



WYCLIFFE HALL

Academic Discipline Policy

Scope of Regulations

1. For the purpose of these procedures, “student” includes any person studying on an undergraduate course of study supplied by or in connection with Wycliffe Hall, with the exception of students on the SCIO Visiting Student programme, who should follow procedures outlined in the SCIO Programme Handbook, including the regulations therein, Course materials or other course documentation as is from time to time issued.
2. Those studying on graduate courses of study should consult departmental policies for details of their obligations, and procedures should they fail to meet those obligations.
3. In addition to these Regulations, students are expected to perform satisfactorily, i.e. pass papers, modules and examinations where required by either the University of Oxford or Durham University. Precise requirements are dependent on the course of study undertaken, and details of requirements for each course will be specified in course handbooks and in programme regulations.
4. Students and staff should also consult Wycliffe Hall’s Welfare (Fitness to Study) policy, which outlines the processes available to students and to the Hall should a student be struggling to meet their academic commitments.

Formal University requirements

5. Oxford University BA students who fail the First Public Examination have an automatic right to resit at the next available opportunity (normally September) the papers that are necessary to enable them to proceed to the Second Public Examination. Students will not be permitted to continue their course of study if they fail any paper on their first resit. Further information is available in the course Examination Conventions.
6. Oxford University CTS, DTS, and BTh students who fail a paper can resubmit that paper or resit an examination on one further occasion. Further information is available in the course Examination Conventions.
7. Durham University students who fail a submitted piece of work are permitted to re-submit that work on one further occasion. They are permitted to answer the same assignment question or task when doing so.
8. Durham University students who fail an examination are permitted to resit the examination on one

Academic Discipline Policy

further occasion. A new exam paper, with different questions, will be set for this resit.

9. In all Durham University cases, marks for re-submitted work or resat examinations will be capped at the pass mark. All resubmitted work or resat examinations will be moderated, in accordance with Durham University policy. The work must be resubmitted or resat, and passed, before a student can progress to the next level of study.
10. It should be noted that in addition to this policy, Common Award students should also refer to Durham University's *Academic Progress procedure*.

Academic Obligations of Students

Undergraduates have the following academic obligations:

11. To fulfil all academic engagements (including registration, examinations, tests, tutorials, seminars, practical classes, professional placements, including those which may be held during vacations, meetings, interviews and lectures where applicable) to a standard satisfactory to the Subject Tutor(s), Course Director and ultimately, the Academic Dean.
12. To submit all work required by the tutor(s) to a standard appropriate to the stage which they have reached in their course; and pay attention to Subject Tutors' feedback on their work; to adhere to proper scholarly standards, for example by using academic conventions to give appropriate credit for quoted material and acknowledgment for any respect in which the work is not the student's own or for any assistance received.
13. To submit all work on time, except where a tutor has explicitly given permission for it to be handed in late.
14. To achieve an acceptable standard in all written Collections where relevant as defined by the Subject Tutor(s) and communicated to the student prior to the Collection. This will normally be 55% unless specified otherwise. Collections are sat by the following groups of students:
 - a. Oxford BA and PGDip Theology students: each term, for papers where tutorials were concluded in the previous term;
 - b. Oxford BA ordinands: at the end of the S1 year, in the language they studied during that year;
 - c. DTS and BTh students: at the start of Trinity Term for any papers where they are sitting University timed exams that term.

Initial Procedures Including First Formal Warning

15. In the case of alleged breaches of obligations:

Academic Discipline Policy

- a) It is expected that Subject Tutors and students will initially attempt to resolve any perceived deficiencies informally, within the normal student-Tutor relationship. The intention is to help students to reach their potential without resort to the formal procedures laid down below.
 - b) If the perceived deficiencies persist, then the Subject Tutor will give the student a written warning (the first formal warning), with a copy sent to the Academic Dean, but also will continue, where appropriate, to attempt to resolve the matter informally.
 - c) If the matter is not thereby resolved, the Subject Tutor may proceed to make a formal complaint to the Academic Dean under the provisions below.
16. In the case of an alleged breach of obligations with regard to collections, the first formal warning consists of a written communication from the Subject Tutor to the student of the relevant Collection result, together with a clear written statement, copied to the Academic Dean, that the result is unsatisfactory.
 17. A formal complaint to the Academic Dean may be made as a result of a combination of alleged breaches of obligations, but only if all the relevant first formal warnings have been given.
 18. If the matter has not already been resolved informally, first formal warnings will lapse 16 term-time weeks after they have been issued if the matter has not been the subject of a formal complaint to the Academic Dean in that time. The Subject Tutor may renew the first formal warning if they feel the circumstances require it.

Second Stage of Formal Procedures Including Second Formal Warning

19. Where a Subject Tutor is of the view that a student is in breach of his or her academic obligations, after following the procedures above, that Tutor may make a formal complaint to the Academic Dean. That complaint shall contain, in sufficient detail, written statements of:
 - a) the nature of the student's failure to meet his or her academic obligations;
 - b) a record of when the matter was brought to the attention of the student (including copies of the first formal warning and/or the written notification of the unsatisfactory Collection result) and the student's response;
 - c) if appropriate, any other factors which the Subject Tutor believes should be taken into consideration.
20. The Academic Dean will then consider the matter, and will conduct a special interview with the student, minuted by the Senior Tutor or designated deputy. In advance of the interview, the student will be given a copy of the complaint. The interview is not an adversarial proceeding and the student has no right to legal representation, but the Academic Dean, in his or her discretion, the exercise of which shall not be withheld without reasonable cause, may allow the student to be assisted by any person. At the interview, the student will be given an opportunity for a full discussion so that they may put their case and make the college aware of any mitigating or complicating circumstances.

Academic Discipline Policy

21. Following the interview, the Academic Dean may decide to proceed in one or more of the following three ways:
 - a) no further formal action is required; or
 - b) where relevant to the student's programme of study, the student must sit a Special Collection or Collections, with a minimum of two weeks' notice, and achieve a specified level of achievement, which may be set in consultation with the Subject Tutors and will be communicated to the student at the time of notification of the Collection. A University public examination (or any individual paper or papers in the examination) for which the student is entered may take the place of a Special Collection in any requirements made, provided it takes place at least two weeks after the decision of the Academic Dean has been communicated to the student; or
 - c) the student is to be placed on informal special report for a period of no more than the remainder of the current term and the whole of the next term, with specific requirements.
22. The Senior Tutor will convey the decision in writing to the student without unreasonable delay, sending a copy to the Subject Tutor. Any requirements will represent a second formal warning.

Third Formal Stage: The Academic Disciplinary Panel

23. If the student does not fulfil satisfactorily the requirements of informal special report, then the Academic Dean may form an Academic Disciplinary Panel to hear a formal complaint regarding the student's continued lack of academic progress. The panel will comprise of at least three members, including the Academic Dean and the Course Director and minutes will be recorded by the Senior Tutor or nominated deputy. The Academic Dean will make the formal written complaint and should state clearly the grounds for complaint, including the full original complaint as made by the Subject Tutor. A copy of the complaint and all supporting documentation must be sent to the student, who must be informed that he or she is now the subject of the third stage of formal academic disciplinary procedures, which may result in their course of study being terminated if further requirements are not met.
24. The Academic Disciplinary Panel in a Formal Disciplinary Hearing will hear the complaint as soon as is practicable, normally within one to three weeks of the Academic Dean's formal complaint. The student will have the opportunity to bring forward material considerations and mitigating circumstances. The student is allowed to take advice in advance of the hearing and should be adequately represented at the hearing, being given the chance either to make a written submission, or, if he or she prefers, to appear in person before the Panel. In the latter case, the student should be offered the opportunity to be accompanied by a person of his or her choice.
25. The Academic Disciplinary Panel's duty is to establish all relevant facts and to decide to proceed in one or more of the following ways:
 - a) to rule that the complaint is now resolved and that no further action is required;

Academic Discipline Policy

- b) where relevant to the student's course of study, to rule that the student must sit a Final Collection or Collections and must achieve at least an Honours standard in each paper sat. A University Public Examination, or part of that Examination, may count for this purpose if it takes place at least two weeks after the Panel's decision is communicated to the student;
 - c) to place the student on formal probation for a period of not less than four weeks and up to two terms, with specific requirements related to performance in examinations, modules and papers.
26. In reaching its conclusion, the Panel may invite the Subject Tutor(s) to attend and make representations or give evidence relevant to the complaint. Exceptionally, it may invite other Wycliffe Hall representatives, staff or other students, to attend the hearing, answer questions, and provide information relevant to the complaint. All such further information that may be received will be made available to the student who is the subject of the complaint as soon as possible, and the student will be entitled to call material evidence or make representations based on this additional evidence.
27. In communicating the Academic Disciplinary Panel's decision to the student, it must be made clear that a failure to achieve the specified requirements will result in the student's course of study being terminated.

Monitoring of Conditions Required by the Academic Disciplinary Panel

28. If the student is required to pass Final Collections to Honours Standard in each paper individually and does not do so, then he or she will be subject to a Principal's hearing as specified below.
29. If the student has been placed on probation, the panel will nominate a member of the academic staff to monitor the student's progress each week, and warn the student of any possible infringements. The Senior Tutor will also formally review the fulfilment of probationary requirements at intervals to be agreed by the Academic Disciplinary Panel and communicated to the student at the start of the probation period. If these requirements have not been fulfilled then the student will be subject to a Principal's Hearing as specified below.

Final Stage: Hearing Before the Principal

30. In accordance with the Statutes, the final power to terminate the course of study of a student of Wycliffe Hall rests with the Principal. (In the Principal's absence, his or her powers devolve, under the Statutes, to the Vice-Principal, who may therefore carry out the procedures of this section if the Principal is unavailable to do so.)
31. If a student fails to satisfy the conditions required by an Academic Disciplinary Panel, the Academic Dean will bring the case to a Principal's hearing, which must be held reasonably promptly, normally within the next 14 days.

Academic Discipline Policy

32. The Academic Dean will provide the Principal with the complaint and supporting evidence, and records of the previous stages of the disciplinary process, and a clear statement of the respect(s) in which the student has failed to fulfil the requirements laid down by the Academic Disciplinary Panel. The student will be given a full copy of all documents submitted to the Principal. The Principal will then invite the student to attend a formal hearing, giving at least one week's notice. The student may provide, in advance of the hearing, any written statement of their own, or any other document (such as medical evidence) which they wish the Principal to consider. In response to the statements of the Senior Tutor and the student, the Principal may make written enquiries of any person, and copies of those enquiries and their responses will be immediately provided to the student.
33. At the hearing, the Academic Dean will present the case. The student will have the opportunity to bring forward new material considerations and mitigating circumstances. The student is allowed to take advice in advance of the hearing and to be represented at the hearing, or, if he or she prefers, to appear in person before the Principal. In the latter case, the student may be accompanied by a person of his or her choice. The Principal, at his or her absolute discretion, may summon other persons to be present and may adjourn the hearing to be continued at a specified later date.
34. Following the hearing, the Principal will decide either that:
 - a) the complaint has now been resolved; or
 - b) that the student's course of study is terminated, so that the student is dismissed permanently from Wycliffe Hall; or
 - c) that the student's course of study is suspended, so that the student is under temporary suspension from Wycliffe Hall, subject to specified conditions for readmission.
35. In exceptional cases, the Principal may also proceed as follows:
 - a) In the case of a student who has been placed on probation, the Principal may rule that the complaint has not been resolved but that the student should remain on probation and that the hearing with the Principal will be reconvened if there is any violation of the conditions set.
 - b) In the cases of a student who has failed Final Collections, he may rule that the student should re-sit all or part of those Collections (at a time of the Principal's determination). Following this, the hearing with the Principal will be reconvened.

Right of Appeal to The Conference of Colleges Appeals Tribunal (for students on Oxford University courses only)

36. If the student wishes to appeal against the decision of the Hall, he or she may do so by referring the case to the Conference of Colleges Appeals Tribunal. The Conference of Colleges Appeals Tribunal considers appeals on disciplinary decisions imposing a substantial penalty.
37. The Conference of Colleges defines substantial penalty as including the penalties of expulsion, rustication or suspension, substantial fines and other penalties of similar severity. Substantial

- penalty does not include measures such as the imposition of probation or specially assessed collections.
38. Any student who wishes to bring before the Tribunal an appeal should file a written application with the Secretariat of the Conference of Colleges within 5 days of the date of the decision appealed against. The Chair of the Conference of Colleges shall have power to extend such time if he or she considers that there is good and sufficient reason for so doing. The application should include:
- a) a copy of the decision being challenged,
 - b) a brief statement of the facts,
 - c) a statement of the arguments on which the application is based,
 - d) the appellant's request for a remedy,
 - e) where applicable an application for a stay of the effects of the decision,
 - f) being challenged or for any other preliminary relief of an urgent nature,
 - g) the appellant's address, telephone number and, where applicable,
 - h) the electronic mail address at which he or she can be reached for the purpose of the proceedings.
39. Further information of the Conference of Colleges Appeals Tribunal's terms of reference is available on the Conference of Colleges website at: <https://weblearn.ox.ac.uk/access/content/group/test1-conf-coll/Public%20Documents/Appeal%20Tribunal/>

Right of Appeal to Office of the Independent Adjudicator (for students on Common Award programmes)

40. If the student wishes to appeal against the decision of the Hall, he or she may do so by referring the case to the Office of the Independent Adjudicator within 3 months of the Hall's final decision and issue of a Completion of Procedures Letter. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website at: www.oiahe.org.uk.

Right of Appeal to Office of the Independent Adjudicator (for students on Oxford University courses)

41. If the student wishes to appeal against the decision of the Conference of Colleges Appeals Tribunal, he or she may do so by referring the case to the Office of the Independent Adjudicator within 3 months of the Tribunal's final decision and issue of a Completion of Procedures letter. Further details concerning the operation of the Independent Scheme for the review of student complaints provided by the OIA may be found on the OIA website at: www.oiahe.org.uk.

Academic Discipline Policy

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Sub-Committee	Date to Take Effect	Date of Next Major Review
V.3	JER	24.11.14	Education	24.11.14	Michaelmas 2015
V 4	KAR	16.11.16	Education	16.11.16	Michaelmas 2017
V 5	KAR	22.02.17	Education	22.02.17	Michaelmas 2017
V 7	KAR	14.02.19	Education	14.02.19	Michaelmas 2020

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.