



ST PETER'S COLLEGE, OXFORD

ACADEMIC DISCIPLINE PROCEDURES FOR UNDERGRADUATES

approved by the Governing Body on 15 October 2008

1. Scope of these Regulations

- (a) For the purpose of these procedures, “undergraduates” includes graduates reading for a Final Honour School. It also includes Visiting Students following an undergraduate course of study at St Peter’s. All Junior Members to whom the procedures apply are referred to below as “students”.
- (b) Where written communication with students is required by these procedures, it will be sent to the student’s College address (via their pigeon hole), and notification will be sent by email to the student’s *spc.ox.ac.uk* email address.. Communications outside term will also be sent by post to the last home address held by the College.
- (c) In addition to these Regulations, students are expected to perform satisfactorily in University Public Examinations. Students who fail the First Public Examination have an automatic right to resit, at the next available opportunity (normally September), the papers that are necessary to enable them to proceed to the Second Public Examination. Students will not be permitted to continue their course of study if they fail any paper of their first resit.

2. Academic Obligations of Undergraduates

Undergraduates have the following academic obligations:

- A. (i) to attend tutorials and appropriate lectures, classes, seminars and practical sessions as stipulated by their Subject Tutor(s) as well as all Tutors’ and Master’s Collections.;
- (ii) to submit all work required by the tutor(s) (including class or laboratory supervisors) to a standard appropriate to the stage which they have reached in their course; and pay attention to Subject Tutors’ feedback on their work.
- (iii) to submit all work on time, except where a tutor has explicitly given permission for it to be handed in late, and to adhere to proper scholarly standards, for example by giving appropriate credit for quoted material and acknowledgment for any respect in which the work is not the student’s own or for any assistance received.
- B. to achieve an acceptable standard in all written Collections (ie the termly College examinations set by or on behalf of the Subject Tutor(s)) as defined by the Subject Tutor(s) and communicated to the student prior to the Collection.

3. Initial procedures including first formal warning

- (a) In the case of alleged breaches of obligations under 2A above,
- 1) It is expected that Subject Tutors and students will initially attempt to resolve any perceived deficiencies informally, within the normal student-Tutor relationship. The intention is to help students to reach their potential without resort to the formal procedures laid down below.
 - 2) If the perceived deficiencies persist, then the Subject Tutor will give the student a written warning (the **first formal warning**), with a copy sent to the Tutor for Undergraduates, but also will continue, where appropriate, to attempt to resolve the matter informally.
 - 3) If the matter is not thereby resolved, the Subject Tutor may proceed to make a formal complaint to the Tutor for Undergraduates under the provisions of Section 4 below.
- (b) In the case of an alleged breach of obligations under 2B, the **first formal warning** consists of a written communication from the Subject Tutor to the student of the relevant Collection result, together with a clear written statement, copied to the Tutor for Undergraduates, that the result is unsatisfactory. The Subject Tutor should meet the student informally to discuss the Collection result. If the Subject Tutor does not feel that the informal meeting resolves the issues that may have led to the unsatisfactory result(s), then they may proceed to a **formal complaint** to the Tutor for Undergraduates under the provisions of Section 4 below. The decision to make a formal complaint may be based on a pattern of performance over a number of College Collections.
- (c) A **formal complaint** to the Tutor for Undergraduates may be made as a result of a combination of alleged breaches of obligations, but only if all the relevant first formal warnings have been given.
- (d) If the matter has not already been resolved informally, first formal warnings will lapse 16 term-time weeks after they have been issued if the matter has not been the subject of a formal complaint to the Tutor for Undergraduates in that time. The Subject Tutor may renew the first formal warning if they feel the circumstances require it.

4. Second stage of formal procedures including second formal warning

- (a) Where a Subject Tutor is of the view that an undergraduate is in breach of his or her academic obligations, after following the procedures in Section 3 that Tutor may make a **formal complaint to the Tutor for Undergraduates**. That complaint shall contain, in sufficient detail, written statements of:
- 1) the nature of the student's failure to meet his or her academic obligations;
 - 2) a record of when the matter was brought to the attention of the student (including copies of the first formal warning and/or the written notification of the unsatisfactory Collection result) and the student's response;
 - 3) if appropriate, any other factors which the Subject Tutor believes should be taken into consideration.
- (b) The Tutor for Undergraduates will then consider the matter, and will conduct a special interview with the student. In advance of the interview, the student will

be given a copy of the complaint. The interview is not an adversarial proceedings and the student has no right to legal representation, but the Tutor for Undergraduates, in his or her discretion, the exercise of which shall not be withheld without reasonable cause, may allow the student to be assisted by any person¹. At the interview, the student will be given an opportunity for a full discussion so that they may put their case and make the college aware of any mitigating or complicating circumstances.

- (c) Following the interview, the Tutor for Undergraduates may decide to proceed in one of the following three ways:
- 1) no further formal action is required; or
 - 2) the student must sit a **Special Collection or Collections**, with a minimum of two weeks' notice, and achieve a specified reasonable level of achievement, which may be set in consultation with the Subject Tutors and will be communicated to the student at the time of notification of the Collection. [A University public examination (or any individual paper or papers in that examination) for which the student is entered may take the place of a Special Collection in any requirements made, provided it takes place at least two weeks after the decision of the Tutor for Undergraduates has been communicated to the student.]; or
 - 3) the student is to be placed on **informal special report** for a period not more than the remainder of the current term and the whole of the next term, with specific requirements related to academic obligations 2A above.

If the grounds of the Subject Tutor's complaint is a combination of obligations under 2A and 2B, then the Tutor for Undergraduates may require both (c2) and (c3) above, and these requirements may be concurrent.

The Tutor for Undergraduates will convey the decision in writing to the student without unreasonable delay, sending a copy to the Subject Tutor. Any requirements under (c2) and/or (c3) will constitute the **second formal warning**.

5. Third formal stage: The Academic Disciplinary Panel

(a) If the student does not perform to the specified standard in Special Collections (or the prescribed Public Examination) and/or does not fulfil satisfactorily the requirements of informal special report, then the Tutor for Undergraduates may make a **formal complaint to an Academic Disciplinary Panel**, constituted as set out in Annex A below. This complaint should state clearly on what grounds it is made and should include the full original complaint as made by the Subject Tutor. A copy of the complaint and all supporting documentation must be sent to the student, who must be informed that he or she is now the subject of the third stage of formal academic disciplinary procedures, which may result in their course of study being terminated if further requirements are not met.

(b) The Academic Disciplinary Panel in a **Formal Disciplinary Hearing** will hear the complaint as soon as is practicable, normally within one to three weeks of the Tutor for Undergraduates' formal complaint. The student will have the opportunity to bring forward material considerations and mitigating circumstances. The student is allowed to take advice in advance of the hearing and should be adequately represented at the hearing, being given the chance either to make a written submission, or, if he or she prefers, to appear in person before the Panel. In the latter case, the student should be offered the opportunity to be accompanied by a person of his or her choice¹.

(c) The Academic Disciplinary Panel's duty is to establish all relevant facts and to decide to proceed in one of the following ways:

- 1) to rule that the complaint is now resolved and that no further action is required
- 2) to rule that the student must sit a **Final Collection or Collections** and must achieve at least an Honours standard in each paper sat; a University Public Examination, or part of that Examination, may count for this purpose if it takes place at least two weeks after the Panel's decision is communicated to the student
- 3) to place the student on **formal probation** for a period of up to two terms, with specific requirements related to academic obligations 2 (a), (b) and (c) above.

If the complaint of the Tutor for Undergraduates combines unsatisfactory performance in a Special Collection with failure to fulfil the requirements stipulated for the period of special report, then it is open to the Panel both to require satisfactory performance in a Final Collection and also to place the student on formal probation for a specified period. In reaching its conclusion, the Panel may invite the Subject Tutor(s) to attend and make representations or give evidence relevant to the complaint. Exceptionally, it may invite other College Officers or other students, to attend the hearing, answer questions, and provide information relevant to the complaint. All such further information that may be received being will be made available to the student who is the subject of the complaint as soon as possible, and the student will be entitled to call material evidence or make representations based on this additional evidence.

(d) In communicating the Academic Disciplinary Panel's decision to the student, it must be made clear that a failure to achieve the specified requirements will result in the student's course of study being terminated.

6. Monitoring of conditions required by the Academic Disciplinary Panel

- (a) If the student is required to pass Final Collections to Honours Standard in each paper individually and does not do so, then he or she will be subject to a Master's Hearing as specified in Section 7 below.
- (b) If the student has been placed on probation, the Tutor for Undergraduates will monitor the student's progress each week, and will warn the student of any possible infringements. By the end of weeks 5 and 9 of each term in which a student is on formal probation, the Tutor for Undergraduates will formally review the fulfilment of probationary requirements. If these requirements have not been fulfilled then the student will be subject to a Master's Hearing as specified below.

7. Final Stage: Hearing before the Master

In accordance with the Statutes, the final power to terminate the course of study of a student of St Peter's College rests with the Master. (In the Master's absence, his powers devolve, under the Statutes, to the Vice-Master, who may therefore carry out the procedures of this section if the Master is unavailable to do so.)

If a student fails to satisfy the conditions required by an Academic Disciplinary Committee, the Tutor for Undergraduates will bring the case to a Master's hearing, which must be held reasonably promptly, normally within the next 14 days.

The Tutor for Undergraduates will provide the Master with the complaint and supporting evidence, and records of the previous stages of the disciplinary process, and a clear statement of the respect(s) in which the student has failed to fulfil the requirements laid down by the Academic Disciplinary Committee. The student will be given a full copy of all documents submitted to the Master. The Master will then invite the student to attend a formal hearing, giving at least one week's notice. The student may provide, in advance of the hearing, any written statement of their own, or any other document (such as medical evidence) which they wish the Master to consider. In response to the statements of the Tutor for Undergraduates and the student, the Master may make written enquiries of any person, and copies of those enquiries and their responses will be immediately provided to the student.

At the hearing, the Tutor for Undergraduates will present the case. The student will have the opportunity to bring forward new material considerations and mitigating circumstances. The student is allowed to take advice in advance of the hearing and to be represented at the hearing, or, if he or she prefers, to appear in person before the Master. In the latter case, the student may be accompanied by a person of his or her choice ¹. The Master, at his absolute discretion, may summon other persons to be present and may adjourn the hearing to be continued at a specified later date.

Following the hearing, the Master will decide either that

- (i) the complaint has now been resolved; or
- (ii) that the student's course of study is terminated, so that the student is sent down; or
- (iii) that the student's course of study is suspended, so that the student is rusticated, subject to specified conditions for readmission

In exceptional cases the Master may also proceed as follows:

- (iv) In the case of a student who has been placed on probation, he may rule that the complaint has not been resolved but that the student should remain on probation and that the hearing with the Master will be reconvened if there is any violation of the conditions set.
- (v) In the case of a student who has failed Final Collections, he may rule that the student should re-sit all or part of those Collections (at a time of the Master's determination). Following this, the hearing with the Master will be reconvened.

8. Right of Appeal to OIA.

If the student wishes to appeal against the decision of the College, he or she may do so by referring the case to the Office of the Independent Adjudicator within 3 months of the College's final decision. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website at: www.oiahe.org.uk.

¹ The JCR and its Officers are available to provide confidential support and/or representation should the student request it.

Annex A

Composition of the Academic Disciplinary Panel

1. The Academic Disciplinary Panel is a standing committee nominated by the Governing Body with the following composition:

Senior Tutor

Three further members of the Governing Body

2. For any particular Disciplinary Hearing, the Senior Tutor will act as Convenor of the Panel, except where the Senior Tutor is a Subject Tutor of the student in question, in which case the Convenor will be the longest-standing member of the Governing Body among the remaining Panel members.
3. Three Panel members must be present to constitute a quorum at a Disciplinary Hearing or any other meeting of the panel. A Panel member may not attend any Disciplinary Hearing concerning a student of whom they are a Subject Tutor.
4. The Senior Tutor (or the Convenor of the Panel under the provision of Section 2 above) has power to co-opt further Panel members if necessary (eg. if a member is on leave or otherwise unavailable; or in order to avoid a conflict of interest in the event that the Panel is convened to consider the case of a student in the same subject area as one of the Panel members).
5. The following College Officers may not serve as members of the Panel:
 - Master
 - Vice-Master
 - Tutor for Undergraduates
 - Tutor for Welfare
 - Dean
6. The Panel decision must be unanimous.



