

SECTION 13

Academic Regulations and Discipline

This section explains the academic obligations of junior members of this College and sets out what will happen if junior members fail to meet those obligations. It is intended to be transparent and to give junior members every opportunity to explain to tutors, the Academic Director, or to the Principal, any special circumstances which should be taken into account in reviewing their case. The procedures, like any College policy, are governed by the College's commitment to the provision of equal treatment for all of its members. The College wishes to ensure that all students make the best use of their time at Jesus College and that they all fulfil their academic potential; providing junior members do this and work to the best of their academic ability, they will not be affected by the terms of the Academic Discipline Procedures.

ACADEMIC STANDARDS

13.1 Undergraduate members – courses and examinations

Every member of the College admitted to undertake an undergraduate course of studies shall be admitted to a prescribed course of studies, and shall not change that course of studies save with the permission of the Governing Body. Such member shall duly present himself or herself for all University examinations incident to the prescribed course of studies.

(Ref. VI, VII and X.6)

13.2 Undergraduate members – supervision and instruction

Every member of the College undertaking an undergraduate course of studies (hereinafter, "undergraduate member") shall do so under the supervision of a person or persons appointed by the Governing Body for that purpose, whether that person or those persons be a Fellow or Fellows, or otherwise. The undergraduate member shall receive tutorial instruction from such persons as the supervising person or persons shall arrange, and shall attend for instruction, and shall undertake such written work, reading and other academic work as such persons giving instruction shall require.

Requirements for the maintenance of good academic standing

The undergraduate member shall, in addition, take such written College examinations as the supervising person or persons shall, from time to time, require. In respect of all elements of the undergraduate member's work, the undergraduate member shall be expected to achieve a standard of performance satisfactory to the supervising person or persons, given the particular level of academic ability of the undergraduate member, usually at least a 2:1 level. Undergraduates must pass Public (University) Examinations and are not permitted to read for a Pass School. Undergraduate must keep

residence as required by the University and attend all tutorials, classes etc, unless permission to be absent is obtained from tutors.

Extra-Curricular Activities

Students wishing to undertake a substantial extra-curricular activity must seek their tutors' approval. Such activities may include a major Committee position or a time-consuming sporting or cultural activity. Tutors will take into account the student's academic standing when considering such a request. Students who are not working to the best of their academic ability, or who are on an academic warning, or who are in the Academic Discipline Procedure may not be allowed to take on such commitments.

Plagiarism

All incidences of suspected plagiarism will be investigated in the first instance by the tutor. The College takes plagiarism very seriously (please refer to the University guidance and that of the College in your Jesus College Study Guide). Acts of plagiarism may lead to the College embarking on the Academic Discipline Procedure (see 13.7 below), including an Academic Discipline Board being convened without Special or Penal Collections first being sat. The Proctors investigate suspected plagiarism in submitted assessed work and examinations. Students are required to abide by the University's regulations concerning plagiarism.

(Ref. VI, VII and X.6)

FEEDBACK AND SUPPORT

13.3 Principal's Collections

Principal's Collections shall be held for undergraduate members of the College at the end of each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every undergraduate member shall attend such Collections unless special leave from the Principal has been obtained, or the member has been informed by the Academic Director that the presence of the member is not required. Except by special leave of the Principal, no undergraduate member shall depart from Oxford before 1 p.m. on the Friday of the eighth week of Full Term, nor without such leave shall the undergraduate member depart before the member has completed attendance at all tutorials, lectures and classes at which the member's attendance is required.

(Ref. III.4, VI.19, VII.3)

13.4 Tutor's Collections

Every undergraduate member shall attend such Collections at the end of each term as the person or persons supervising the member may determine.

(Ref. VI, VII and X.6)

13.5 Reports of Unsatisfactory Work

Cases of unsatisfactory academic work shall formally be dealt with by the Governing Body. A report shall be made to the Governing Body at its meetings in Fourth Week and Eighth Week each term on any undergraduate

member whose work gives cause for concern: such a report may also be made at other Governing Body meetings.

13.6 Action by the Supervising Person(s)

The first, informal, step before the commencement of the Academic Discipline Procedure, shall be that the person or persons supervising the undergraduate member will draw the attention of the member to any inadequacies in the member's work. This may occur before any meeting of the Governing Body at which concern over the work may be reported. The supervising person or persons may report the inadequacies to the Academic Director who may then meet with the member to discuss their unsatisfactory work. A record of the informal warning may be kept.

13.7 Academic Discipline Procedure

For the purposes of the succeeding Bylaws in this section, the Academic Discipline Procedure of the College comprises any or all states of action starting with the First Formal Warning.

13.8 Action by the Academic Director (including First Formal Warnings and Special Collections)

Early indications of unsatisfactory work may be reported in the first instance to the Academic Director. The Academic Director may interview the member. The interview may also involve one or more of the persons supervising the member, at the discretion of the Academic Director. At the interview, the member may be accompanied by another person, and shall be notified in writing of that right. At the interview, the undergraduate member's progress shall be considered, the reasons for the underperformance and not fulfilling potential examined and possible remedies considered. Where appropriate, the Academic Director will set down in writing future action for the member, as a first formal warning, and report on the interview and (where this has occurred) any future action set down in writing, to the Governing Body. The Governing Body will then decide what, if any, further course of action should be taken (including, if appropriate, the setting of a Special Collection or Special Collections), and this will be communicated to the undergraduate member in writing by the Academic Director. If the Governing Body shall determine that a Special Collection or Special Collections shall be set, it shall normally determine what mark or marks shall be achieved; that mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. A Special Collection will not normally be independently marked. The Academic Director will write to inform the student, reminding them of the academic discipline procedure and of sources of support.

If a student achieves the marks set in each Special Collection, the marks will be reported to the GB and the Academic Director will inform them that s/he has passed.

13.9 Action by the Academic Director (Second Formal Warning)

If the undergraduate member fails to comply with the conditions set out in the first formal warning, the Academic Director may issue a further written formal warning. There is no obligation on the Academic Director to issue a further formal warning before proceeding to future stages in the academic discipline procedure; and the failure to issue such a warning shall not in any way invalidate any subsequent action.

13.10 Penal Collections

Penal Collections will normally be set for (i) undergraduate members who fail Special Collections; (ii) undergraduate members who are otherwise in serious neglect of their studies. The power of the Governing Body to require an undergraduate member to take Penal Collections shall be without prejudice to its power to take other appropriate steps, whether in addition to, or instead of, setting such collections, in relation to such member's academic underperformance.

They will normally consist of one or more papers, which will be marked by two assessors external to the College. The members will be expected to achieve such marks as determined by the Governing Body on the advice of the person or persons supervising the undergraduate member and by the Academic Director. The mark or marks shall normally be set at 60% in each paper; the Governing Body may take into account the circumstances of the particular case. The mark returned shall normally be the mean of the assessors' marks. Where the assessors' marks are on either side of a classification border and the mean is below the pass mark, the assessors will be asked to resolve their marks; if they are unable to do so, a third assessor will mark the Penal Collections. It will be made clear to the member at this stage that failure in these Penal Collections is likely to result in the consideration of the member's case by an Academic Discipline Board, the outcome of which may be expulsion from the College.

13.11 Passing Penal Collections

If the undergraduate member achieves the marks set in each Penal Collection, the marks will be reported to the Governing Body and the Academic Director will inform them that he or she has passed.

13.12 Report of Failure in Penal Collections to the Governing Body

If the undergraduate member fails to achieve the required marks in the Penal Collection(s), this will be reported to the Governing Body.

13.13 Academic Discipline Board and Action by the Governing Body

- a) If the Principal considers, whether because of academic underperformance culminating in failure in Penal Collections, or for some other reason, that an undergraduate member is in such serious neglect of the member's studies that the question of the member's expulsion from the College should be considered, the Principal shall appoint an Academic Discipline Board consisting of at least four members of the Governing Body to investigate and to make recommendations to the Governing Body in a written report. The senior Fellow who is a member of the Board shall act as Chair and Secretary of the Board.
- b) The Board shall not include the Principal, the Academic Director, the DACC, the Chaplain, the Dean or the Junior Dean, or any member of the Governing Body who is or has been a tutor of the undergraduate member concerned.
- c) The Board shall meet, in the absence of the undergraduate member concerned, to consider the member's academic record and any other factors it deems relevant. In particular, the member's Tutor or Tutors shall be invited to provide the Board with written material relevant to the case. If it shall decide, on the basis of the evidence in its possession, that there is a case to answer, in terms of neglect of studies, for expulsion or rustication of the undergraduate member, or for some lesser action being taken against the member, it shall notify the member in writing of the grounds therefor, as well as of the date, time and place of the next meeting of the Board at which the case will be further considered. The member shall be provided with a copy of any document that the Board has taken into account in forming its view, as well as of any other document that it proposes to consider when it meets further to consider the case. It shall invite the member, if the latter wishes, to bring to its attention any medical factors or other material considerations and/or mitigating circumstances to be taken into account. Any medical factors shall normally be supported by a medical certificate.
- d) The Board may, for good reason (for example, obtaining a medical certificate), at any stage, adjourn a meeting.
- e) Should the Chair and Secretary of the Board come to believe that a junior member whose conduct that Board is investigating may be suffering from a serious problem arising from ill-health, the Chair and Secretary of the Board shall refer the matter to the Principal.
- f) If disciplinary procedures have already commenced before the Chair and Secretary of the board comes to believe that a junior member whose conduct that board is investigating may be suffering from a serious problem arising from ill-health, those procedures shall be adjourned pending a determination under the procedures in Section 16 of these Bylaws.

- g) The undergraduate member shall be entitled to appear before the Board to speak on his or her own behalf and shall be entitled, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral and/or written representations on the member's behalf. The member shall be notified in writing of these rights.
- h) At the meeting of the Board at which the undergraduate member is entitled to be present, the Board shall consider any written submission from the member, shall, if the member is present, invite the member present, any person accompanying the member, or both, to make any oral submission, and, in particular, shall ask the member whether or not the member wishes the Board to take into account any medical factors or other material considerations and/or mitigating circumstances in formulating its report and recommendations to the Governing Body.

Medical factors will normally be supported by a medical certificate. The Board shall prepare a written report of the proceedings, as well as its written recommendations, for the Governing Body.

- i) The undergraduate member shall be notified in writing of the date, time and place of the meeting of the Governing Body at which the member's case will be considered. Should the

Governing Body propose to consider any document or other evidence that was not considered by the Board, the member shall be provided with a copy thereof or, as the case may be, details thereof. In particular, the member shall be provided with a copy of the Board's report to the Governing Body.

- j) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case will be considered. The member shall be entitled to speak on his or her own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf.

The member shall be notified in writing of these rights.

- k) All such notifications and documents as are referred to in (c), (d), (f) and (g) above shall be sent to the member no less than 120 hours before the further meeting of the Board, or, as the case may be, the relevant meeting of the Governing Body.

- l)* The Governing Body shall consider the report and recommendations of the Academic Discipline Board. It shall consider any written submission from the undergraduate member and/or from any person accompanying the member. It shall, if the member is present, invite him or her to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member shall be asked whether or not the member accepts the findings of fact made by the Board and whether or not the member wishes the Governing Body to take into account any medical factors (which will normally be supported by a medical certificate) or other material considerations, or mitigating circumstances, or both.
- m)* The Governing Body shall decide what academic disciplinary action, if any, to take, as regards the undergraduate member in question, whether that action be expulsion, rustication or some other appropriate disciplinary step. The members of the Academic Discipline Board may be present for the consideration of the report of the Board, but they shall absent themselves before any vote is taken.
- n)* Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

13.14 University Examinations

All undergraduates take two sets of University Examinations. The First Public Examination is usually taken during the first year, at the end of either two or three terms (five terms in Classics) and is known as the Preliminary Examination or Honour Moderations according to the subject. First Public Examinations must be passed for continued membership. The Second Public Examination is the final examination on which the degree is awarded. In some subjects there are two or more parts to these examinations. It is the junior members' responsibility to ensure that they enter for examinations at the right time.

13.15 Unsatisfactory Performance in a First Public Examination

The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member the weakness of whose performance in a First Public Examination gives cause for concern. Unsatisfactory performance is defined as a student who achieves overall a Third classification or under 50% in unclassified First Public Examinations. The Governing Body will normally require that a student who performs unsatisfactorily in First Public Examinations will have their next scheduled Collection(s) set as a Special Collection(s). The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

13.16 Failure in a First Public Examination

- a) Subject to (b) below, an undergraduate member who does not achieve a pass mark or grade in the member's first attempt at any paper or papers in the First Public Examination may take that paper or those papers a second time.
- b) An undergraduate member who fails one or more papers in his or her initial examination for the First Public Examination shall be permitted to re-enter for the First Public Examination on one further occasion (in accordance with the regulations governing the re-sit in that subject). The sole exception to this shall be where college academic discipline procedures are already in process at the time of the first attempt, and the member has received a written warning at least four weeks before the first examination which explicitly provides that a specified number of failures or other elements of the Public Examination at the first attempt will lead to his expulsion.
- c) Any member who passes their First Public Examinations at a second sitting but achieves only Third-class marks will normally be set Special Collections at their next scheduled Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. Failure to achieve the pass mark will be considered by the Governing Body who will normally require that the member is set Penal Collections.

13.17 Failure after Two attempts at a First Public Examination

- a) The Academic Director will inform in writing any undergraduate member of the College who does not pass the whole of any First Public Examination in no more than two attempts that, under the University's Examination Regulations, they will not be permitted to re-enter for that examination unless the University's Education Committee permits a third and final attempt. The Academic Director will also inform the member that, in consequence, unless application is successfully made to that Committee to be allowed a third and final attempt, they will cease to be a member of the University, and will, under the provision of Bylaw 13.17 (m) below, also cease to be a member of the College. The Academic Director will attach for the member a copy of the whole of Bylaw 13.17.
- b) It will be for the undergraduate member to decide if he or she wishes to apply to the University's Education Committee to be permitted a third and final attempt. If the member does decide so to apply, he or she may invite the Governing Body to support that application. Any such invitation shall be made, in writing, through the Academic Director.
- c) On receipt of any such invitation, the Academic Director shall consult the undergraduate member concerned and the person or persons supervising the member, as to the arguments for and against the Governing Body supporting the member's application to the University's Education Committee.

- d) The Academic Director shall prepare a written report to the Governing Body relating to the undergraduate member concerned. Such report shall refer to any relevant features of the member's career at the College and, in particular, shall report upon the consultations under (c) above.
- e) The undergraduate member shall be notified by the Secretary of the Governing Body in writing of the date, time and place of the meeting of the Governing Body at which the member's case for support will be considered. The member shall be sent a copy of the report prepared under (d) above, together with copies of any other documents which the Academic Director proposes to bring to the attention of the Governing Body.
- f) The undergraduate member shall be entitled to appear before the Governing Body on the occasion on which the member's case for support will be considered. The member shall be entitled to speak on their own behalf, and, either as an alternative or in addition, to make a written submission. The member shall, in addition, be entitled to be accompanied by another person and to have that person make oral or written submissions, or both, on the member's behalf. The member shall be notified in writing of these rights.
- g) All such notifications and documents as are referred to in (e) and (f) above shall be sent to the member not less than 48 hours before the relevant meeting of the Governing Body.
- h) The Governing Body shall consider the report prepared under (d) above. It shall consider any written submission from the undergraduate member in question and/or from any person accompanying the member. It shall, if the member is present, invite the member to make any oral submission and offer the member the opportunity to have any person accompanying the member make an oral submission. The member should be asked whether or not the member wishes the Governing Body to take into account any medical factors, normally supported by a medical certificate.
- i) The Governing Body shall decide whether or not to support the undergraduate member's application to the University's Education Committee. The Academic Director shall inform the member in writing of that decision within 48 hours of conclusion of the Governing Body meeting.
- j) Should the Governing Body decide to give its support, the Academic Director shall prepare a draft note of support for approval by the Governing Body, which approval may be given at a meeting of the Governing Body, or informally, after circulation of the draft note to all members of the Governing Body. As approved, the note of support shall be forwarded both to that Committee and to the member. The Academic Director will be responsible for any further communications with both that Committee and the member.

- k) Should the Governing Body decide not to support the undergraduate member's application, the member shall be provided by the Academic Director with a brief, written statement of reasons for that decision, as approved by the Governing Body, in either of the ways referred to in Bylaw 13.17(j).
- l) Once notified that an undergraduate member has not passed the whole of any First Public Examinations, after two attempts to pass it, the Governing Body shall normally suspend that member pending any decision as to whether or not he or she shall be allowed a third and final attempt at the First Public Examination.
- m) Any undergraduate member that does not make a third and final attempt at a First Public Examination, whether because the member has made no application to the University's Education Committee to be allowed to do so, or because any such application was turned down by the Committee, shall, once it is clear that there will be no such attempt, cease to be a member of the College.
- n) Any notice required by this Bylaw shall be valid if given in accordance with the methods prescribed by Statute XIX, Clause 1. The non-receipt of any such notice shall not invalidate the proceedings to which it refers.

13.18 Failure at a Third and Final Attempt at a First Public Examination

An undergraduate member who fails their third and final attempt at a First Public Examination, after having been permitted that attempt by the University's Education Committee, shall cease to be a member of the College.

13.19 Failure or Unsatisfactory Performance in a Non-Final Part of a Second Public Examination

- a) Where an undergraduate member takes a Second Public Examination in more than one part and fails any such part that is not the final part of that Examination, or fails any sub-part thereof or performs in that examination in a way that gives cause for concern, the Academic Director shall bring the name of that member to the attention of the Governing Body.
- b) The Governing Body may, in the case of any such undergraduate member, take any action under Bylaws 13.7 to 13.11 that it considers appropriate, but it shall not expel that member solely by reason of that failure unless required to do so by Bylaw 15.4(a)

- c) The Academic Director shall bring to the attention of the tutors and the Governing Body the name of any undergraduate member whose performance in a Second Public Examination gives cause for concern. Unsatisfactory performance in any Public Examination is defined as a student who achieves only Third class marks. The Governing Body will normally require that a student who performs unsatisfactorily in Non-Final Second Public Examinations will have their next Collection(s) set as a Special Collection or Special Collections. The pass mark will normally be 60% in each paper; the Governing Body may take into account the circumstances of the particular case. If the member fails to achieve these marks they will next be set Penal Collections.

13.20 Failure in the Final Part of a Second Public Examination

Any undergraduate member who fails the final part of a Second Public Examination shall cease to be a member of the College.

13.21 Graduate Members – General

Every member of the College admitted to undertake a graduate course of studies (hereinafter, “graduate member”) shall be subject to the academic authority of the College as set out in Bylaws 13.22 – 13.25.

13.22 Annual Progress Review – Graduate Members

Annual Progress Reviews shall be held for graduate members each term, in such manner and in accordance with such regulations as the Governing Body may from time to time determine. Every graduate member shall attend such Annual Progress Reviews unless the member has either obtained special leave from the Principal or been informed by the Academic Director that such member’s presence is not required.

13.23 Graduate Members – Unsatisfactory Work

Cases of unsatisfactory work shall be drawn to the attention of the graduate member by the Academic Director, in collaboration with the member’s College Advisor or, as the case may be, the person or persons appointed by the Governing Body to supervise such a member. Where appropriate, the Academic Director will report to the Governing Body the case of any such member whose work gives cause for concern. The provisions of 13.8 and 13.10 shall apply, with the appropriate changes.

13.24 Academic Discipline Procedure – Graduate Members

The provisions of Bylaw 13.13 shall apply, with the appropriate changes, to graduate members.

13.25 Graduate Members – Deprivation of Status by the University

The provisions of Bylaw 15.4 shall apply no less to graduate members who are deprived by the University of their status as graduate students of the University than to undergraduate members expelled by the University.

13.26 Complaints

Any junior member with a serious concern about their course or tuition should raise this with their College tutor. If this is not appropriate, the Academic Director should be approached. If a junior member believes their complaint has not been satisfactorily, they should refer your complaint to the Principal.

13.27 Appeal to Conference of Colleges Appeal Tribunal

If a junior member is dissatisfied with the outcome of an academic discipline process, the member may appeal to the Conference of Colleges Appeal Tribunal. Information as to the procedure for appealing to the Tribunal is available from the Academic Director. The procedures of the Tribunal require that an appeal is lodged within 7 days of the College's final decision.

13.28 Complaint to the Office of the Independent Adjudicator

If a junior member is dissatisfied either with the decision of the College, or with the outcome of any appeal to the Conference of Colleges Appeal Tribunal, the junior member may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA), provided that the matter falls within the jurisdiction of the OIA. Details relating to the procedure for taking a matter to the OIA are to be found in the College's Complaints Procedure and further information may be obtained from the OIA website: www.oiahe.org.uk.