

## ST JOHN'S COLLEGE

### ACADEMIC DISCIPLINARY PROCEDURE FOR UNDERGRADUATE STUDENTS

#### 1. Requirements for the maintenance of good academic standing, and reporting:

- (i) For the purposes 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 John's but not reading for a Final Honour School, except that 1(iii) shall not apply to such students.
- (ii) Undergraduates are required to produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage which they have reached in their course. This will normally be of 2.I standard, but in no case of below Third Class standard. Undergraduates are not permitted to read for a Pass School.
- (iii) Undergraduates must keep the residence requirements laid down by the University. An undergraduate who fails to do so will be sent down, unless they have been granted dispensation by the University.
- (iv) Attendance at Tutorials, Collections, Tutor meetings and at classes required by Tutors is compulsory, as is attendance at any meeting called by Tutors or by the Senior Tutor<sup>1</sup> to discuss a student's overall academic progress. Undergraduates must not absent themselves without prior permission except for illness or other urgent cause, which must be explained to the Tutor as soon as possible afterwards. Undergraduates must satisfy any conditions required by the Examination Decrees and Regulations relating to the particular School for which they are studying, e.g. for practical work or vacation courses.
- (v) Every undergraduate is required to produce assignments (essays, problem sheets etc) with the regularity required by their Tutor(s), except where permission on adequate grounds is obtained, preferably in advance, from the Tutor(s) concerned.
- (vi) Every undergraduate is required either to sit a written invigilated Collection at the beginning of term when required to do so, or to submit by the end of 0th Week written work specified by a Tutor and produced during the vacation, unless dispensed by their Tutor. Collections take precedence over all other engagements.

---

<sup>1</sup> The Senior Tutor is the College Officer with responsibility for overseeing the management and delivery of all College undergraduate teaching and for the support of its Tutors.

- (vii) Marks awarded for Collections or other academic work set during the vacation, shall be submitted to the Senior Tutor by Tutors where possible by the end of 3rd Week of each term.
- (viii) Undergraduates shall be summoned at the end of 8th Week before the President and Vice-President and their own subject Tutor(s) to hear reports on their work and progress.

## **2. Academic deficiency**

'Academic deficiency' means breach of 1. (ii), (iii), (iv), (v) or (vi) above. It shall be dealt with according to the following Academic Disciplinary Procedure. Every breach of 1. (vi) and every breach of 1. (iv) or (v) lasting two consecutive weeks, shall normally entail the immediate initiation of the procedure.

### **Stage I: First Formal Warning**

Academic deficiency is dealt with initially by a first formal warning, given by the Subject Tutor(s) after consultation with the Senior Tutor. (Where the undergraduate is not taught by a Fellow, the first formal warning will be given by the Senior Tutor). Such a warning may be given on the basis of information concerning academic deficiency received from an external Tutor or College Lecturer. A first formal warning shall normally be issued at a special interview with the student but may be issued by letter by the Senior Tutor if a student fails to attend a scheduled special interview. During this interview there will first be a full discussion during which the student will be invited to make the college aware of any mitigating or complicating circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Tutor's satisfaction (normally within 1-4 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The student will receive a copy of this note within one week of the meeting. A copy of the Academic Disciplinary Procedure, will be enclosed with the note. If the student fails to attend the formal meeting with the Subject Tutors, then the first formal warning will be issued in writing to the student by the Senior Tutor.

### **Stage 2: Second Formal Warning**

If the undergraduate fails to produce the improvements required in Stage I during the specified timescale, or fails to sustain them during the specified probation period, they shall be given a second formal warning by the Senior Tutor at a special interview. During this interview there will first be a full discussion during which the student will be invited to put

their case and make the college aware of any mitigating or complicating circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Subject Tutor's satisfaction (normally within 1-4 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcome of the interview will be confirmed in writing to the undergraduate concerned within one week, and will be copied to the relevant Subject Tutor.

### **Stage 3: Final Formal Warning**

If the undergraduate fails to produce the improvements required in Stage 2 during the specified timescale, or fails to sustain them during the specified probation period, they shall be given a final formal warning by the President at a special interview. At this interview, the undergraduate will be given an opportunity to refute the allegation of unsatisfactory work or to bring to the attention of the President any special circumstances. Any such factors which come to light will (with the undergraduate's permission) be noted on the student's file, and may affect the course of action to be taken and the outcomes of the interview. In any case a note will be put on the undergraduate's file concerning the discussion and its outcomes. The note will include specification of the required improvements, confirmation of the timescale within which such improvements should be demonstrated to the Subject Tutor's satisfaction (normally within 1-2 weeks), and confirmation of the period over which the student will remain on probation against failure to sustain the improvements (normally until the start of the next term but one following that in which the warning is given). The outcomes of the interview will be confirmed in writing to the undergraduate concerned within one week, and will be copied to the relevant subject Tutor and to the Senior Tutor.

### **Stage 4: Penal Collections**

If the undergraduate fails to produce the improvements required in Stage 3 during the specified timescale or to sustain them during the specified probation period:

- (a) If the academic deficiency consists of substandard work, the undergraduate shall be set Penal Collections. The form of, date (which shall be as early as practicable) for, and standard to be attained in these Collections shall be approved by the Academic Disciplinary Committee on the advice of the Subject Tutor(s) and Senior Tutor, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the undergraduate in the formal warnings previously given. After the Academic

Disciplinary Committee has approved these details, they shall be communicated by the Senior Tutor in writing to the undergraduate. Penal Collection papers shall be set externally and blind marked by two external assessors who shall not previously have taught the undergraduate in question. If the assessors' marks differ, it shall be decided whether the required standard has been attained by taking their average. The outcome will be communicated to the undergraduate as soon as possible, and normally within two weeks. Failure to attain the required standard shall be referred to the Academic Disciplinary Committee. Attainment of the required standard shall be followed by probation against failure to sustain it for the remainder of the undergraduate's time at the College, breach of which shall entail recommencement of the procedure at Stage 3.

- (b) If the academic deficiency is of any other kind, it shall be referred directly to the Academic Disciplinary Committee.

#### **Stage 5: Academic Disciplinary Committee**

If it is necessary under Stage 4 to refer an undergraduate to the Academic Disciplinary Committee, the Senior Tutor shall immediately inform the President and Vice-President. The Vice-President shall convene the Committee, consisting of the Vice-President and four Official Fellows not being the undergraduate's Tutors. The Committee shall proceed as follows:

- (a) The Committee's hearing shall take place as soon as practicable; normally within one week of the Senior Tutor's informing the President and Vice-President. The undergraduate shall in advance of the hearing be given a clear statement of the grounds for their being referred to the Committee, and a copy of all documentation with which the Committee is provided. They should be given the opportunity to bring forward material considerations and mitigating circumstances which may include, but need not be confined to, medical evidence. The undergraduate should be allowed to take advice in advance of the hearing and should be adequately represented at the hearing itself, being given the chance either to make a written submission, or, if they prefer, to appear in person before the Committee. The undergraduate should in the latter case be offered the possibility of being accompanied by the person of their choice.
- (b) It shall be the duty of the Committee to establish all relevant facts and to decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be sent down; or should be suspended, to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee should decide. The undergraduate, their representative or companion, and their Subject Tutor(s) should

withdraw before a decision is made. The Committee's decision, including a statement of all the relevant facts, shall be put in writing and conveyed to the undergraduate by the Vice-President.

- (c) An undergraduate who, after any stage of the above procedure, attains what is required of them and meets the terms of any specified probation period, but who in the view of their Tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the Tutor to the Senior Tutor. The Senior Tutor shall then recommence the above procedure at Stage 2.
- (d) If at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing the standard of work of which they are in principle capable, a strategy will be agreed between the undergraduate, the subject Tutor(s) and the Senior Tutor whereby the undergraduate will have access to appropriate additional tuition/support. A note of the strategy will be sent to the undergraduate within a week of the agreement. The undergraduate's progress under the strategy will be monitored on a weekly basis for a period to be decided by the Senior Tutor in consultation with the subject Tutor(s).

#### **Stage 6: Appeal**

If the undergraduate wishes to appeal against the decision of the Academic Disciplinary Committee they may do so, in the first instance according to the arrangements set out in the College's Appeals Procedure.

Depending on the issue and the [Conference of Colleges Appeal Tribunal](#) Regulations an appellant who, after appealing according to the arrangements set out in the College's Appeals Procedure, remains unhappy with the outcome of an appeal may be able to request that the College decision is considered by a Conference of Colleges appeal body or may themselves decide to refer the College decision to the [Office of the Independent Adjudicator for Higher Education](#) (for which there is a time limit). The OIA will normally expect a student to exhaust their remedies through the College and/or University's internal appeals processes before it will consider a referral.