

## **APPENDIX B - GUIDELINES FOR PROCEDURE**

### **I Academic Standards**

Student Members are required to be of good academic standing. This means that a Student Member will:

- (i) Keep residence as required by the University
- (ii) Pass Public (University) Examinations
- (iii) Attend on time all tutorials, classes etc, unless permission to be absent is obtained from tutors within good time
- (iv) Produce work and sit collections with the regularity required by tutors
- (v) Produce work of an appropriate standard, given the Student Member's individual ability and circumstances and appropriate to the stage which they have reached in their course: normally work of at least upper second class standard.

A breach of (i), (ii), (iii), (iv) or (v) will constitute academic deficiency. A Student Member who is, in the judgement of his or her tutor, academically deficient, may be subject to academic disciplinary procedures, as follows:

### **II Discussion and Informal Warning**

1. The Student Member will be required to discuss with his or her tutor, and/or with the Senior Tutor, the nature of the academic deficiency and the best means to remedy it. The tutor or Senior Tutor may issue an informal warning, verbally and/or by email, giving details of what is expected in future. This may include specification of attendance, completion of work and/or expected levels of attainment in ordinary collections.
2. No record of an informal warning will be placed on the student member's file.

### **III Formal Warning**

1. If a Student Member has received an informal warning and has not met the requirements outlined in that informal warning, he or she may then receive a formal warning from the Senior Tutor, in consultation with the student member's tutor(s). A formal warning will normally be issued verbally in a meeting with the Senior Tutor, at which the Student Member may be accompanied by another student or member of the College. The Senior Tutor will specify what is expected in future. This may include attendance, completion of work and/or expected levels of attainment in special collections. Special collections may be marked either by a college tutor or by a tutor from another college or department.
2. A written copy of the formal warning will be sent to the Student Member within a week of the meeting, and copies will be sent to the relevant tutors and the Principal and will be placed on the Student Member's file.

#### **IV Probation**

1. If a Student Member has received a formal warning and has not met the requirements outlined in that formal warning, he or she may then be placed on probation by the Senior Tutor, in consultation with the student member's tutor(s). Conditions of probation will normally be outlined in a meeting with the Senior Tutor, at which the Student Member may be accompanied by another student or member of the College. The Senior Tutor will specify what is expected in future. This may include attendance, completion of work and/or required levels of attainment in penal collections. Penal collections will be 'double blind' marked by two tutors from other colleges or departments. In the event of a discrepancy between marks, the mark most favourable to the Student Member will be accepted.
2. If a Student Member considers that any of the specified conditions or levels of attainment is unreasonable, he or she may request that an Academic Standards Committee is convened to review these (see VI).
3. A written copy of the conditions set for probation will be sent to the Student Member within a week of the meeting, and copies will be sent to the relevant tutors and the Principal and will be placed on the Student Member's file.

#### **IV Termination or Suspension of Course**

In the event of non-compliance with the terms of probation, the Senior Tutor may recommend that the Student Member's course be suspended or terminated. Any such recommendation must be made to an Academic Standards Committee.

#### **V Academic Standards Committee**

1. The Academic Standards Committee shall consist of a Chairman and four members from the Governing Body. The Principal, the Vice-Principal, the Senior Tutor, the Dean or the Bursar, may not serve as a member of the Committee. At the point where a matter has been referred to the Committee, the Chairman will convene a panel consisting either of the Chairman and two other members of the Committee or of three members of the Committee, one of whom the Chairman will nominate as Acting Chairman.
2. The Academic Standards Committee will hold a formal academic standards hearing, which must be attended by the Senior Tutor and/or relevant subject tutor(s) and by the Student Member. In the event of the absence of any person required to attend the hearing, the Committee may, at its discretion, adjourn the proceedings and in particular, if the Student Member concerned fails to appear, may deal with the case in his or her absence, if satisfied that proper notice has been given. The Student Member may be accompanied by another student or member of the College.
3. At least one week before the hearing, the Student Member will be given a clear statement of the grounds for action and a copy of supporting evidence such as tutors' reports. Along with the Student Member and anyone accompanying him or her, the subject tutor(s) and the Senior Tutor must withdraw before a decision is made.

4. The Academic Standards Committee may confirm the recommendation of the Senior Tutor or vary or overturn it. If the Committee varies or overturns the recommendation, it may, where appropriate, specify different or further conditions or levels of attainment for the Student Member. The Chair of the Academic Standards Committee will take responsibility for ensuring that a clear record of the decision and the factors contributing to it is made and that a copy is sent to the Student Member, the subject tutor(s), the Principal and the Senior Tutor. The Committee shall inform the Governing Body of its determination as soon as practicable.

## **VII Appeal and Referral**

1. The Student Member shall have the right to appeal to the Student Members' Appeal Committee constituted in accordance with Bylaw II. He or she shall write to the Senior Tutor within one week of his or her receipt of the Academic Standards Committee's determination. Subject to this right of appeal, any decision of the Academic Standards Committee shall be final and binding on the Student Member concerned.
2. Where a penalty of suspension or termination of course is imposed by either the Academic Standards Committee or the Student Members' Appeal Committee, the penalty must be referred to the Governing Body with an explanation of why the penalty was imposed. The Governing Body may then either uphold the penalty, or refer the matter back to the Committee for it to substitute some lesser penalty. Neither the Senior Tutor nor any member of the Academic Standards Committee (or, if held, the Student Members' Appeal Committee), may take any part in the Governing Body's discussion of or decision on the matter.

## **VIII Exceptional Cases**

In exceptional cases where it is inappropriate to initiate or continue a process of academic rehabilitation, the Senior Tutor and the Principal, in consultation with the student's subject tutor, may recommend that the student member's course be suspended or terminated without implementing the procedures of II, III and IV. In such cases the procedures set out in VI must be followed, and must include the provision for appeal and referral as set out in VII.

## **IX Suspension of Course**

If the Student Member's course is suspended, then he or she remains on probation throughout the period of the suspension. New conditions of probation may be specified in accord with IV. Normally, failure to meet the conditions for return from the suspension will lead to the termination of the Student Member's course, unless new and demonstrably extenuating circumstances have arisen.