



ST PETER'S COLLEGE, OXFORD

ACADEMIC EXPECTATIONS AND DISCIPLINARY PROCEDURES (AEDP) FOR UNDERGRADUATES

Academic Expectations and Obligations

The college draws a distinction between the college's high academic expectations of students' achievement and students' minimum academic obligations to the college.

Expectations

Academic expectations are what students are expected to aim for in terms of achievement and where such expectations are not met students and tutors are expected to work together to see what can reasonably be done to help the student meet those expectations.

No student will be subject to academic disciplinary procedures simply for failure to meet the college's high academic expectations of them.

The only consequence of failure to meet the college's expectations is a recommendation that they and their tutors try to resolve the situation through informal discussion and review, and where appropriate, recourse to the welfare support available through the college and university.

For almost all students, written work for tutorials and termly collections, even if their results are not as good as everyone would like them to be, should be seen as learning opportunities which, whatever their outcome, will have a helpful role in improving a student's performance in subsequent public exams. They need to be treated seriously, they need to be worked at and prepared for as much as any other work or exam but they are not public exams and in most cases if they do not go well there should be the feedback and time to help make any improvements necessary.

Obligations

At the same time being a member of an academic community such as the college incurs certain minimum academic obligations which must be met to remain a member of the college.

Academic disciplinary procedures will only apply to students who repeatedly fail to meet their academic obligations.

Where a student fails to meet their academic obligations, in the first instance it is expected that they and their tutors will also try to resolve the situation through informal discussion, and where appropriate, recourse to the welfare support available through the college and university.

However, the college is primarily an academic community and where a student repeatedly fails to meet their academic obligations this AEDP will be used to help them meet those obligations. If despite this a student persistently fails to meet their academic obligations, as a very last

resort and after due process this may lead to the termination of both their course of study and their membership of the college. Referral to such later stages of this procedure in the past has been extremely rare but it has to be said that when justified the entire process has been used.

Early Intervention

It should be recognized that whilst first formal warnings and the odd formal complaint are not unheard of, they too are rare events. It is true however that early and minimal intervention when academic expectations or obligations are not met is in both parties' interests.

Tutors and students are expected to explore and try to resolve at an early informal stage any reasons for underperformance relative to the college's academic expectations.

In the case of students passing but nonetheless underperforming in their first public exams, (such as prelims and mods, generally held at the end of the first year), interviews may be held in following terms with tutors who have not been directly involved in the student's tuition or supervision or with the tutor for undergraduates and/or the Master as appropriate. These do not form part of this disciplinary process but are part of the informal review process aimed at identifying and remedying underperformance.

Tutors are also encouraged to report at an early stage any unexplained and persistent neglect of academic obligations particularly absence from tutorials, non-submission of written work and/or unacceptable collection marks.

Experience shows that addressing such issues at whatever level early on can often turn around a situation with minimal intervention which might, if left till later, be more difficult to remedy. It must be stressed though that for almost all students the disciplinary procedure described below is something that they will not encounter at all during their course.

Levels of Expectations and Obligations

Expectations

Undergraduates are admitted in the expectation that they will pass their first public exams and in due course graduate with a 2.1 or 1st Class Honours degree. Expectations regarding written work and collections are consequently of the same standard.

Obligations

Students' academic obligations are set out in these procedures, in the more general college student regulations and in the university's examination regulations and other rules governing academic conduct in the university. Students' academic obligations relate to attendance, submitted work, vacation work and communication with tutors as well as results in public exams and college collections and standards of written work.

The minimum acceptable standard for written work, collections and other exams is that of a lower 2nd. Failure to achieve this minimum level in written work, collections or other exams would trigger action under this disciplinary procedure. In the first instance though this would just involve informal discussion with Tutors. Only in the case of repeated failure to meet academic obligations would this lead to further stages of the procedure.

Objectives

The main objective of these procedures is wherever possible to help students pass their first public exams and in due course graduate with a 2.1 or 1st Class Honours degree.

Academic Disciplinary Procedures

1. Scope of these Procedures

- 1.1 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”.
- 1.2 These procedures shall come into force from the beginning of Trinity Term 2014. Students who at this date are subject to proceedings commenced prior to this date under the college’s previous Academic Disciplinary Procedure will continue to be dealt with under that procedure until the issue concerned has been resolved.
- 1.3 These procedures may in future be subject to amendment from time to time by decision of the Governing Body such amendments shall come into force 28 days following the Governing Body’s decision.
- 1.4 Where written communication with students is required by these procedures, it may be sent either in paper copy to the student’s College address (via their pigeon hole) or by email to the student’s spc.ox.ac.uk email address and preferably but not necessarily by both means. Communications outside term will also be sent by post to the last home address held by the College. Students are reminded that they have a duty under the college student regulations to check their email every day and their pigeonholes at least every three days during term time.
- 1.5 In addition to these procedures, students are expected to perform satisfactorily in University Public Examinations.
 - (a) Students who fail the First Public Examination have an automatic right to resit once, at the next available opportunity (normally September), the papers that are necessary to enable them to proceed to the Second Public Examination.

Unless instructed to the contrary the college may enter Students for the next available resit paper. Other than in exceptional circumstances permitted by the university, students will not be permitted by the college to continue their course of study or change to any other course of study if they fail any paper of the resit or fail to take any resit paper for which they have been entered.

- (b) Students who fail Final Honour School examinations or are not otherwise classified by the examiners, if permitted by the University Examination regulations to re-enter the following year, may only do so with college permission.

Such permission will not normally be granted by the college other than in exceptional circumstances. In the absence of any valid and successful request to re-enter having been received by the next available due date for re-entries, any student having failed their FHS examinations will be withdrawn from their course.

1.6 The following procedures comprise :

- (a) **First Stage**
Initially and preferably early and without delay when problems appear, attempts are made at **Informal Resolution**. If these are unsuccessful the formal procedure begins with a **First Formal Warning** to the student and if not resolved thereby a **Formal Complaint** is made to the Tutor for Undergraduates (TfU) by the tutor.
- (b) **Second Stage**
Any formal complaint leads to a **Special Interview** of the student by the TfU. If the issue(s) are still not resolved the TfU may impose **Special Collections** and **Special Report** requirements which comprise a **Second Formal Warning**.
- (c) **Third Stage**
Failure to comply with the conditions set in Special Collections or Special Reports and the absence of their renewal in the hope of resolution may lead to a formal disciplinary hearing before the **Academic Disciplinary Panel**. This may impose **Final Collections** and/or place a student on **Formal Probation**.
- (d) **Final Stage**
Failure to meet the conditions of Final Collections or Formal Probation may lead to a student being subject to a **Master's Hearing** which can result in the student's course of study being terminated and the student sent down.

A final decision to send down a student may result from continued failure to meet academic obligations which are detailed below regarding either i) Academic Work and Communication or ii) performance in College Collections. It must be stressed that a student's overall academic obligations cannot be met by just passing exams which on their own are a necessary but not sufficient condition to remain part of the college's academic community.

2. Academic Obligations of Undergraduates

Undergraduates have the following academic obligations:

2.1. Academic Work and Communication

- (a) **Attendance**
to attend all tutorials and appropriate lectures, classes, seminars and practical sessions as stipulated by their Tutor(s) as well as all Tutors' and Master's Collections.;
- (b) **Standard of Academic Work**
to conduct and submit all work (including any vacation work and attendance under (i) above) required by their 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 Tutors' feedback on their work. Unless otherwise specified by the Tutor(s) the minimum expected standard is at least that of an upper-second-class

standard and the minimum acceptable standard shall be taken to be at least that of a lower-second-class standard.

(c) **Timeliness of Academic Work**

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.

(d) **Prioritisation of Academic Work**

to give sufficient priority to their academic work over other commitments throughout their course to be able to meet their academic obligations and to seek their tutor's advice in advance in order to resolve any conflicts regarding prioritising their academic work.

Particular issues which can arise are in allowing sufficient time for academic work during vacations, and the competing demands of job interviews, internships, sporting fixtures and travel arrangements at the start and end of terms.

i) **Employment**

Students are reminded that the college regulations require students to seek prior approval for any paid employment during full term. Such permission will not be granted other than in exceptional circumstances.

ii) **Vacation Work**

Students are expected to commit sufficient time to academic work during vacations whether or not they are specifically assigned vacation work by their tutors.

(e) **Communication**

to maintain an sufficient and reasonable level of communication with their tutors to enable them to meet their academic expectations and in particular:

i) to communicate promptly to their tutors any anticipated or actual failure to meet any of the above obligations (a) – (d) above with details of when they will be able to meet the obligations concerned

ii) to communicate promptly regarding their course of study when requested to by the college or those acting for the college, whether by the Master, College Tutors or any College Officer or other employee.

iii) failure to comply with obligations under (e)i) & ii) above which involves failure for more than six weeks in full term and without good cause to respond to any repeated written communication regarding their course of study may, in addition to any disciplinary proceedings under these procedures or the college's student regulations, constitute notice that the student has decided to voluntarily withdraw from their course. In such cases the University may be notified accordingly and the student removed from membership of the college.

2.2. College Collections

to achieve an acceptable standard in all college collections (i.e. College examinations).

- (a) With the exception of Final Collections under 5.3 below and collections under 2.2(b) below and unless an acceptable standard is otherwise defined and communicated to the student prior to the collection by the student's tutor(s), the minimum expected standard shall be taken to be at least that of an upper-second-class standard and the minimum acceptable standard shall be taken to be at least that of a lower-second-class standard.
- (b) In the case of any collections or written work set prior to return following intermission on medical, welfare or academic grounds, and unless an acceptable standard is otherwise defined and communicated to the student prior to the written work or collection being set by student's tutor(s), the minimum expected standard to be set by tutors shall be taken to be at least that of the passing grades obtained by the student in their first public examinations and the minimum acceptable standard shall be taken to be at least an Honours standard in each paper or piece of written work.

All tutors should inform the Tutor for Undergraduates of any student failing to achieve an acceptable standard as defined above in any written collection or assigned written work whether or not this results in a first formal warning to the student from the student's tutor.

3. First Stage

3.1 Informal Resolution

In the case of alleged breaches of any academic expectations or obligations under 2. above, it is expected that tutors and students will initially attempt, where appropriate, to resolve any perceived lapses informally, within the normal student-tutor relationship.

Where appropriate a student may also be referred to the college's welfare officers or the university counseling service. The intention is to help students to reach their potential without resort to the formal procedures laid down below.

If the breaches are not resolved informally and persist, the student may be sent a first formal warning as follows :

3.2 First Formal Warning

Guidelines

Before issuing a first formal warning the Subject Tutor or Tutor for Undergraduates must have considered the following Factors :

- i) What specific academic obligation(s) under 2.1 or 2.2 above the student has failed to meet. Details including dates of such failures must be detailed in the warning letter.
- ii) Whether there have been attempt(s) made to resolve the failures informally by communicating with the student. Students may be required to resit or take further collections as part of informal attempts to resolve unacceptable collection results under 2.2 above. Details including dates of such communications and any resits must also be detailed in the warning letter.

- iii) Whether there have been repeated or additional failures to meet any of the academic obligations under 2.1 or 2.2. above. If the failure is an isolated first instance, informal resolution under 3.1 above should be used first.
- iv) Whether there are any reasonable welfare issues which might affect the issuance of a first formal warning. The existence of welfare issues should not normally prevent the issuance of a first formal warning but consideration must be given as to whether, if such issues exist, a first formal warning is the most appropriate or only means of dealing with the student's failure to meet their academic obligations. The Tutor for Undergraduates (who may consult the College Welfare Team) should be consulted first in case of doubt.

Giving First Formal Warnings

In the case of alleged breaches of obligations under 2.1 (regarding academic work and communication) above,

- (a) the Subject Tutor will inform the Tutor for Undergraduates that the student has not met their academic obligations. The Subject Tutor or the Tutor for Undergraduates will give the student a written **first formal warning** that their academic obligations have not been met, with a copy sent to the Tutor for Undergraduates or Subject Tutor not sending the warning. The Subject Tutor will also continue, where appropriate, to attempt to resolve the matter informally.
- (b) 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.

In the case of an alleged breach of obligations under 2.2 (regarding collections) above,

- (c) the Subject Tutor will inform the Tutor for Undergraduates of the collection result. The Subject Tutor or the Tutor for Undergraduates will give the student a written **first formal warning** comprising the collection result and a clear statement, that the result is unacceptable.

Subject Tutors are expected to inform all students of the results of normal college collections taken in 0th week of term before the end of 4th week of that term. In the case of such collections no first formal warning may be issued to a student solely as the result of an unacceptable collection result which the student was informed of after the end of 4th week of that term. The timing of any resits or further collections imposed as part of attempts to resolve such a situation informally under 3.2(ii) above must also take into account any such delay in communicating the unacceptable result.

Nonetheless, unacceptable collection results whenever received may be used in combination with other failures to meet academic obligations in evidencing repeated or additional failures to meet any of the academic obligations under 2.1 or 2.2. above.

A copy of any first formal warning will be sent to the Tutor for Undergraduates or Subject Tutor not sending the warning. The Subject Tutor and/or the Tutor for Undergraduates should where appropriate, attempt to meet the student informally to discuss the Collection result.

- (d) If the matter is not thereby resolved, for example by passing a resit or further collection or otherwise, the Subject Tutor may proceed to make a formal complaint

to the Tutor for Undergraduates under the provisions of 4. below. The decision to make a **formal complaint** may be based on a pattern of performance over a number of College Collections.

- 3.3 A formal complaint to the Tutor for Undergraduates may be made as a result of a combination of alleged breaches of obligations under 2.1 and/or 2.2, but only if all the relevant first formal warnings have been given.
- 3.4 First formal warnings will lapse 16 term-time weeks after they were last issued or renewed if the matter has not been the subject of a formal complaint to the Tutor for Undergraduates in that time.
- 3.5 The student's tutor or the Tutor for Undergraduates may renew the first formal warning if they feel the circumstances require it providing the student's tutor, the Tutor for Undergraduates and the student are all notified in writing of the renewal.

4. Second Formal Warning

- 4.1 Where a student's tutor is of the view that an undergraduate is in breach of his or her academic obligations, after following the procedures in Section 3 a student's tutor may make a **formal complaint** to the Tutor for Undergraduates. The Tutor for Undergraduates will then consider the matter, and will if considered appropriate send notice in writing to the student requiring the student to attend a **special interview** at which consideration will be given to issuing a **second formal warning**.
- 4.2 In advance of the special interview, the student will be sent details of the complaint in writing comprising statements of :
 - (a) the nature of the student's failure to meet his or her academic obligations;
 - (b) a record of when the failure was brought to the attention of the student
 - (c) copies of the first formal warning (including any written notification of unacceptable collection result(s)) and any response from the student;
 - (d) any other factors which the student's tutor or Tutor for Undergraduates believes should be taken into consideration.
- 4.3 The special interview is not an adversarial proceedings, 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 person ¹. 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.
- 4.4 Following the special interview, the Tutor for Undergraduates may decide to proceed in one of the following three ways:
 - (a) no further formal action is required; or
 - (b) the student must sit a **Special Collection** or Collections, with a minimum of two weeks' notice, and achieve a specified level of achievement, which is to be set in consultation with the Subject Tutors and will be communicated to the student at the time of notification of the Collection. Special Collections should be specially invigilated and any failure to attend or hand in scripts carefully recorded. [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.]; and/or

- (c) the student is to be placed on **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 under 2.1 and 2.2 above.

4.5 If the student without good cause fails to attend the special interview or fails to communicate promptly to the tutor for undergraduates regarding any anticipated or actual failure to attend the special interview, then the tutor for undergraduates may warn the student in writing that further failure to attend a special interview will result in referral to an Academic Disciplinary Panel and that this constitutes the **Second Formal Warning**.

4.6 If the student does not fulfill satisfactorily the requirements of special report, the Tutor for Undergraduates may without prejudice to the immediate or subsequent application of paragraph 5.1 below, renew the term of any informal special report for a further term with specific requirements related to academic obligations under 2A above. In this case the student will be sent details of:

- (a) the nature of the student's failure to fulfill satisfactorily the requirements of special report;
- (b) a record of when the failure was brought to the attention of the student
- (c) notice of the renewal of the 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 under 2.1 and 2.2 above.
- (d) notice that continued failure to fulfill satisfactorily the requirements of special report may result in referral to the Academic Disciplinary Panel under paragraph 5.1 below.

If the grounds of the Subject Tutor's complaint are a combination of obligations under 2.1 and 2.2, then the Tutor for Undergraduates may require both 4.4(b) & (c) above, and these requirements may be concurrent.

4.7 The Tutor for Undergraduates will convey the decision following the special interview in writing to the student without unreasonable delay, sending a copy to the student's tutor and stating that any requirements under 4.4(b) &/or (c) constitute the **Second Formal Warning**.

5. Academic Disciplinary Panel

5.1 If the student does not perform to the specified standard in special collections (or the prescribed Public Examination) and/or does not fulfill satisfactorily the requirements of informal special report, or does not attend any special interview requested without good cause, 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 student's 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.

- 5.2 The Academic Disciplinary Panel in a **Formal Disciplinary Hearing** will hear the complaint as soon as is practicable, normally within two 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 choice ¹.
- 5.3 The Academic Disciplinary Panel's duty is to establish all relevant facts and to decide to proceed in one or more of the following ways:
- (a) to rule that the complaint is now resolved and that no further action is required,
 - (b) 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. Any College Final Collection or Collections must be double marked and at least one marker for each paper must be a suitably qualified person who has not taught the student and who is not a member of the college; and/or
 - (c) to place the student on **Formal Probation** for a period of up to two terms, with specific requirements related to academic obligations under 2.1 and 2.2 above.

If the complaint of the Tutor for Undergraduates combines unsatisfactory performance in a special collection with failure to fulfill the requirements stipulated for any 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 student's 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 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.

- 5.4 In communicating the Academic Disciplinary Panel's decision to the student:
- (a) it must be made clear that a failure to achieve the specified requirements will result in the student's course of study being terminated.
 - (b) the Academic Disciplinary Panel's reasons for their decision must be clearly stated.

6. Monitoring of conditions required by the Academic Disciplinary Panel

- 6.1 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.
- 6.2 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 fulfillment of probationary requirements.

If these requirements have not been fulfilled then the student may be made subject to a **Master's Hearing** as specified in Section 7 below.

The outcome of the Tutor for Undergraduates reviews and any decision to make a student subject to a Master's Hearing must be communicated promptly to the student.

7. Final Stage: Hearing before the Master

- 7.1 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.)
- 7.2 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.
- 7.3 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 fulfill 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.
- 7.4 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 choice¹. 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.
- 7.5 Following the hearing, the Master will decide either that:
- (a) the complaint has now been resolved; or
 - (b) that the student's course of study is terminated, so that the student is sent down; or
 - (c) 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:

- (d) 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.
- (e) 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.

- 7.6 In communicating the Master's decision to the student the Master's reasons for the decision must be clearly stated.
- 7.7 If the student is sent down under (b) above thus completing the Academic Disciplinary Procedure or if the student requests it in respect of some aspect of the procedure which the Master's decision completes even if the procedure as a whole might still be subject to further processing, the College must issue a completion of procedures letter in accordance with guidance issued by the Office of the Independent Adjudicator for Higher Education (OIA).

8. Right of Complaint to OIA.

If the student wishes to complain against the decision of the College, he or she may do so by referring the case to the Office of the Independent Adjudicator for Higher Education (OIA) within 3 months of the date of the completion of procedures letter regarding 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 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 (e.g. 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's decision must be unanimous.



