

# **Name of Policy:** Academic Disciplinary Policy (Undergraduates)

**RESPONSIBLE COMMITTEE:** Educational Policy Committee

**RESPONSIBLE OFFICER:** Senior Tutor

**LINKED DOCUMENTS: College:** n/a

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Trinity Term

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## **PURPOSE OF POLICY**

- I) To define the requirements of good academic standing.
- II) To detail the procedures to be followed where an undergraduate student is not in good academic standing.

## **POLICY**

### **Application**

- I) This policy shall apply to the following students enrolled at St John's College unless otherwise specified:
- i. Matriculated undergraduate students
  - ii. Matriculated graduate students reading for a Final Honour School
  - iii. Non-matriculated visiting students following an undergraduate course of study.
- II) For the purposes of this policy, 'Students' shall apply to any students defined by Clause I.

### **Good Academic Standing**

- III) All students are required to maintain good academic standing.
- IV) A student will be considered as maintaining good academic standing so long as they:
- i. Consistently produce work of at least II(i) class standard and in no case below III class standard.
  - ii. Keep the residence requirements laid down by the University unless granted dispensation from the requirements by the Proctors of the University.
  - iii. Attend all Tutorials, Collections, Classes and Meetings as required by the Tutors and/or the Senior Tutor.
  - iv. Respond in a full and timely manner to communications from their Tutor and/or the Senior Tutor.
  - v. Adhere to the Examination Regulations relating to the particular School for which they are studying.
  - vi. Produce assignments (including, but not limited to, essays and problem sheets) by deadlines specified by their Tutor, the Senior Tutor, or other member(s) of academic staff responsible for the student's tuition.
  - vii. Do not contravene College or University policies on plagiarism and use of Generative AI.
- V) Where a student is not is will not be able to adhere to the requirements in Clause IV owing to illness or other urgent or insurmountable cause, they are to seek dispensation from the Tutor and/or Senior Tutor in advance or as soon as possible afterwards.
- VI) Where a student seeks dispensation from the requirements of good academic standing, the Tutor and/or Senior Tutor may require them to provide suitable evidence (such as a note from the College Nurse, a

medical certificate from the College Doctor, or other independent evidence),

### **Failure to maintain Good Academic Standing**

- VII) A student who fails to adhere to the requirements in Clause IV without the dispensation of their Tutor and/or the Senior Tutor shall be considered as not maintaining Good Academic Standing.
- VIII) A student not maintaining Good Academic Standing may be subject to the Academic Disciplinary Procedure as defined by this policy.
- IX) The Academic Disciplinary Procedure shall normally be initiated where:
  - i. A student fails to attend a scheduled meeting or Collection without warning or explanation, or repeatedly fails to attend scheduled meetings or Collections regardless of warning or explanation.
  - ii. A student contravenes College and/or University policies regarding plagiarism and/or use of generative AI.
  - iii. A student, for two or more consecutive weeks, fails to adhere to the other criteria of Good Academic Standing without dispensation from their Tutor and/or the Senior Tutor.
- X) Tutors may initiate the Academic Disciplinary Procedure on the basis of information concerning academic deficiency received from an external Tutor or College Lecturer.
- XI) Tutors retain the right to set Collections during term to monitor student progress. These may be set at the Tutors' discretion but in particular may be necessary where Tutors wish to ensure students have a thorough understanding of material or where a student is suspected of contravening College and/or University policies.

### **Academic Disciplinary Procedure**

- XII) The Academic Disciplinary Procedure shall consist of six stages:
  - i. Stage I: First Formal Warning
  - ii. Stage II: Second Formal Warning
  - iii. Stage III: Final Formal Warning
  - iv. Stage IV: Penal Collections
  - v. Stage V: Academic Disciplinary Committee
  - vi. Stage VI: Appeal

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

- XIII) A first formal warning shall be issued by the Tutor(s) in consultation with the Senior Tutor.
- XIV) Where the student is not taught by a Fellow of the College, the First Formal Warning shall be issued by the Senior Tutor.
- XV) The First Formal Warning shall normally be issued at a meeting with the student called for the purpose of issuing such a warning.
- XVI) During the meeting, there shall be a discussion outlining in which manner(s) the student is failing to maintain Good Academic Standing, and in which the student will be invited to make the College aware of any mitigating or complicating circumstances. These factors will be taken into consideration when deciding the outcome of the meeting.
- XVII) Following the meeting, a letter shall be issued to the student, confirming that a First Formal Warning has been issued. The letter shall:
- i. Detail the outcome of the discussion in the meeting,
  - ii. List the manner(s) in which the student is not maintaining Good Academic Standing,
  - iii. Note any mitigating factors,
  - iv. Specify the required improvements
  - v. Specify the timescale for such improvements to be made and evidenced to the satisfaction of the Tutor and/or Senior Tutor (normally within 1 to 4 weeks)
  - vi. Specify the period over which the student will remain on probation against failure to sustain such improvements (normally until the start of the term but one following the term in which the warning is issued).
- XVIII) Should the student fail to attend the meeting as scheduled, the Senior Tutor may issue the First Formal Warning letter on the behalf of the Tutor(s) and in doing so shall be considered to have issued the First Formal Warning.
- XIX) A copy of the letter will be kept on the student's file and retained in line with the College's retention policy.

## **Stage II: Second Formal Warning**

- XX) Where a student fails to produce the improvements specified during Stage I within the specified timescale, or fails to sustain such improvements for the specified probation period, a Second Formal Warning shall be issued by the Senior Tutor.

- XXI) A further meeting shall be held by the Senior Tutor and shall follow the same format as the meeting undertaken under Clause XVI.
- XXII) A further letter shall be issued by the Senior Tutor and shall include the same details as the letter issued under Clause XVII. The letter shall be copied to the Tutor.
- XXIII) Should the student fail to attend the meeting as scheduled, the Senior Tutor may issue the Second Formal Warning letter and in doing so shall be considered to have issued the Second Formal Warning.
- XXIV) A copy of the letter will be kept on the student's file and retained in line with the College's retention policy.

### **Stage III: Final Formal Warning**

- XXV) Where a student fails to produce the improvements specified during Stage II within the specified timescale, or fails to sustain such improvements for the specified probation period, a Final Formal Warning shall be issued by the President.
- XXVI) A further meeting shall be held by the President and shall follow the same format as the meeting undertaken under Clause XVI save that the student will also be given the opportunity to refute allegations of not maintaining Good Academic Standing.
- XXVII) A further letter shall be issued by the President and shall include the same details as the letter issued under Clause XVII. The letter shall be copied to the Tutor and the Senior Tutor.
- XXVIII) Should the student fail to attend the meeting as scheduled, the President may issue the Final Formal Warning letter and in doing so shall be considered to have issued the Final Formal Warning.
- XXIX) A copy of the letter will be kept on the student's file and retained in line with the College's retention policy.

### **Stage IV: Penal Collections**

- XXX) Where a student fails to produce the improvements specified during Stage III within the specified timescale, Penal Collections will be considered.
- XXXI) Penal Collections shall be set where the Academic Disciplinary Procedure has been initiated as the result of substandard work. Where the procedure has been initiated for any other cause, the procedure shall immediately proceed to Stage V.

- XXXII) Penal Collections shall be organised in the following manner:
- i. The Tutor(s) and/or the Senior Tutor will discuss with the student the paper(s) to be sat and the level of attainment that is to be achieved. The required attainment shall not, without good reason, diverge from the requirements stated in the formal warnings.
  - ii. The Tutors(s) and/or the Senior Tutor shall propose the papers, required attainment, form(s), and date(s) of the Collections. The date shall be as early as is practicable.
  - iii. The Academic Disciplinary Committee shall approve, or amend and approve, the details.
  - iv. The Senior Tutor shall communicate the arrangements to the student in writing.
  - v. Scripts will be blind marked by two external assessors who shall not have previously taught the student.
  - vi. Should the assessors' marks differ, an average shall be taken to determine whether the required level of attainment has been met.
- XXXIII) If the required level of attainment has not been met, the Academic Disciplinary Procedure will proceed to Stage V.
- XXXIV) If the required level of attainment has been met, the student shall remain on probation against failure to sustain it for the remainder of the student's time at the College.
- XXXV) Breach of the probation period specified in Clause XXXI shall entail recommencement of the Academic Disciplinary Procedure at Stage III.

#### **Stage V: Academic Disciplinary Committee**

- XXXVI) When cause is given for the Academic Disciplinary Procedure to progress to Stage V, the Senior Tutor shall immediately inform the President and the Vice-President.
- XXXVII) The Vice-President shall convene the Committee which shall consist of the Vice-President as Chair and four Official Fellows not being the student's Tutors.
- XXXVIII) The Committee shall proceed in the following manner:
- i. A hearing shall take place as soon as is practicable and normally within one week of the Senior Tutor's informing the President and Vice-President.
  - ii. The student shall, in advance of the hearing, be given a clear statement of the grounds on which they have been referred to the

- Committee, and a copy of all documentation with which the Committee has been provided.
- iii. The student shall be given the opportunity to bring forward material considerations of mitigating circumstances which may include, but is not limited to, medical evidence.
  - iv. The student shall be allowed to take advice in advance of the hearing.
  - v. The student shall be adequately represented at the hearing itself and be given the opportunity to either, according to their preference, make a written submission or appear in person before the Committee. Should the student appear in person before the Committee, they shall be offered to opportunity to be accompanied by a person of their choice.
  - vi. The Committee shall establish all relevant fact and decide an outcome, bearing in mind the interests of the College and of the student. The student, their representative or companion, and any other persons present should withdraw before a decision is made.
  - vii. The options available to the Committee shall be:
    - i. To withdraw the student from their course of study;
    - ii. To suspend the student with readmission on such terms as the Committee shall decide;
    - iii. To permit the student to remain enrolled on such terms as the Committee shall decide.
  - viii. The Committee's decision, including a statement of all the relevant facts, shall be put in writing and conveyed to the student by the Vice-President.

## **Stage VI: Appeal**

- XXXIX) If the student 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.
- XL) 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).
- XLI) The Office of the Independent Adjudicator for Higher Education 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.

## Miscellaneous

- XLII) A student 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 failure to maintain Good Academic Standing (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 II.
- XLIII) 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 student, 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).

## POLICY HISTORY

| <i><b>Date of<br/>GB<br/>approval</b></i> | <i><b>Brief summary of changes</b></i>                                                                                                                                                            | <i><b>Confirmation that linked<br/>documents have updated if<br/>necessary</b></i> | <i><b>College policy<br/>register<br/>updated</b></i> |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------|
| 23/06/26                                  | Rewording and formatting of policy. Addition of mid-term collections and explicit permission for warning letters to be issued where students do not attend the meetings called to issue warnings. | There are no linked documents.                                                     | 23/06/26                                              |