Procedures for Unsatisfactory Work and Academic Discipline

For the purpose of the regulations concerning unsatisfactory work, the term Junior Members refers to undergraduate members of the College. The primary responsibility for monitoring the academic progress of graduate students rests with the relevant University faculty or department, rather than the College. The College updates its procedures for unsatisfactory academic work regularly. The following represents the latest revisions, and replaces all earlier versions. The College retains the right to make further revisions, which will be communicated to Junior Members.

The term unsatisfactory work will normally cover the following:

- Failure to keep all tutorials, classes or other required academic engagements, except where permission has been previously sought and obtained from the tutor concerned, or where there are adequate medical grounds;
- Failure to produce work for tutorials, classes, etc. regularly, as required by the tutor;
- Failure to perform adequately in Collections;
- Failure to produce work of a standard appropriate to the student’s particular academic level.
- Plagiarism. Your studies will of course involve reading and drawing on published (and occasionally unpublished) academic work by others. It is good practice to cite that work in footnotes or in another way that makes clear the sources you have used. Plagiarism, however, means presenting others’ work as your own without acknowledgment, and this is completely unacceptable. Any examples of plagiarism will be treated as matters of academic discipline. If proven, they will be dealt with severely, and in extreme cases may lead to a student being expelled.

The first step in addressing unsatisfactory work will be for tutors to draw the attention of the Junior Member to any inadequacies of their work and to discuss with them its causes and possible remedies. If the problems persist, the Moral Tutor will inform the Junior Member that he/she is being referred to the Tutorial Review Committee (TRC), whose composition, powers and procedures are described below. The Junior Member will then be summoned by letter or email, normally at least one week in advance, to appear before the next meeting of the TRC. The letter will include an outline of the Moral Tutor’s reasons for requesting that the Junior Member be interviewed by the Committee. A Junior Member summoned to appear before the TRC must attend. If a Junior Member fails to attend, the TRC is entitled to consider the case in his/her absence.

THE TUTORIAL REVIEW COMMITTEE

Cases of unsatisfactory academic work will be formally dealt with by the Tutorial Review Committee. The membership of this Committee will normally comprise the Tutor for Undergraduates, the Dean, the Tutor for Admissions, and two other Fellows. The Moral Tutor of the student summoned before the Committee (or another Fellow or Lecturer who is able to report on the Junior Member’s work) will attend for the interview. The Committee will have the power of co-option, and will normally meet twice a term.

Where the TRC deems it necessary in the interests of remediation of unsatisfactory work or failures in academic discipline, it may require Junior Members to produce additional work, and/or to attend specific lectures or classes, and/or to sit Special or Penal Collections. In the event that a Junior Member fails or refuses to comply with a decision of the TRC, the Committee will impose the sanction of expulsion or rustication (that is, being sent away from the College for a specified period of time) unless there are extenuating circumstances. However, any decision by the TRC to expel or rusticate a Junior Member is subject to appeal, as set out below.

Where the TRC, having summoned and interviewed a Junior Member, considers that his/her academic performance is sufficiently poor it will set Special Collections, and may make provision for subsequent Penal Collections in the event that the performance in the Special Collections is inadequate. The Special
Collections are set with the requirement that the student achieve a mark commensurate with his/her academic potential. If such a mark is not achieved, a Penal Collection or Collections will normally follow. It will be made clear to the Junior Member at this stage that failure in these Penal Collections is likely to result in expulsion from the College.

Once a Junior Member has been referred to the TRC, his/her case will automatically be monitored at each meeting of the TRC until it judges that the work has improved to the extent that he/she may be removed from the list of those whose work is regularly reviewed or until the student has left the College. A Junior Member whose work is under regular review may be required to appear before the TRC at any of its meetings. Whenever this happens, the Junior Member will be summoned by letter or email. The TRC will inform the Governing Body, at its next meeting, of the interviews undertaken and of the Committee’s decisions and proposals for future action.

A Junior Member whose work is being monitored by the TRC must seek the advice of their Moral Tutor and consult the Committee before taking on a time-consuming extra-curricular commitment.

At all meetings of the TRC, the following rules apply:

(i) At least four members of the TRC (counting the Tutor for Undergraduates, reserve members and co-opted members) will be present throughout the consideration of each case.
(ii) A Junior Member summoned to a meeting of the TRC may be accompanied and supported by another person, for example a member of the JCR Committee, should they wish.
(iii) The Moral Tutor and the Junior Member will be free to submit evidence and arguments to the Committee in advance of the meeting, either orally or in writing, but in either case each must be allowed a sufficient opportunity to respond to the materials put forward by the other.
(iv) At the meeting, the Moral Tutor will be asked to outline the evidence that the Junior Member has not been performing at a satisfactory level. The Junior Member will be invited to respond, and is entitled to question or challenge the evidence put forward by the Moral Tutor.
(v) The Committee will decide, on the basis of the evidence and arguments submitted to it, what course of action should be taken. This decision will normally be unanimous. Exceptionally a decision may be reached by a simple majority of those present, in which case the basis of the decision will be recorded.
(vi) Any decision and the reasons for it will be communicated in writing by the Tutor for Undergraduates to the Junior Member.
(vii) As with any matter coming before the Governing Body or one of its committees, any member of the TRC who has a conflict of interest with regard to a case in front of the Committee must absent himself or herself from any consideration of that case.
(viii) As the chair of the Governing Body, to which any appeal against a decision of the TRC would be made, the Provost will not be present at meetings of the TRC, and will not play a part in its decisions.
(ix) Any member of the TRC who is the Moral Tutor or who has a conflict of interest in the case or who has taught or expects to teach the Junior Member must absent himself or herself before the decision is discussed and reached by the Committee.

**Penal Collections**

If Penal Collections are set, the normal requirement will be the attainment of an Upper Second-Class mark; such collections will be marked by an assessor external to the College, to whom the Junior Member’s identity is not disclosed. If the Junior Member achieves the marks required, the Committee will inform the Junior Member through the Tutor for Undergraduates. It will be open to the Committee to require the Junior Member to sit Penal Collections again, without a prior set of Special Collections, should his/her work cause dissatisfaction on any future occasion. If the Junior Member fails to achieve the required marks in the Penal Collections, the Tutor for Undergraduates will inform the Junior Member of this and summon him or her to a further meeting of the TRC, at which the results of the Penal Collections will be reviewed. The Junior Member will be asked to explain to the Committee (whether orally or in writing) any mitigating circumstances. The TRC will then decide what penalty to impose. The Tutor for Undergraduates will inform the Junior Member, in writing, of the Committee’s
decision. The normal penalty for failure in Penal Collections is expulsion. However, any penalty is subject to appeal, as set out below.

 Appeals

In the event that the Tutorial Review Committee decides that a Junior Member should be rusticated (that is, sent away from the College for a specified period of time) or expelled, he/she will have the right of appeal against the decision to the next meeting of the Governing Body, the date of which he/she will be notified when informed of the TRC’s decision.

He or she may exercise this right by writing to the Provost. If such an appeal is not made, the Junior Member must go out of residence. The members of the Tutorial Review Committee (including the Moral Tutor, but with the exception of the Tutor for Undergraduates) must absent themselves from the relevant part of the Governing Body meeting for the duration of the consideration of the student’s appeal. The Tutor for Undergraduates will present the evidence and arguments of the Tutorial Review Committee, whether orally or in writing. The Junior Member will be entitled to present evidence and arguments to the Governing Body, whether orally or in writing, and to respond to all evidence and arguments submitted to the Governing Body by the Tutor for Undergraduates. Both the Junior Member and the Tutor for Undergraduates must be allowed a sufficient opportunity to respond to the materials put forward by the other. The Junior Member may be present for the relevant part of the meeting up to but not including the vote, and may be accompanied and supported by another person. The Tutor for Undergraduates may not participate in the vote, and must withdraw from the meeting before the vote takes place. The remaining members of the Governing Body will then discuss and vote on the appeal.

The Junior Member will be permitted to remain in residence until this process is completed. If the student is prevented, by good reason, from appealing to the first Governing Body meeting after the TRC’s decision is known, an appeal may be made to a subsequent Governing Body meeting, but the student may not remain in residence in the intervening period. The Governing Body’s decision concerning the appeal — and the reasons for that decision — will be communicated in writing to the Junior Member by the Provost. Any decision taken by the Governing Body will be based upon the evidence and arguments put before it. Any other formal communication with the Junior Member will be through the Provost. Where an appeal is rejected, the student will be required to go out of residence immediately.

The College is a member of the Conference of Colleges Appeal Tribunal and has signed up to the Office of the Independent Adjudicator for Student Complaints (www.oiahe.org.uk). The above procedure does not affect the Junior Member’s right to appeal to these bodies.

 Failure in University (i.e. ‘Public’) Examinations

The University imposes the rule that ‘no candidate shall be admitted to examination for a Final Honour School without having first either passed or been exempted from the First Public Examination’. Grounds for exemption are considered by the Proctors of the University. Pursuant to this rule, on being notified that a student of the College has failed all or part of the First Public Examination, the Governing Body will inform the student by letter that he/she is required to pass the Examination at the second attempt. This second attempt must take place on the next occasion on which it is possible to sit the Examination, unless grounds for waiving this rule, such as illness, are established by the Moral Tutor of the student concerned at the TRC meeting. Students who fail to pass the First Public Examination in two attempts are automatically expelled. Any appeal against expulsion, for example on the grounds of persistent disabling illness, will be considered by a special meeting of the TRC summoned before the beginning of the following Term. Undergraduates who fail to pass the Second Public Examination, or Part I of such an examination, automatically go out of Residence. Any appeal to be allowed back into Residence in order to re-take the examination on a subsequent occasion should be presented to the Governing Body.

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