



Procedure of Academic Discipline

RESPONSIBLE COMMITTEE: Academic Committee

RESPONSIBLE OFFICER: Academic Director

LAST REVIEW DATE: GB2 Michaelmas Term 2023

NEXT REVIEW DATE: Michaelmas Term 2024

Contents

Introduction	2
Academic Obligations.....	2
Failure in Academic Discipline: Academic Dereliction.....	3
Failure in Academic Discipline: Academic Misconduct.....	3
Procedure for Academic Support and Discipline	4
Informal warning.....	4
Formal Warning and Academic Probation	5
Tutors' Committee.....	6
Termination or Suspension of Course, or Expulsion, without Probation	8
Re-Entry Collections.....	9
Mediation	9
Appeals.....	10
Annex A.....	10
First Public Examination.....	10
Second Public Examination.....	11

Introduction

- 1.1. This procedure aims to ensure that students who are struggling academically are provided with appropriate support to ensure they are fully engaged with their academic studies and so fulfil their academic potential.
- 1.2. Pembroke College is committed to creating a community within which every student can flourish and fulfil their potential, both academic and personal. The College recognises that academic success and personal development are interdependent and actively promotes good mental health and wellbeing with the aim of creating the conditions for the pursuit of academic excellence.
- 1.3. In instances where there are reasons to suspect a student may be failing to fulfil their academic obligations due to severe and complex physical or mental health conditions or emotional needs, the Welfare and Fitness to Study procedure should be consulted and the case conducted in line with the College's Welfare Policy.

Academic Obligations

- 2.1. An undergraduate's academic obligations are to pursue their studies to the best of their abilities, to attend all tutorials, lectures and practicals as directed by tutors, to prepare and submit work for tutorials and classes as required, to keep appointments with tutors and College Officers, to keep themselves informed of electronic and other communications sent by tutors and the University and College academic authorities and those on the notice boards, to attend Collections and Academic Review as required, and to comply with the requirements of the University regarding the course and examinations. Inadequate performance in Collections also constitutes failure of academic obligations.
- 2.2. Collections are written test papers set within the College on a regular basis. Students who fail to take Collections without good cause, or who perform at an inadequate standard, may be required to take repeat Collections at a time directed by their tutors. Academic gowns must be worn at collections.

- 2.3. Every undergraduate offered a place on an undergraduate course at Pembroke College, Oxford, is required, as a condition of acceptance, to sign a document indicating his acceptance of the academic obligations and of the right of the College, in accordance with the specified procedures, to impose penalties including banning, suspension of course, termination of course and expulsion if the student does not fulfil those obligations or fails to meet the College's requirements concerning the First and Second Public Examinations (see Annex A).
- 2.4. The College is only responsible for payment for tuition received by its student members if that tuition has been given prior authorisation by a member of the College's academic staff who is responsible for the student's studies, or by the Academic Director.
- 2.5. The Academic Director may impose a fine of up to £20 for failure to wear a gown at Collections or for failure to attend Academic Review without good reason. Appeal may be made to the Dean, whose decision is final.

Failure in Academic Discipline: Academic Dereliction

- 3.1. In the following Procedure, the phrase ***unsatisfactory work*** is used to cover a selection of derelictions on the part of an undergraduate student which principally covers:
 - Failure to produce work to a standard appropriate to the student's individual academic level;
 - Failure to produce work regularly for tutorials, classes, practicals, as required by the tutor;
 - Failure to attend academic engagements, including tutorials and classes, except where permission has been sought and granted by the relevant tutor in advance, or where there are adequate medical grounds;
 - Failure to perform adequately in Collections.

Failure in Academic Discipline: Academic Misconduct

- 4.1. The principle of academic honesty is core to the expectations Pembroke has

of its students and academics, and essential for intellectual growth and scholarly inquiry. It is critical that all members of the College's academic community are confident that each member presents information and ideas responsibly, accurately, and honourably. Failure to do so may well constitute a breach in the College's standards of academic discipline.

4.2. For matters such as plagiarism and other cases of academic dishonesty, the Tutors' Committee may impose a variety of measures which may include (but is not limited to):

- Requiring the student to resubmit work to be checked for plagiarism;
- The setting of Special Collections (see 7.4);
- The setting of Critical Collections, in cases of severe failures of academic discipline (see 7.6)

Procedure for Academic Support and Discipline

Informal warning

5.1. Serious concern about a student's unsatisfactory work should be discussed at an early stage between the relevant tutor(s) and the student, at Academic Review, and, in appropriate cases, with the Academic Director. Consideration should be given to referring the student to alternate sources of assistance, where appropriate. The results of such discussions should be recorded and agreed with the student.

5.2. On the basis of the preliminary discussions, the subject tutor (or Academic Director, should the tutor so prefer) shall determine what, if any, further action is appropriate. In cases of failure to fulfil academic obligations, such action may include probation, suspension of course, termination of course, or expulsion. Normally probation should be used in the first instance. In determining what action is appropriate, the subject tutor (or Academic Director) shall consider relevant evidence provided by a qualified medical

practitioner or practitioners and transfer the case to the Welfare Lead or Responsible Person to progress under the Welfare and Fitness to Study Procedure.

Formal Warning and Academic Probation

- 6.1. If, having discussed the concerns with the student, the subject tutor and/or Academic Director believe that it may be necessary to initiate academic disciplinary procedures with respect to the student, the subject tutor(s) may give the student a formal warning which will usually see the student placed on academic probation. The formal warning must be made in writing, with a copy of the letter being sent to the Academic Director to be placed on file. Alternately, the subject tutor(s) may delegate this stage of the Procedure to the Academic Director. The letter will explain in clear terms:
 - 6.1.1. The ways in which the student has failed to meet their academic obligations.
 - 6.1.2. The steps that must now be taken by the student to meet their obligations.
 - 6.1.3. A date after which the student's progress towards meeting these obligations will be reviewed.
- 6.2. The tutor(s) or Academic Director must make sure that the student understands the situation, and has the opportunity to make known all the material circumstances. They must specify to the student what is expected of him or her in the future – for example, attendance at tutorials, completion of assignments and/or attainment of appropriate levels at Special Collections.
- 6.3. The terms of probation may include such matters as attendance at tutorials, classes, lectures or practicals, making and keeping appointments with counselling or medical personnel, the expenditure of stated periods of time in academic study, the attainment of stipulated grades at either Special or Critical Collections, and any other matter which is considered appropriate. The subject tutor(s) should advise on the appropriate expectations and levels of attainment. The terms of probation should be agreed between the tutor(s) or Academic Director and the student and, when agreed, set out in

writing and communicated to the student, together with a statement of the possible consequences of non-compliance. The consequences may include an automatic recommendation by tutor(s) to (or directly from) the Academic Director that the student's course be suspended or terminated on breach of any term of the probation. In the case of this recommendation being made by the tutor(s), it shall be communicated to the Academic Director in writing and progressed by the Academic Director.

- 6.4. If the tutor(s) or Academic Director considers that the terms of probation have been complied with, the probation shall be discharged and the Academic Director shall so inform in writing the student, and the tutor(s) in charge of the student's subject.
- 6.5. If agreement is not reached on the terms of the probation, the subject tutor(s) or Academic Director shall refer the case to the Chairman of the Tutors' Committee with a recommendation on the terms of the probation and a full statement of the reasons for making the recommendation. On receiving a referral, the Tutors' Committee shall proceed as set out below in 7.1.
- 6.6. In all cases this information should be embodied in a formal letter agreed with the student.

Tutors' Committee

- 7.1. If the student fails to comply with the conditions set out by the tutor(s) or Academic Director at the formal warning or fails to agree with the terms of probation, the tutor(s) or Academic Director will refer the case to the Chairman of the Tutors' Committee. This Committee will ordinarily comprise of 3 Governing Body Fellows, and will not include the Academic Director, Dean, or any Fellow directly involved in teaching the student being referred to the Committee. The Academic Director will provide the Committee with a full statement detailing the reasons behind the referral, and notify the student in writing of the referral, of the recommendation he is making to the Committee and the reasons for making it, and of the student's right to make

written representations to the Committee, which must be received by the Chairman of the Committee not less than 2 working days before the meeting. The Master and the tutor in charge of the student's subject shall be informed of the referral.

- 7.2. On receiving the referral, the Chairman of the Tutors' Committee shall convene a meeting of the Committee, giving the student not less than 5 working days' notice of the meeting. The student may attend the meeting accompanied by another person, who may not be a practising member of the legal profession. The Academic Director shall make available to the Committee the student's full written academic record. The Tutors' Committee may regulate its proceedings as it sees fit consistently with providing the student and the tutor(s) in charge of the student's subject(s) a fair opportunity to present and comment on relevant evidence. The Academic Director shall not take any part in the proceedings. The Tutors' Committee may accept, reject, or amend the recommendation of the tutor(s) or Academic Director Tutor as to the probation.
- 7.3. If the Committee decides that the student is in breach of the terms of probation agreed with the Academic Director and endorsed by the Tutors' Committee, the Committee shall proceed as set out in 7.2 and may impose any of the following penalties: banning, suspension of course, termination of course.
- 7.4. Where the Tutors' Committee finds it necessary, the student may be required to sit Special or Critical Collections. Special Collections may be set as a first instance, but in cases of acute failure of academic discipline (including academic misconduct) the Committee may proceed directly to Critical Collections without first setting Special Collections.
- 7.5. The Tutors' Committee shall determine what mark or marks shall be achieved by the student, which is normally by 60%. Special Collections will not normally be marked independently. If a student achieves the marks set by the Tutors' Committee, the Chair will inform the student in writing that they have passed.
- 7.6. Critical Collections will normally be set for students who fail Special Collections or are otherwise in severe neglect of their studies. These normally consist of one or more papers which will be marked by assessors external to College who should be unaware of the circumstances of the case,

other than that they are marking Critical Collections and the stage the student has reached in the course. Enough time must be allowed to enable a student to prepare adequately for Critical Collections. The Tutors' Committee will determine the marks the student is expected to achieve, on advice received from the student's tutor(s) and the Academic Director. Care should be taken that the papers are, in terms of level and content, appropriate for the candidate sitting the collections. Double blind marking is preferred. In the case of a disparity of marks, the markers will attempt to agree a reconciliation of the marks. Should this fail, the mark most favourable to the student shall stand. The Collections shall be written under special arrangements for invigilation.

7.7. If the student fails to achieve the marks in their Critical Collections stipulated by the Tutors' Committee, the Committee will inform the student of this and summon them to a meeting of the Committee, at which the results of the Critical Collection will be reviewed. The student will be asked to explain any mitigating circumstances. The Tutors' Committee will then decide what penalty to impose. It may impose any of the following penalties: banning, suspension of course, termination of course. The Chair of the Committee will inform the student of the Committee's decision in writing. The normal penalty for failure in Critical Collections is expulsion. Any penalty is subject to appeal, as set out below in section 11.

Termination or Suspension of Course, or Expulsion, without Probation

- 8.1. Where, particularly in cases of academic misconduct (see section 4), the Academic Director decides to recommend to the Tutors' Committee termination or suspension of course or expulsion, without probationary measures, the Academic Director shall inform the student of the nature of such recommendations and the grounds for making them.
- 8.2. The Academic Director shall refer the matter to the Tutors' Committee together with any recommendations for decision. On receiving such a referral, the Chairman of the Tutors' Committee shall convene a meeting of the Committee and proceed as set out in 7.2, giving the student not less than 5 working days' notice of the meeting.

8.3. As above, any penalty is subject to appeal as set out in section 11.

Re-Entry Collections

- 9.1. Where the Tutors' Committee has given a student permission to go out of residence for any period, or where the student's course has been suspended, the Tutors' Committee may impose such conditions, including the attainment of stipulated grades at Special Collections known as Re-Entry Collections, as it thinks appropriate, considering all the circumstances. The Committee shall impose only such academic conditions which, in its view, are reasonably capable of fulfilment by the student.
- 9.2. The provisions set out in 7.2 shall apply to the setting of Re-Entry Collections and to the procedures to be followed in case of failure to fulfil conditions imposed for re-entry on to course.

Mediation

10. At any stage of this Procedure up to the first decision of the Tutors' Committee, the student may choose to go to mediation. The student should indicate this wish in writing to the Academic Director. Additionally, the Academic Director or subject Tutor may also recommend this course of action to the student. In the event that mediation is pursued, this Procedure will cease and the student and their tutor(s) will meet with a mediator, who shall be a senior College Officer from another College. The process of mediation must be completed within 5 working days of the matter being referred to the mediator and will aim to help all parties identify their best interests and find a way of achieving them that is agreeable to the student and the College. If an agreement can be reached, the mediator will confirm these details in writing to the Academic Director and the student; the Academic Director shall then confirm in writing that this Procedure will be suspended for as long as the student complies with the terms agreed. If the subject tutor or Academic Director judges the student to have broken the

terms of the agreement, or if no agreement is reached after 5 working days, then the student shall return to the Academic Support and Discipline Procedure at the stage they had reached when they opted for mediation.

Appeals

11. A student may appeal from the decision of the Tutors' Committee either on the grounds of errors of fact or the appropriateness of the penalty. The appeal shall be made to the Standing Committee of the Governing Body. In hearing such an appeal, the Committee shall not include the Academic Director or any member of the Tutors' Committee when it dealt with any matter concerning the student, nor any other individual who has been involved in the case. It may include the Master or Dean unless they have been involved in the case. Notification of intention to appeal must be made in writing to the Academic Director, the Head of Governance, or to the Bursar within two working days of the decision of the Tutors' Committee.

Annex A

First Public Examination

In the case of failing one or more paper in the First Public Examination students are, depending on the regulations related to that particular exam, able to re-sit either the papers failed or the whole examination on one occasion. Any further attempt will require the student to make a separate application to the university for permission, which will only be granted in exceptional circumstances. Should the student not pass the examination, then their course will be terminated.

Should the student pass the examination, at the first re-sit or an exceptional subsequent attempt, they will remain on course. The results from their First Public Examination will form part of their student record and may be relevant evidence in any subsequent academic disciplinary matters.

If the student is already subject to an academic disciplinary regime at the time of the First Public Examination, it will remain in force. The college will not use the First Public Examination as a penal collection but will set its own penal collections if required as part of the disciplinary regime.

Second Public Examination

The course of a student who fails the Second Public Examination shall be terminated unless the Governing Body should determine otherwise.