



## PROCEDURES CONCERNING ACADEMIC AND GENERAL DISCIPLINE

### 1. Acceptance of a place

Everyone who accepts a place on an undergraduate or graduate course at New College is deemed to have bound themselves to observe the College regulations. Persons accepting a place on an undergraduate course at New College are deemed to have accepted the requirements set out in the statement of 'Academic Obligations' in the Dean's Handbook. These regulations set out the disciplinary procedures, which will be instituted in cases of infringement of these obligations and regulations.

### 2. Terminology

a) There are five categories of student:

<u>Undergraduates:</u>	undertaking first BA degree courses and members of JCR.
<u>Graduates:</u>	undertaking higher degree courses and members of both JCR and MCR.
<u>Mature Students:</u>	undertaking either first BA degree courses or higher degree courses and members of either JCR or MCR depending on what degree is being taken.
<u>Senior Status Students:</u>	undertaking second BA degree courses and members of both JCR and MCR.
<u>Visiting Students:</u>	Visiting Students are students studying at New College for a limited period of time, but who are not enrolled for a degree; depending on the circumstances, they may be members of either the Junior or Middle Common Rooms.

Hereinafter the term 'undergraduate' shall be understood to include all categories of junior members of the College listed in this paragraph.

- b) 'Suspension (voluntary)': where an undergraduate ceases for a period to be provided tuition by New College, to have the use of New College facilities, and may not visit New College premises without the express permission of the Dean. But the undergraduate remains registered for their course of study, and is required to resume it at the end of the period of suspension, subject to meeting any requirements set by the College. To effect this the undergraduate will need to contact the Tuition Office.
- c) 'Suspension (non-voluntary)': where an undergraduate ceases for a period to be provided with tuition by New College, to have the use of New College facilities, and

to resume it at the end of the period of suspension, subject to meeting any requirements set by the College. These may include sitting one or more Penal Collections, which shall where possible be marked or second-marked by an appropriate person outside College. (A Penal Collections differs from a routine Collection in this it is imposed by the Warden and Tutors Committee, not the tutors; it is where possible marked or second-marked externally; and failure to attain a given mark or above may result in further academic penalties as detailed under 6) below.)

d)

- c) The Disciplinary Sub-Committee of Warden and Tutors shall be constituted according to the following procedures. The Senior Tutor shall in each Trinity Term draw up for the following academic year a panel of ten from the list of Professorial, Official and Supernumerary Fellows of the College and submit it to Warden and Tutors for approval. In drawing up the panel the Senior Tutor shall take the first name on the list of Fellows drawn up according to seniority, then the fifth, ninth names and so on exclusive of the Dean and the Dean of Divinity, or such other order as shall vary the list from year to year and shall include names from the first five



- b) The normal course of action shall be to send to the undergraduate a First Official Warning of breach of requirements, which shall take the form either of a summons to the Warden or of a Senior Tutor's letter, and shall state that continued breaches may result in the undergraduate's expulsion. This First Official Warning may be accompanied by the imposition of a Penal Collection at which the undergraduate is required to achieve a specific standard (normally 60% or the lowest 2.1 mark).
- c) If either a failure of a Penal Collection or a further breach of requirements is reported the normal course of action shall be to send to the undergraduate a Second Official Warning of breach of requirements, which shall take the same form as in 6(b) above. This Second Official Warning also may be accompanied by the imposition of a Penal Collection at which the undergraduate is required to achieve a specific standard. The undergraduate shall also be warned that a third breach will trigger the setting-up of a Disciplinary Sub-Committee.
- d) In the event of a subsequent failure in a Penal Collection or a further persistent breach of requirements, a Disciplinary Sub-Committee shall be convened to consider the suspension or expulsion, or retention under specified conditions, of



<http://www.confcoll.ox.ac.uk/html/main/ccat.html>

Students may also refer decisions to the Office of the Independent Adjudicator for Higher Education, which is independent from the University of Oxford:

<https://www.oiahe.org.uk/students/>

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