

Academic Progress Procedure

Adopted by Governing Body on 11 October 2023.

All students are expected to meet their [academic obligations](#). College tutors monitor the academic progress of their students through tutorials, classes and provision of feedback on submitted work. Tutors are alert to the academic progress of their students and aim to address initial concerns about a student's academic work promptly, through routine tutorial feedback. If a student's work continues to be a cause for concern, tutors can ask for a student's name to be raised at Academic Tutors' Committee (ATC), and placed on the formal record of students whose academic progress and performance will be monitored. The student's name will be removed from this list when their academic progress and performance is no longer a cause for concern.

Whenever concerns about the academic progress of a student arise, tutors and the Senior Tutor will be alert to mitigating or complicating factors, and will encourage the student to access College welfare support, academic support and professional services such as the College Doctor, the Counselling Service or the Disability Advisory Service. Issues of a personal nature will be treated in confidence in line with the College's [GDPR framework](#).

Discussion

Where concerns about a student's academic progress or performance persist, the student will be referred to the Senior Tutor, who will meet the student for Discussion.

All parties will have 24 hours' advance notice of the meeting and who will be attending. At Discussion, and at any later stage in the process, the student may be accompanied by a member of the Oxford SU Student Advice service or a fellow student, or another supporter or advisor.¹

The student should provide all relevant information to the Senior Tutor, including details of any mitigating or complicating circumstances. The Senior Tutor will discuss the student's situation with them, outline concerns about their academic progress and advise the student what they are required to do to meet their academic obligations.

Until Discussion takes place, the circumstances impacting a student's progress and performance may not have been explored. During the Discussion stage, or at a later stage of the process, circumstances may emerge which suggest that it is more appropriate to consider a student's [Fitness to Study](#). The first steps of the Academic Progress procedure and the Fitness to Study procedure are the same, and at any point of the Academic Progress procedure it may be agreed to support the student under the Fitness to Study procedure, without the student needing to start the Fitness to Study procedures from the beginning.

After the meeting, the Senior Tutor will send the student a written summary of the Discussion. This will include a reminder of the student's academic obligations, details of

¹ The supporter should not be a member of the student's family unless agreed in advance. Legal advisors are not permitted. Other members of staff relevant to the student's case may also be invited.

any steps that were agreed (including a timeframe, if applicable), the date of a follow-up meeting, and information about welfare and academic support.

Having discussed the concerns about a student's academic progress or performance with them, if the Senior Tutor and the subject tutor(s) believe that it is necessary to initiate academic disciplinary procedures, the student will be placed on Academic Probation (Stage 1).

Academic Probation (Stage 1)

Academic Probation (Stage 1) is the first step of the academic disciplinary procedure.

The student will receive the details of their probation in writing. They will be notified of:

- a. The grounds on which they are being placed on probation;
- b. The proposed conditions of their probation;
- c. The point at which their probation will be reviewed;
- d. The consequences of not complying with the conditions of their probation;
- e. Welfare and academic support or advice available to them.

A student may not appeal being placed on Academic Probation (Stage 1). If a student thinks that any of the proposed conditions or levels of attainment demanded are unreasonable, they may present further mitigating evidence to the Senior Tutor. The Senior Tutor will review the evidence and may at this point vary or remove the condition(s) in response.

If a student complies with their conditions, their probation will be reviewed at the end of the term following that in which they were placed on probation (e.g. Trinity Term, if placed on probation in Hilary Term). If the Senior Tutor and the student's tutors are satisfied that the student is meeting their academic obligations, they will be removed from probation. If the Senior Tutor and the student's tutors continue to have concerns about the student's progress, they may extend the probation for a further term, followed by a further review. If a student initially meets the conditions of Academic Probation (Stage 1) but their work subsequently deteriorates, they may be placed on Academic Probation (Stage 2) without beginning again at the start of the Academic Progress procedure.

Academic Probation (Stage 2)

If a student does not comply with the conditions set under Academic Probation (Stage 1), the Senior Tutor will arrange a meeting with the student to discuss their academic progress, and may put the student on Academic Probation (Stage 2). The subject tutor(s) will advise on the appropriate expectations and levels of attainment.

The student will receive the details of their probation in writing. They will be notified of:

- a. The grounds on which they are being moved to Stage 2;
- b. The proposed conditions of their probation, which may include Disciplinary Collections;
- c. The point at which their probation will be reviewed;
- d. The consequences of not complying with the conditions of their probation, including that a recommendation may be made to Governing Body that their course be terminated;
- e. Welfare and academic support or advice available to them.

A student may not appeal being placed on Academic Probation (Stage 2). If a student thinks that any of the proposed conditions or levels of attainment demanded are unreasonable, they may present further mitigating evidence to the Senior Tutor. The Senior Tutor will review the evidence and may vary or remove the condition(s) in response.

If a student complies with their conditions, their probation will be reviewed at the end of the term following that in which they were placed on probation (e.g. Trinity Term, if placed on probation in Hilary Term). If the Senior Tutor and the student's tutors are satisfied that the student is meeting their academic obligations, they will be removed from probation. If the Senior Tutor and the student's tutors still have concerns about their progress, they may extend the probation for a further term, followed by a further review.

If a student initially complies with the conditions of Academic Probation (Stage 2) but their work subsequently deteriorates, they may be put back on Academic Probation (Stage 2) without beginning again at the start of the Academic Progress procedure.

Disciplinary Collections

If a student is set Disciplinary Collections as a condition of their Academic Probation (Stage 2), they will be given sufficient time to prepare adequately for them.

Disciplinary Collections will be set under the following conditions:

- a. Papers will be set and marked by external assessors from outside the College.
- b. Care will be taken to ensure that the papers set are, in terms of level and content, appropriate for the student sitting the collections.
- c. Papers will be double-marked if they would be double-marked in public examinations.
- d. Markers will be appointed by the Senior Tutor or other competent officer.
- e. As far as possible, markers will be kept uninformed of the identity of the student and of the circumstances of the case, but will be told of the stage in the course that the student has reached, and instructed to take this into account when deciding on an appropriate mark.
- f. The papers will be sat in appropriate circumstances, with due safeguards against noise and disruption, and will be properly invigilated.
- g. If students receive Alternative Arrangements for University examinations, these will also be put in place for their Disciplinary Collections.

If a student does not comply with the conditions set under Academic Probation (Stage 2), the Senior Tutor will meet with the student, advise them that they are not meeting their academic obligations and propose that they withdraw from their course. The student may present further mitigating evidence to the Senior Tutor. The Senior Tutor will review the evidence and if mitigating circumstances are accepted, the student may be set further academic conditions, and remain on Stage 2.

If mitigating evidence does not change the Senior Tutor's recommendation that the student should withdraw from their course, and if the student does not agree to withdraw

from their course, an Academic Review Panel ('the Review Panel') will be convened to consider the case.

Formal disciplinary hearing (Stage 3)

Academic Review Panel

1. The Review Panel is composed of three Governing Body Fellows, including the Vice Principal, who chairs.
2. The Senior Tutor will notify the Vice Principal that an Academic Review Panel should be convened. The Vice Principal shall select two Fellows from the membership list of Academic Tutors' Committee, excluding:
 - a. The Senior Tutor, Principal, Bursar and Dean;
 - b. Any Fellow who has served as tutor or organising tutor to the student who is the subject of the case;
 - c. Any Fellow who has been directly involved in the student's case (membership of ATC does not qualify as direct involvement as it involves routine scrutiny of reports on student progress and exam results);
 - d. Any Fellow who has served on a prior Academic Review Panel or Academic Appeal Panel involving the student, or on any similar panel under another Procedure of the College, in another case involving the same student.
3. If the Vice Principal is excluded under these criteria, they shall appoint another Fellow (who need not be a member of Academic Tutors' Committee), to take their place.
4. Once the Review Panel has been convened, the student will be notified of:
 - a. The grounds on which they are being moved to Stage 3;
 - b. The membership of the panel;
 - c. The timeline for the review of their case, and what will be expected from them during the review process;
 - d. Welfare and academic support or advice available to them.
5. The student must raise any objections to the membership of the Review Panel on grounds of eligibility within two working days. No other grounds for objection will be considered. If a member is deemed ineligible, the Chair (or the remainder of the Review Panel, if the Chair is deemed ineligible) shall select a replacement.
6. The Chair shall determine the procedure for conduct of meetings of the Review Panel. All three members of the panel shall normally be present. The Registrar shall act as secretary to the panel. Decisions shall be made by simple majority vote (all members, including the Chair, have a vote).
7. Once the Review Panel has been convened, they shall request:
 - a. A summary from the Senior Tutor of how the case has progressed through the preceding steps of the Academic Progress Procedure;
 - b. Any further comments from the student's tutors or the Senior Tutor;
 - c. Any additional representations which the student wishes to make, including any material considerations or mitigating circumstances;

- d. Any comments from other individuals whose views may be relevant to the case. If these individuals' involvement with the case was gained in confidence, e.g. as a member of the College welfare team, their comments may only be sought with the permission of the student.
8. The student will be invited to attend a meeting with the Review Panel. The meeting may take place in person or online, and the student may be accompanied if they wish. Other members of staff relevant to the student's case may also be invited. All parties will have 24 hours' notice of attendees. The student will provide any documents they wish to be considered at least 24 hours in advance of the meeting.
9. After the meeting, the Review Panel will discuss the student's case and agree an appropriate course of action. The Review Panel can take the following actions:
 - a. Refer the student back to the Senior Tutor with a recommendation that the Senior Tutor take any such measures as described under Academic Probation (Stage 1) or Academic Probation (Stage 2);
 - b. Refer the student to the Fitness to Study Process at either Stage 2 or Stage 3;
 - c. Terminate the student's course;
 - d. Suspend the student from their course for a period of up to one academic year, setting conditions for resuming their course;
 - e. Terminate the student's course unless certain conditions are satisfied;
 - f. Suspend the student from their course unless certain conditions are satisfied;
 - g. Remove the student from probation.
10. The student will be notified of the Review Panel's decision in writing. The notification will include:
 - a. A summary of the Review Panel's review and its final decision;
 - b. If conditions have been set,
 - i. The details of the conditions set, including a timeframe. Any conditions set may be for a specified period or indefinitely;
 - ii. The point(s) at which their case will be reviewed by the Review Panel;
 - iii. The consequences of not complying with the conditions;
 - c. Details of the appeals process,
 - d. Welfare and academic support or advice available to them.
11. If the Senior Tutor considers that the student has not complied with the conditions set by the Review Panel, the Senior Tutor will notify the student that they have not met their conditions and shall confirm to the student that the consequences set out in 10. b) iii. will now come into effect.

Appeal

The student has a right of appeal to an Academic Appeal Panel against any decision of the Academic Review Panel apart from those specified under 9. a), b) and f) above.

Grounds for appeal

A student may appeal decisions of the Review Panel on the following grounds:

- a. There was bias, or a reasonable perception of bias, during the procedure;

- b. There was unfairness or a failure to follow the procedure, or an error of interpretation of any of the provisions referred to in the procedure;
- c. The student has new material considerations or mitigating circumstances that it was not reasonably practicable for them to provide earlier in the process, that would have been likely to make a material difference to the outcome;
- d. The action taken was disproportionate.

Notice of appeal

The student must give notice of appeal in writing to the Principal within five working days of receiving the Review Panel's decision. The notice must include: an explanation of the grounds on which the appeal is being made; a copy of the Review Panel's decision; any other documentary evidence which is relevant to their grounds of appeal.

Academic Appeal Panel

1. The Academic Appeal Panel ('the Appeal Panel') is composed of three Governing Body Fellows, including the Principal, who chairs.
2. The Principal shall select two Fellows, excluding:
 - a. The Senior Tutor, Vice Principal, Bursar and Dean;
 - b. Any Fellow who has served as tutor or organising tutor to the student who is the subject of the case;
 - c. Any Fellow who has been directly involved in the student's case (where membership of ATC does not qualify as direct involvement merely because it involves routine scrutiny of reports on student progress and exam results);
 - d. Any Fellow who has served on an Academic Review Panel or Academic Appeal Panel involving the student, or on any similar panel under another Procedure of the College, in another case involving the same student.
3. Once the Appeal Panel has been convened, the student will be notified of:
 - a. The membership of the panel;
 - b. The timeline for the review of their appeal, and what will be expected from them during the appeal process;
 - c. Welfare and academic support or advice available to them.
4. The student must raise any objections to the membership of the Appeal Panel on grounds of eligibility within two working days. No other grounds for objection will be considered. If a member is deemed ineligible, the Chair (or the remainder of the Panel, if the Chair is deemed ineligible) shall select a replacement.
5. The Chair shall determine the procedure for conduct of meetings of the Appeal Panel. All three members of the panel shall normally be present. The secretary of Governing Body shall act as secretary to the panel. Decisions shall be made by simple majority vote (all members, including the Chair, have a vote).
6. In addition to the notice of appeal submitted by the student, the Appeal Panel shall request:

- a. A report from the Chair of the Review Panel of the panel's investigation, discussion and determination(s);
 - b. A copy of any notifications sent to the student under Academic Probation (Stage 1 and/or 2) (if applicable);
 - c. Any other relevant documents.
7. The student will be invited to attend a meeting with the Appeal Panel, though they may decline to attend if they wish. The meeting may take place in person or online, and the student may be accompanied if they wish. Other members of staff relevant to the student's case may also be invited. All parties will have 24 hours' notice of attendees. The student will provide any further documents they wish to be considered at least 24 hours in advance of the meeting.
8. After the meeting, the Appeal Panel will discuss the student's case and decide on an appropriate course of action. The Appeal Panel may:
- a. Uphold the implementation of the measure;
 - b. Vary the conditions of its implementation;
 - c. Override the whole measure and substitute any alternative action described under 9. in 'Academic Review Panel' above.
9. The decision of the Appeal Panel is final and not open to further appeal within the College.

Appeal in relation to breach of conditions

A student may also appeal the coming into effect of any consequences set out by the Academic Review Panel if they believe either that they have complied with their conditions, or that there are material considerations or mitigating circumstances which mean that it would not be reasonable to expect them to comply with their conditions.

The student must give notice of appeal in writing to the Senior Tutor within five working days of receiving the notification that they have not met their conditions. The Senior Tutor will alert the Vice Principal, who will reconvene the Academic Review Panel under the procedure detailed in Stage 3.

As far as possible, the Panel shall have the same membership. If a member is unavailable or has become ineligible, the Chair shall appoint a replacement.

External Appeal

The Student has the right to make a further appeal of the decision of the Academic Appeal Panel to the Conference of Colleges Appeal Tribunal (CCAT). The regulations for CCAT can be found here: [CCAT](#). The Tribunal has jurisdiction only to hear appeals in relation to decisions which impose a "substantial penalty". This may include termination or suspension of the student's course or other penalties of similar severity, but does not include the imposition of probation or disciplinary collections.

Exceptional cases

In exceptional cases where it is inappropriate to initiate a process of academic rehabilitation, the Senior Tutor, in consultation with the student's subject tutor(s), may

recommend to Governing Body that the student's course be suspended or terminated without implementing the procedures of Academic Probation (Stage 1 and 2).

Suspension or expulsion from the University

When a student is suspended by the University authorities, their student status at the College is automatically suspended until reinstated by the University. When a student is expelled from the University, they are automatically expelled by the College. <https://www.ox.ac.uk/students/academic/conduct>