warning, the Senior Tutor will call the student to a further meeting. The student may meet with the Senior Tutor alone. The student may choose to be accompanied to this meeting by another student in the University, another member of the College, or an OUSU representative if he/she informs the Senior Tutor in advance of the meeting. In the latter case the Senior Tutor will invite a note-taker to the meeting. During vacations this meeting may be conducted over the telephone.

The Senior Tutor will issue a Final Formal warning which will place the student on Academic Probation. The Senior Tutor will set academic conditions (for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels in Penal Collections). The Senior Tutor will draw the student's attention to these procedures and that failure to comply with any of these conditions may lead to suspension (rustication) or termination of the course (sending down). The student will have the opportunity to make known any mitigating factors, including medical conditions, and must do so at this stage.

The Personal Tutor (with advice from subject tutors) will advise the Senior Tutor on the appropriate conditions and levels of attainment for the particular student, including target grades for any Penal Collections. The target will normally be set at a 2.1 level. These may be discussed by the Senior Tutor and the student during the meeting.

Following the meeting, the Senior Tutor will write to the student as a Final Formal warning and record of the meeting. This letter will detail the conditions of Academic Probation and performance targets set within a specified time period. Any mitigating factors which were raised will be recorded. The sending of this letter will be reported to the Education Committee. At the end of the specified time period, if the expected targets or conditions have been met, the student will return to the Second Formal warning stage for a further specified period.

If a student fails to attend this meeting, it may be deemed to have happened and a Final Formal warning letter with academic conditions will be sent. In exceptional cases (see 4.b) below), a student may be placed directly on Academic Probation without the preceding stages.

Stage 4: Penal Collections

Where Penal Collections are set as a condition of Academic Probation the student will be given at least 4 weeks' notice of these Collections. Penal Collections may be invigilated in a room apart from the standard termly Collections and may be set at any time during the term or vacation. If there are non-academic factors that a student feels will adversely affect their performance on Penal Collections, they must inform the Senior Tutor (or other person nominated by the Senior Tutor) in advance of the start of the Collection. If the mitigating factors are accepted by the Senior Tutor, the date of the Penal Collection may be postponed, or the student may be permitted to intermit with academic conditions on their return. Where the factors are medical, these must be supported by a medical certificate. Any problems affecting performance during the course of the Penal Collection must be reported to the invigilator. No mitigating factors reported after the end of the Penal Collection will be considered.

Penal Collections will be marked by two independent external examiners, who will be postholders in the University or other Colleges. The examiners will not be made aware of the identity of the student, or of the target grade set, but will be informed of the stage in the course that the student has reached and instructed to take this into account when deciding on an appropriate mark. Where the marks given are close (within 4 marks) the College will accept the average of the two marks. Where the marks differ by more than 4 marks, the examiners will be asked to discuss the paper and agree a mark.

Stage 5: Formal disciplinary hearing

In the event of non-compliance with any of the terms of Academic Probation, including the failure of Penal Collections, the Senior Tutor shall refer the matter, and recommended penalty, to an Academic Disciplinary Committee.

An Academic Disciplinary Committee is composed of three members of the Governing Body, chosen from a panel of ten agreed by the Governing Body at its first meeting in Michaelmas term. The panel must include five members with at least 10 years seniority, and must not include the Principal, Vice-Principal, Senior Tutor, or Dean. The three members will be chosen by lot, but must include at least one member with at least 10 years seniority. An Academic Disciplinary Committee will not include the student's Personal Tutor, any of the student's subject tutors nor any other member who has had any significant involvement with the student.

The Senior Tutor and Personal Tutor will be asked to present evidence to the Committee, but will withdraw prior to any decision being taken by the Committee. The Senior Tutor may recommend to the Committee that the student should be suspended (rusticated) or their course terminated (sent down).

The student has a right to appear at the formal disciplinary hearing and to bring one advisor or representative at their own expense. The student will be given at least two weeks' notice of the meeting. The student will be given copies of all materials that will be presented to the Academic Disciplinary Committee and will be informed of the names of the members of the Committee. The student may submit a written case to the Committee up to 48 hours before the meeting, and is encouraged to do so. This must include evidence of any mitigating factors raised, e.g. medical certificates.

If the student chooses not to appear at the meeting, the Academic Disciplinary Committee will review the evidence presented by the Senior Tutor and Personal Tutor and any written case presented by the student and make a decision.

The Academic Disciplinary Committee may uphold the Senior Tutor's recommendation, modify the Senior Tutor's recommendation, or it may reject the Senior Tutor's recommendation and then either impose a lesser penalty or impose a further period of Academic Probation. Should a further period of Academic Probation be imposed, the Academic Disciplinary Committee would set the conditions. If a period of suspension (rustication) is imposed, the Academic Disciplinary Committee may impose academic or non-academic conditions for a student to return to their course.

The Chair of the Academic Disciplinary Committee will ensure that a careful record is made of the proceedings and the Chair may invite a note taker to the hearing. The report will clearly set out the grounds for action, the factors that were taken into account, and the final decision. A written copy will be sent to the student and to the Governing Body.

Stage 6: Governing Body

The decision of the Academic Disciplinary Committee shall be reviewed by the Governing Body. This review shall afford the student the opportunity to appeal against the Committee's decision. The Governing Body shall proceed as follows:

The Governing Body will consider procedural matters and will not question the academic judgement of the Academic Disciplinary Committee. It will review the Committee's report, and ask questions of members of the Committee, the Senior Tutor, the student's Personal Tutor and subject tutor(s) in order to verify the facts of the case. The members of the Committee, the Senior Tutor, the student's Personal Tutor and subject tutor(s) shall then withdraw.

If the student chooses to accept the decision of the Academic Disciplinary Committee, the Governing Body will confirm or rescind the decision at this stage. The Governing Body may also vary the penalty. If any penalty recommended, such as suspension (rustication) or termination (sending down), is confirmed by Governing Body, the penalty will then have immediate effect, and the College procedure is considered closed.

If the student chooses to appeal the decision of the Academic Disciplinary Committee, he/she will make a written submission to the Governing Body. The student may appear in person before the Governing Body, and may choose to be accompanied to this meeting by one advisor or representative at their own expense, if he/she informs the Governing Body in advance of the meeting. Alternatively, the student may ask a Fellow or other representative to speak on his/her behalf at the meeting. The Governing Body may question the student, if present, on the facts of the case. The student and his/her companion or representative shall then withdraw for the Governing Body's final deliberations and decision.

The Governing Body will confirm or rescind the decision of the Academic Disciplinary Committee. The Governing Body may also vary the penalty. The decision of the Governing Body on the penalty will have immediate effect, and at this point the College procedure is considered closed.

The Principal will normally convey Governing Body's decision in writing to the student within two days.

Stage 7: Appeal to the Conference of Colleges' Appeal Tribunal

If the student wishes to appeal against the decision of the Governing Body, he/she or she may do so to the Conference of Colleges' Appeal Tribunal (CCAT) within 5 days of the date of the decision. The student may also apply for a further review of the appeal to the Office of the Independent Adjudicator (OIA) within three months of the date of the decision, but such an appeal must follow an appeal to CCAT.

b) Exceptional cases

In exceptional cases, the Senior Tutor, in consultation with the student's Personal Tutor, may place a student directly on a Second Formal warning, or place a student directly on Academic Probation, or recommend directly to a formal disciplinary hearing that a student's course be suspended or terminated. Exceptional circumstances will include, but are not restricted to, the examples given in this section. Any student who engages in academic dishonesty will be considered to have committed serious misconduct, and may be placed directly on Academic Probation or referred directly to a Formal disciplinary hearing.

Exceptional cases which will lead to the termination of a course will include:

- i) Any student who fails a University Examination which contributes to their degree classification, or fails to pass any other compulsory component of their degree course, or fails to complete any other compulsory requirements (e.g. practicals or fieldwork) laid down by the University as a necessary part of his/her course.
- ii) Any student who has engaged in significant academic dishonesty, e.g. plagiarism, in multiple tutorial essays or cheating on one or more Collection.
- iii) Any student who has gained admission to the College dishonestly.

Any student who is found to have engaged in academic dishonesty, e.g. plagiarism on a single tutorial essay or cheated in a single Collection may be placed directly on Academic Probation.

Any student who fails any examination within the First Public Examination at the first sitting (even if they pass overall) may be placed directly on Academic Probation.

- c) Throughout these procedures, any letter delivered to a student's College pigeonhole during term time, or message sent to a College email address will be deemed to have been received within 24 hours of being sent. Any letter outside term time sent to the home address held on the College database, or sent to a College email address, will be deemed to have been received within 3 days of being sent. If a student does not attend any meeting, that meeting may be deemed to have happened or may proceed without the student in attendance. Any examination is only considered to be passed where the pass is at Honours level (university standard marks of 40 or above).

d) Academic Disciplinary Procedure Flowchart

