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# ***PART B – ACADEMIC MATTERS***

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## **B.1. Aims and Objectives**

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The fundamental objectives of the College as an educational institution are to create an environment conducive to learning and to pursue excellence in teaching and research.

The College seeks to enable undergraduates to realise their full academic potential whilst they are in Oxford. Your tutors will encourage, guide and advise you, giving you the opportunity to make the best possible academic progress in all aspects of your degree course. You must give your academic work priority over all other activities.

Graduate students make a different and distinctive contribution to the intellectual life of the College and University. Whether you are taking a taught course or conducting research, you will expect to advance the boundaries of knowledge and understanding in your field. You will find that membership of the MCR and a range of College organised events give you access to an internationally and culturally diverse community of scholars across a very large number of disciplines, providing an opportunity to enrich and enlarge your intellectual horizons.

Sections B2, B3 and provide general information for graduates and undergraduates. Section B4 deals with graduate education. Sections B5 – B7 deal with undergraduate education.

## **B.2. General Information**

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### **B.2.1. The Academic Year**

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**B.2.1.1** At Oxford, the three terms which make up the academic year are called Michaelmas (Autumn), Hilary (Spring), and Trinity (Summer). Each is a period of eight weeks known as Full Term. The weeks of term are generally referred to as First Week, Second Week and so on. Each week starts on Sunday. The week before the start of Full Term is known as 0<sup>th</sup> Week and the week after the end of Full Term as Ninth Week. Students are required to be in residence for at least 42 nights in each term.

The dates of Full Term in 2011/2012 academic year are as follows:

Michaelmas Term 2011	Sunday 9 October to Saturday 3 December
Hilary Term 2012:	Sunday 15 January to Saturday 10 March
Trinity Term 2012	Sunday 22 April to Saturday 16 June

**B.2.1.2.** Undergraduates and graduates on taught courses may come into residence from the Sunday before Full Term and are required to come into residence by 5.00 p.m. on the Thursday before Full Term. In Michaelmas Term, Fresher undergraduates must arrive on the Monday, and Fresher graduates must arrive by the Sunday, of 0<sup>th</sup> week. The Friday and Saturday of 0<sup>th</sup> week are reserved for termly College Examinations, (see Section B.6.4.) and meetings with tutors.

**B.2.1.3.** At the end of term undergraduates may be required to appear for 'Warden's Collections' (individual meetings with the Warden, Senior Tutor and subject tutors) to discuss the student's academic progress) at times which will be indicated by a notice in the Porter's Lodge (see Section B.6.1). Graduates are required to appear for an Annual Progress Meeting with the Warden and College Advisors during Hilary Term (for those on the first year of their course) and during Trinity Term (for second and subsequent years), at times which will be indicated by a notice in the Porters Lodge (see Section B.4.4). Attendance at Warden's Collections and Annual Progress Meetings is compulsory and gowns must be worn.

**B.2.1.4.** At the beginning and end of each term undergraduates are required to sign in and out on arrival and departure at the Porters' Lodge.

## **B.2.2 Registration**

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All students except Visiting Students must register with the University at the beginning of each academic year (or at the anniversary of the term in which they first registered for their current programme of study). Student registration is an entirely online, self-service process. Students are able to access and change their personal details throughout the year, and to produce for themselves a copy of an Enrolment Certificate which can be used as confirmation of their student status and for Council Tax exemption.

### **B.2.2.1. The registration process:**

*New students* (including those who are returning to start a new programme of study): In August the Oxford University Computing services will email graduate and undergraduate Freshers a New Student's User ID Registration Guide. Registration passwords will be emailed directly to Freshers shortly afterwards. From 1st September all Freshers will be able to log-in to Student Self Service to check and amend personal and academic details. When students arrive in Oxford, the College will issue University cards, library packs and OUCS logins, and complete the registration process.

*Continuing students* (progressing to or repeating another year by the same programme of study) must re-register by the anniversary of their start date; a registration guide is available on the University website at [www.ox.ac.uk/students/](http://www.ox.ac.uk/students/)

*Intercalating Students:* Students who are studying or working abroad for the academic year as part of their course must still register on-line.

Important: Student Maintenance Loans will not be paid to students until they have completed the student registration process.

## **B.2.3 Residence and Leave of Absence**

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**B.2.3.1.** 'Residence' has a formal meaning within the University. To be in residence a Junior Member must be (a) paying fees and (b) living in Oxford or within the distance prescribed by the University for statutory residence (unless dispensed). Only a person who is 'in residence' and has paid their fees (College – including continuation fees - where applicable and University) is permitted to use the facilities of the College (unless prohibited from doing so by a competent College authority). All students in these categories are members of the College. Full conditions regarding Residence, including those for graduates, are given in the Examination Regulations, published annually by the University.

**B.2.3.2.** An undergraduate who wishes to come into residence late or to go out of residence early, must apply to their Director of Studies, who will forward the application with their recommendations to the Warden. Students who fail to do so may be subject to fines or other decanal disciplinary measures. Leave in either case will be granted only if good cause is shown.

**B.2.3.3.** Undergraduate or graduate students resident in College who wish to be away from College for any night or nights during the term must enter the address to which they are going in the exeat book kept in the Porter's Lodge. If possible, a telephone number should also be given. This information is necessary so that students can be contacted in the case of emergency and so

people can be accounted for in the event of fire. The Head Porter is responsible for informing the relevant tutor of each entry.

**B.2.3.4.** A student, whether undergraduate or graduate, may go 'out of residence' for a limited period, either voluntarily with the permission of the College (see Section B.7.3), or compulsorily because of either academic or non-academic disciplinary reasons. If you need to be away from Oxford during Full Term, you should discuss this first with your Director of Studies if you are an undergraduate, or with your College Advisor if you are a graduate. Absence from College will not be accepted as an excuse for failure to meet your academic requirements.

## **B.2.4 Vacations**

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**B.2.4.1.** Junior Members occupy their rooms under the terms of a licence which, in the case of most undergraduates living in College, runs from the Sunday of 0<sup>th</sup> Week to the Saturday of 8<sup>th</sup> Week, and require their rooms to be vacated at the end of each term. Undergraduates resident in the ARCO Building have 37 week licences, and all graduates are offered a 9 month contract which allows them to remain permanently in residence until the end of Trinity Term. Those graduates wishing to remain for academic reasons may be offered alternative accommodation during the Summer Vacation.

**B.2.4.2.** Publicly-funded non-finalists who are required to stay up outside normal term dates in order to sit University examinations or to undertake extra tutorial work on a tutor's recommendation (for example, to make up work missed through illness) shall, if living in College accommodation, not be charged rent for those additional days. Self-funded students will be charged for their accommodation at the normal accommodation rate. An undergraduate student may apply to stay up after the end of term to carry out coursework certified as essential by his or her tutor (for example, project work); these students will be charged for their accommodation at the normal rate, but may be able to apply for assistance with these costs (through the College or Keble Association administered funds).

**B.2.4.3.** Arrangements for meals in vacation are posted in the Lodge and on the College website.

**B.2.4.4.** During the vacations all public rooms, except the Middle Common Room, will be reserved for the use of conferences. During the Christmas and Easter vacations the Junior Common Room will also be available for admission candidates and Junior Members but, on occasions, may be allocated to conferences.

## **B.2.5 Information about Academic Matters**

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**B.2.5.1.** Important information relating to tutorials, examinations, Warden's Collections and other matters is displayed on notice boards and/or blackboards in the Lodge. Tutors from this and other colleges also frequently communicate via your pigeon-hole in the Lodge or by e-mail. You should check notice boards, mail and email regularly (daily is recommended). Failure to check notice boards, mail and e-mail will not be accepted as an excuse for not complying with requirements. Communications delivered to College pigeon-holes or sent to an e-mail address '@keble' will be deemed to have been received after 48 hours.

**B.2.5.2.** Email is the default method of communication within the College, and all Junior Members must ensure that the College Office has their current email address. Undergraduates are given an email address upon arrival and must either use this as their primary email address or establish an automatic forwarding arrangement from it to their preferred address.

Graduates are encouraged to apply to OUCS for a College address but they must in any event inform the College Office of their email address before Friday of 1st Week of Michaelmas Term. Any changes of email address must be immediately notified to the College Office. Failure to respond to an email will have the same consequences as failure to reply to any other form of communication.

**B.2.5.3.** All Junior Members are issued with a University Card which is used to borrow books from the Libraries; to register personal computers onto the College network; as proof of identity for issuing lost passwords; as proof of identity when sitting University examinations and College examinations; for access to College, College departments and University Departments; and also for the purchase of meals in Hall and items bought in Café Keble.

The loss of a Card should be reported immediately to the Accounts Section of the Bursary to prevent unauthorised use and to the College Office so that a new one may be ordered. The University Card Office charges £10 for the replacement of each lost University Card. Payment will be required from the cardholder through the University Card Office website On-Line Store link, which is available at <http://www.admin.ox.ac.uk/card/>. If your card is stolen it will be necessary to provide a police incident number to ensure that the £10 fee is not charged. On receipt of payment the Card Office will send a replacement card to the College Office for collection. Once a card is reported as lost, the barcode will be stopped and changed; should the original card be found, it will no longer be useable. Worn Cards will be replaced free of charge and should be requested via the College Office; the worn card must be produced when collecting the new card.

Further details can be found at <http://www.admin.ox.ac.uk/card/oxonly/faq.shtml> 'What do I do if my card gets lost?'

## **B.2.6 Academic Dress**

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**B.2.6.1.** Full academic dress is worn to the Matriculation ceremony, when taking University examinations and when graduating. This consists of 'subfusc' clothing, gown and cap (mortar board). Women may wear a soft cap instead of the mortar board if they wish. Subfusc clothing for men denotes a dark suit, dark socks and black shoes or boots, a plain white shirt and white collar, and white bow tie. Subfusc clothing for women denotes a white blouse, black ribbon tie, dark skirt or trousers, black stockings, black shoes or boots, and if desired, a dark coat. Students serving in H.M. Forces are permitted to wear uniform together with a gown. The uniform cap is worn in the street and carried when indoors.

**B.2.6.2.** For undergraduates, the appropriate gown is the commoner's gown, unless you are a scholar (see Section B.6.7. below), in which case you are entitled to wear a special scholar's gown. Graduates of Oxford reading for a higher degree should wear the appropriate Oxford gown (note: holders of M.Chem., M.Eng., M.Math., and M.Phys degrees initially wear the same academic dress as B.A.s.). Graduates of other universities reading for a higher degree wear a graduate scholar's gown, but may, if they wish, wear the academic dress of their previous university. Senior Students reading for a second undergraduate degree are not entitled to wear the graduate student's gown and should wear the commoner's gown.

**B.2.6.3.** All members of College are required to wear gowns at dinner in Hall during Full Term (except on Saturdays, when there is no High Table) and will not be admitted unless they are wearing a gown; hats may not be worn at dinner in Hall except for religious or cultural reasons. Members are reminded that they are also required to wear gowns at Chapel services on Sundays; and when officially calling on the Warden and the Senior Dean.

## **B.2.7 Degrees and Graduation Ceremonies**

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**B.2.7.1.** Undergraduates are qualified for the degree of Bachelor of Arts as soon as they have passed the necessary examination and have resided for nine Terms.

**B.2.7.2.** Bachelors of Arts are qualified for the degree of Master of Arts as soon as they have entered on the twenty-first Term from their matriculation (eighteenth term for those with Senior Status).

**B.2.7.3.** Before members of the College can proceed to any degree, they need to obtain the grace of the College. This will not normally be given to those who are in debt to the College, or elsewhere within the University or City, and may be withheld for conduct which in the opinion of the Governing Body is prejudicial to the good name of the College.

**B.2.7.4.** Degrees are conferred by the University at ceremonies which take place on stated days throughout the year. Degrees may be taken in person, at a ceremony in the Sheldonian Theatre, or in absentia. Candidates who appear in person are presented by the Dean of Degrees of the College.

**B.2.7.5.** Candidates for degrees are required to wear subfusc with cap and gown.

**B.2.7.6.** Undergraduate Degree Ceremony: The College holds a graduation ceremony at which up to 120 recent finalists may graduate as a year group in May of the year following Finals. The College provides lunch for those graduating and their guests after the ceremony. Finalists will be contacted by the Development Office at the end of Trinity Term asking for confirmation of contact details and invitations for this degree ceremony will be sent out in the following January to this address. Students must therefore inform the Development Office of any changes of address. Please contact the Development Office for further information.

**B.2.7.7.** Graduate Degree Ceremonies: There are a number of degree days throughout the year and current dates are posted on the website. The application form can also be found on the website and this should be completed and returned to the Warden's PA to book a place. We are allocated a limited number of places and the ceremonies get filled very quickly so we cannot guarantee that students will be able to graduate on their chosen date. Please contact the Warden's PA for further information.

## **B.3. Facilities**

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### **B.3.1 The Library**

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**B.3.1.1.** The College Library is a place to study and a lending library, with the majority, but not all, of the books available for loan. Access to the Library is with the University card. For security reasons the Library door must be kept closed. Failure to observe library regulations will result in Decanal action.

**B.3.1.2.** Library Regulations apply to all members of College and have been formulated to maintain the library as a shared resource and a quiet and pleasant place for academic work.

**B.3.1.3.** Non-members may not be admitted without an appointment with the Librarian.

**B.3.1.4.** Food and drink may not be brought into the library. Smoking is prohibited.

**B.3.1.5.** Books may not be removed from the library without being checked out. The Library is protected by a security system. Its purpose is to prevent the illegal removal of books and

articles from the Library. Anything that triggers the alarm is logged on CCTV and video. This includes books not checked out, trying to hold a book too high for the sensors, or throwing books over the gate. The minimum fine for attempting to by-pass or tamper with the security system in any way is £50.

**B.3.1.6.** Readers must observe borrowing procedures as printed in the Reader's Guide. Loans are not transferable. Readers are responsible for all books checked out in their names. Lost or damaged books will be charged for and if periodicals or books forming part of a set are lost/damaged the cost of a replacement set may have to be charged. Final year students must return all books belonging to the Library before leaving Oxford. Books belonging to other college and faculty libraries should be returned to these libraries; the Keble Library staff will not return these for you. A copy of the Reader's Guide to the Library is made available to all new Members and is also available at the Library desk.

**B.3.1.7.** Desk spaces may not be reserved and desks will be cleared every morning.

**B.3.1.8.** Valuables should not be left in the Library. The College cannot accept responsibility for any damage to or theft of readers' property.

**B.3.1.9.** Mobile phones must be switched off.

**B.3.1.10.** Photocopying and printing is charged to battels. IT rules and regulations apply to all public computers and when connecting your own computer to the web using the Ethernet ports or a wireless connection (see IT section for details).

## **B.3.2. IT Facilities**

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**B.3.2.1.** There are computer facilities situated in the basement of the Warden's Lodgings for the benefit of all members of the College. Access to the Computer Room is with the University card. There are email terminals in the JCR, MCR, Library and Café Keble, and Ethernet connections to the University network in all student rooms. Any problems with the machines or queries concerning the operation of the room should be addressed to the IT Department as soon as possible. There is also wireless access to the internet in Café Keble, the Library, the MCR and Liddon Quad.

**B.3.2.2.** Each student will be given two different User IDs and Passwords: a University User ID and Password provided by OUCS which is required for logging on to email Weblearn, OXCORT etc; and a Keble College User ID and password which is required for logging on to the computers in the College Computer Room. Please make sure you make a note of these somewhere. Passwords for University and College accounts must not be revealed to any other person. College members who connect to the College network are responsible for any actions taken by others who use that computer. IT facilities may only be used by members of the College.

**B.3.2.3.** Fresher undergraduates may not access the College network until they have attended the IT Induction session which forms part of the Induction Week programme.

**B.3.2.4.** Eating, drinking and smoking are not permitted in the computer room, which must be maintained in a clean and tidy condition. Mobile phones, radios or other appliances that might cause excessive noise or distract others must not be used in the computer room. For security reasons, the computer room door must not be left open or unlocked.

**B.3.2.5.** The computer facilities are provided for academic purposes only; it is a serious offence to use them otherwise. All users must obey the University's regulations relating to the

use of IT facilities, which are set out in Section G.9. The College subscribes to the University Policy in regard to computer misuse, and any infringements of this policy will be reported to the appropriate authorities. Failure to adhere to the rules may result in the removal of your network access.

**B.3.2.6.** Computers connected to the College network may not run any server or service to other users, inside or outside the College without express permission from the College IT Manager. This includes, but is not limited to: web-servers, file sharing, online games, audio or video communication.

**B.3.2.7.** Computers connected to the College network are not permitted to be used for the illegal storage and/or distribution of offensive or copyright material. This specifically includes participation in any manner of file sharing network.

**B.3.2.8.** Computers connected to the College network must be kept up-to-date at all times with security updates for the Operating System and applications, and must have installed approved anti-virus software which is up-dated frequently. The College strongly recommends that all College members use the Sophos anti-virus software, which is freely available. However, the IT Department will also endeavour to support Norton, AVG, F-Secure and McAfee, but please ensure that you have any installation disks and license codes, and that you purchase updates for the duration of your use of the software.

## **B.4. Graduate Education**

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### **B.4.1. Academic Provision**

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The primary responsibility for the provision of graduate education lies with the University. If you are a research student, the University will assign you a Supervisor to guide your studies. If you are taking a taught course, your faculty or department will provide much of your teaching, though the College may in some cases be responsible for organising tutorials for you. The role of the College is to facilitate your studies by providing academic and pastoral support of various kinds, and to provide you with social and recreational facilities.

### **B.4.2. Tutor for Graduates**

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The Tutor for Graduates (who is also Senior Tutor) is responsible for keeping under review the academic progress of graduate students. You may consult the Tutor for Graduates in confidence about any matter, whether academic, personal or financial.

Students studying for a Second BA come within the jurisdiction of the Tutor for Graduates for all non-academic matters and are members of the MCR. However, the organisation of their studies is similar to that of undergraduates, so they should pay particular attention to the information on undergraduate education, below.

### **B.4.3. College Advisors**

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The College appoints a College Advisor for each student. You will be notified of the name of your College Advisor when you arrive and you should feel free to contact him or her to introduce yourself. You will in any case meet your College Advisor informally at the Graduate Freshers' dinner at the start of the academic year. Thereafter, College Advisors typically meet their advisees individually once a term to discuss their progress, though this may vary according to the needs and preferences of students and Advisors. Your College Advisor is not intended to be a replacement for the Supervisor appointed for you by the University, but he or she will take an interest in your progress and should be regarded as a useful source of advice about any matter,

whether academic, personal or financial. In particular, you should contact your College Advisor if you have difficulties with your supervision. If for some reason your College Advisor is unavailable, you should contact the Tutor for Graduates.

#### **B.4.4. Monitoring of Academic Progress**

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The College takes a serious interest in the academic progress of graduate students. The Warden and Tutor for Graduates hold Annual Progress Meetings with graduates and their College Advisors. These are short meetings held during Hilary Term (for those on the first year of their course) and during Trinity Term (for second and subsequent years), at times which will be indicated by a notice in the Porters Lodge. Annual Progress Meetings provide an important opportunity for students to review their progress and to raise any problems they may be experiencing. Attendance at Progress Meetings is compulsory and gowns must be worn.

Graduates may undertake paid employment or take part in significant non-academic activities only according to terms established with their University Supervisor in line with UK employment law and the provisions of funding bodies. Graduates should also inform their College Advisor.

#### **B.4.5. Graduate Feedback Questionnaire**

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In Hilary Term each year, the Senior Tutor invites all Graduates to complete an on-line questionnaire. Although this is a voluntary exercise we do hope as many Graduates can respond as fully as possible. The purpose of the exercise is twofold: to ensure that the College is aware of and able to respond to any problems affecting the academic progress of graduate students, and to contribute to the development of College policies for graduate students.

#### **B.4.6. University Examinations**

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The University gives due notice each year of the dates for entering names for the various examinations on its website at <http://www.admin.ox.ac.uk/schools/index.shtml>. It is the student's own responsibility to check that they have been entered for the correct examination/papers.

##### **Examination Entry Procedure**

Exams that contain only compulsory core assessment units:

As soon as you have registered, any core assessment units will be automatically attached to your record. Therefore there is no entry form for these examinations.

Exams that include core and optional assessment units or optional assessment units only:

Optional assessment units must be entered on the appropriate form which will be sent to you by the College Academic Registrar approximately ten days before the due submission date. Core assessments will be listed on this entry form.

##### Late entry and/or Change of Option

Late entries are accepted only with the permission of the Chairman of the Examiners and the University exacts a late entry fee (minimum £40) which must be paid via the University's on-line shop; the examination entry form should then be returned to the College Academic Registrar. Applications will not be processed until the relevant payment has been made to the University.

In order to change an option, candidates must submit a 'change of option' request via the University's on-line shop; this requires payment of £40. Once this payment has been made and

an order number obtained, you should complete the 'change of option' form (available online) and send it with the order number to the College Academic Registrar.

See University Regulations Part 9, cl.9.8 for further details relating to late entry and change of option.

#### Confirmation of entry

Approximately two weeks after each entry date, you should check that you have been correctly entered for all assessments through the Academic and Assessment Information page in student self-service. Any errors should be notified to the Examination Schools Academic Office via [exam.entries@exams.ox.ac.uk](mailto:exam.entries@exams.ox.ac.uk), and also to the College Academic Registrar.

### **B.4.7. Plagiarism**

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Plagiarism, in brief terms, is the passing off of someone else's work as one's own. Plagiarism is a serious examination offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the University. These rules apply equally to any material obtained via the internet. Any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions. Similarly, the College regards instances of plagiarism in regular tutorial and class work as examples of academic misconduct which will be investigated under the College academic disciplinary procedures and may result in the imposition of severe penalties. Further information about what constitutes plagiarism and advice on how to avoid it is available on the University website at <http://www.admin.ox.ac.uk/epsc/plagiarism/>.

### **B.4.8. Financial Support for Graduate Study**

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**B.4.8.1. The Academic Fund:** The College has a modest Academic Fund to assist graduate students with their academic studies. Students may apply for assistance for course-related equipment, fieldwork costs, attendance at relevant conferences (especially if a paper or poster is being presented), and visits to libraries or archives outside Oxford.

The application form for Academic Fund awards is available on the College Website. Applications should be returned to the College Office with a letter of support from the student's Supervisor and College Advisor. Students will be expected to apply to parallel sources of funding, for instance from Divisions, Faculties, Departments, and from Research Council funds.

Applications for grants from the Academic Fund may be made at any time, but must be made in advance; grants will not normally be awarded retrospectively. The maximum sum awarded to any student will not normally exceed £350 in any academic year. If you are in doubt about whether an application is appropriate, or the terms on which it should be made, please consult the Tutor for Graduates.

**B.4.8.2. Keble Association Awards:** The Keble Association provides generous financial support to students for course or research-related expenditure. Further details and applications forms for Keble Association travel, study and arts awards are available on the College website.

**B.4.8.3. Faith-Ivens Franklin** awards, open to all graduates for travel in connection with course-related academic studies.

**B.4.8.4** Graduate Scholarships The College awards a number of Graduate Scholarships each year. Details of these awards are advertised on the College website each Michaelmas Term for the coming academic year.

**B.4.8.5.** The Mavis Gibson History Prize (up to £300), open to all graduates studying a taught masters course offered by the History Faculty, for students who obtain a distinction.

**B.4.8.6.** The Durham Prize is awarded for outstanding performance in a Taught Masters course (excluding History) and who is not awarded a University Prize; the recipient must proceed to DPhil studies at Keble College.

**B.4.8.7.** Craythorne Scholarships provide limited funds to those in financial need, academic excellence is assumed.

**B.4.8.8** The Roy Kay Scholarship provides £500 p.a. for up to three years and is awarded on academic merit following the pre-clinical examinations.

**B.4.8.9.** The Ian Walker Prize (£140) provides funds for limited research project, travel to conferences or summer vacation project work.

**B.4.8.10.** College and University Hardship Funds: There are limited funds available to support students who experience unforeseen financial hardship. For more information about these funds and how to apply see Sections F.7.3. and F.7.4.

## **B.4.9. College Facilities and Events for Graduates**

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Graduates paying fees are entitled to participate equally with undergraduates in all aspects of College life. Graduates who have fulfilled the necessary residence requirements and paid the required fees for their course, but are still working for their degree are required to pay a continuation fee of £30 per term. The MCR provides you with an opportunity to become part of an international, multi-disciplinary community of scholars. You are strongly encouraged to make use of the MCR and to take part in the events it organises.

The College also runs interdisciplinary and other research events which are of significant interest to graduates. There are a number of informal graduate discussion evenings held in the Warden's Lodgings throughout the year to which MCR and SCR members are invited. A wide range of College dinners and similar activities occur throughout the year for graduates.

## **B.5. Undergraduate Education – Your Academic Obligations**

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This section outlines the key components of an undergraduate education at Keble and explains your obligations as an undergraduate member of this College. It should be read in conjunction with B.6, which provides further details of the support provided by the College, and B.7, which explains what will happen if you fail to meet your academic obligations.

### **B.5.1. College Teaching**

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All undergraduates are assigned to a Director of Studies from among the Fellows or Lecturers of the College. In general, your Director of Studies will teach you for some of your papers, and will be responsible for arranging suitable tuition for the remainder. During the three or four years of your degree course, you will probably be taught by Keble tutors for some parts of your course and by Fellows and Lecturers of other colleges for other parts.

The main method of instruction within the College is by tutorials and classes. The purpose of a tutorial is to discuss your knowledge and understanding of a topic as presented in an essay or other written work. You will be using the tutorial system to best advantage if you take an active role, testing your own thoughts against those of your tutor. The tutorial system is a privilege. Make sure that you use it to the full. Further information on what to expect in a tutorial is available on the College website.

Attendance at tutorials and classes is an absolute obligation. Recreational and social activities will not be regarded as good reasons for missing a tutorial. If you are unable to attend a tutorial due to illness or other good cause, you should inform your tutor in advance wherever possible.

You must also complete any assigned work for the tutorial (essays, problem sheets etc.) in a conscientious and organised manner. You must comply with your tutor's instructions regarding the date and manner of submission of these assignments.

Persistent failure to attend tutorials or classes, or to prepare properly for them, may lead to you being given an informal warning (see Sections B.7.2.2. to B.7.2.4.).

Undergraduates wishing to take part in non-academic activities that may require considerable amounts of time during full term should seek advice from their Director of Studies. They may undertake paid employment during term with the written permission of their Director of Studies, provided it does not exceed six hours a week or significantly interfere with their studies. The College strongly advises undergraduates to consult with their Director of Studies before undertaking substantial employment during a vacation. Paid employment will not be accepted as a reason for not completing academic work set for vacations.

### **B.5.2. University Teaching**

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In addition to College tutorials and classes, instruction is provided by the University through lectures, practical classes, field courses and other means. Tutors will give advice on these matters.

Where the University requires you to fulfil certain obligations (e.g. laboratory classes in science subjects) or where your tutors tell you that you must attend specified lectures or classes, you must do so in an organised and conscientious manner. The College will treat any failures to meet these obligations with the same severity as it views lapses in College-based teaching.

### **B.5.3. Academic Work in the Vacation**

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It is not practicable to cover the entire academic syllabus during the three eight-week terms. Tutors will therefore set vacation work which you should regard as an integral part of your course. The College expects you to devote sufficient time during the vacations to the completion of vacation work and to give it priority over other vacation activities. You will also need to devote time in the vacation to revising for College Examinations (see Section B.5.4.).

### **B.5.4. College Examinations**

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At the beginning of most terms, you will normally be expected to sit one or more College Examination. These usually take place on Friday and Saturday of 0<sup>th</sup> Week. Attendance at College Examinations is compulsory. If you are ill, or unable to attend for some other good reason, you must obtain permission to postpone College Examinations from your Director of Studies.

Students sitting College Examinations should wear a gown and must display their University Card, photograph side up, on the table immediately in front of them for the duration of the examination.

The purpose of College Examinations is to assess the progress you are making with your studies. The College expects you to engage in systematic and appropriate academic work in preparation for College Examinations and to devote a suitable amount of time in the vacation to this task. Your tutors should mark and return College Examinations promptly, with some comment on how you have done and how you can improve. These Examinations are an important opportunity for you to receive feedback from tutors on your academic progress and therefore should be taken seriously.

Excellence in College Examinations may be rewarded with College Examination Prizes. Conversely, poor or unsatisfactory performance will be treated as a matter of very serious concern. Persistent unsatisfactory performance may lead to you being issued with an informal warning (see Section B.7.2.4.)

### **B.5.5. University Examinations**

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All undergraduates take two University examinations. The First Public Examination is usually taken during the first year, at the end of either two or three terms. It is known as the Preliminary Examination, Honour Moderations or Moderations according to subject. The Second Public Examination is the final examination on which the degree is awarded. In some subjects there are two or more parts to the final examination, which are spread over different years.

It is your own responsibility to ensure you enter for examinations at the right time and for the right papers, though you will receive adequate notice and guidance from the College Academic Registrar. In case of difficulties, you should seek help from your tutors or from the College Academic Registrar in the College office. The University gives due notice each year of the dates for entering names for the various examinations on its website at <http://www.admin.ox.ac.uk/schools/index.shtml>.

Satisfactory performance in the First Public Examination is required for continued membership of the College. This means that for examinations in which classes are awarded, at least a Third Class mark must be achieved. In the others, passes in all papers are required. If you fail to pass an examination you will be allowed to re-sit the relevant papers. The re-sit must take place at the first opportunity offered by the University. Re-sits in Preliminary Examinations take place either in Trinity Term or towards the end of the Long Vacation. If you do not satisfy the above criteria after this second opportunity, you will be expelled from the College. Your right of appeal against being expelled is described in detail in Section B.7.1.7.

#### **Examination Entry Procedure**

##### Exams that contain only compulsory core assessment units:

As soon as you have registered, any core assessment units will be automatically attached to your record. Therefore there is no entry form for these examinations.

##### Exams that include core and optional assessment units or optional assessment units only:

Optional assessment units must be entered on the appropriate form which will be sent to you by the College Academic Registrar approximately ten days before the due submission date. Core assessments will be listed on this entry form. Any entry form that is incomplete or is not in

accordance with any relevant regulations will be returned to the candidate and then subject to a late entry fee.

#### Late entry and/or change of option

Late entries are accepted only with the permission of the Chairman of the Examiners and the University exacts a late entry fee (minimum £40) which must be paid via the University's on-line shop; the examination entry form should then be returned to the College Academic Registrar.

In order to change an option, candidates must submit a 'change of option' request via the University's on-line shop; this requires payment of £40. Once this payment has been made and an order number obtained, you should complete the 'change of option' form (available online) and send it with the order number to the College Academic Registrar.

See University Regulations Part 9, cl.9.8 for further details relating to late entry and change of option.

#### Confirmation of entry

Approximately two weeks after each entry date, you should check that both compulsory core and optional assessments units have been correctly recorded through the Academic and Assessment Information page in student self-service. Any errors should be notified to the Examinations Schools Academic Office at <http://www.admin.ox.ac.uk/card/>, and also to the College Academic Registrar ([academic.registrar@keble.ox.ac.uk](mailto:academic.registrar@keble.ox.ac.uk)).

### **B.5.6. Plagiarism**

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Plagiarism, in brief terms, is the passing off of someone else's work as one's own. Plagiarism is a serious examination offence and must be avoided in all academic work. Cases of suspected plagiarism in assessed work are investigated by the University under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university. These rules apply equally to any material obtained via the internet. Any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.

Similarly, the College regards instances of plagiarism in regular tutorial and class work, as well as plagiarism or any form of cheating in College Examinations, as academic misconduct which will be investigated under the College academic disciplinary procedures, and action may be taken under any of the stages within those procedures depending upon the severity of the offence. Further information about what constitutes plagiarism and advice on how to avoid it is available on the University website at <http://www.admin.ox.ac.uk/epsc/plagiarism/>.

Many undergraduate course handbooks contain detailed subject-specific information. You are required to familiarise yourself with, and adhere to, any University guidelines on plagiarism that are relevant to the subject(s) that you are pursuing.

### **B.6. Undergraduate Education – Academic Support**

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The College is committed to helping you to achieve your full potential. In addition to providing the teaching detailed in B.5., the College seeks to support and encourage you in a variety of different ways. This section provides information on matters such as how your tutors will provide you with feedback on your progress, how to seek help if you have a problem or a complaint, and the rewards we offer for academic excellence.

### **B.6.1. Academic Feedback**

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The intensive nature of College teaching provides ample opportunities for you to obtain oral and written feedback on your academic performance e.g. during tutorial meetings and via College examinations. If you need any further advice, you should discuss your concerns with your tutor.

You are entitled to have essays and problem sheets either marked or commented on every week (or at time intervals agreed with the Faculty or Department). Tutors should mark and return College Examinations promptly, with some comment on how you have done and how you can improve. Once every term, you are entitled to a meeting with tutors and/or a written report about your progress over the course of the term. Keble uses the web-based on-line tutorial reporting system OXCORT (Oxford Colleges Online Reporting of Tutorials) system. Students may view all tutorial reports online at <http://www.oxcort.ox.ac.uk>. There you will also find detailed instructions for student users. In order to access your reports on OXCORT you will need your user name (e.g. kebl1234) and password.

Every year you will have a Warden's Collection. Warden's Collections take place in the Warden's Lodgings during the last Thursday and Friday of each term. Gowns must be worn. Your subject tutors will report briefly on your progress to the Warden and the Senior Tutor, and you will be given an opportunity to comment. Attendance at Warden's Collections is compulsory. If for some good reason you are unable to attend at the time allocated, you must contact the Warden's PA in advance to rearrange the meeting. You should not make arrangements to leave the College until the Saturday morning of Eighth Week.

### **B.6.2. Tutorial Questionnaires**

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Each term all undergraduates are invited to complete an on-line questionnaire on their tutorials. The purpose of the questionnaire is to help the College to achieve best practice in teaching and in other academic provision. It gives you the chance to communicate back to the College on both good and less satisfactory experiences with your tutors. To achieve these aims, a high response rate is needed. Please make sure that you participate in this exercise.

The questionnaire includes a list of questions plus space for additional comments. A separate questionnaire should be filled in for each of the tutors who has taught you, including Fellows, College lecturers, tutors from other colleges, and (if applicable) graduate students.

The questionnaire will be anonymous unless you choose otherwise. All responses will be reviewed by the Senior Tutor, who will, where appropriate, discuss the contents with particular tutors. Individual tutors will have the opportunity to see students' comments about their teaching to enable them to reflect on their own practice.

In addition, you may at any point during the term discuss with the Senior Tutor, in confidence, any concerns that you may have about your tutorial teaching, or problems that you may be experiencing with your tutor.

### **B.6.3. Dealing with Problems**

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If you have problems with work, make sure you raise them quickly, as something can always be done to solve them. This will save you much undue pressure and anxiety.

The first port of call if you are having problems with your work should be your Director of Studies, who is best placed to deal effectively with difficulties. You may, however, feel uncomfortable approaching your Director of Studies, in which case there are various alternatives:

- Speak to your Alternative Personal Tutor. You will be advised of your Alternative Personal Tutor soon after you arrive. Each student has an Alternative Personal Tutor who is a teaching fellow of the College and, where possible, is from the same Division (but not the same subject) as the student's area of study. He or she is able to provide additional support to undergraduate students on academic-related coping issues and similar concerns, when they do not feel able to approach their Director of Studies or subject tutor, particularly within some of the "grey areas" of overlap between academic and personal issues. These might have to do with feelings of personal deficiency in relation to their studies, or feeling not able to cope with workload, or questioning their study choices, or similar very stressful issues, which might however not be suitable to take to a "welfare" person in the college. Please contact your APT whenever you are feeling these types of pressures that cannot be resolved in another way – **AND BEFORE THINGS GET TOO BAD!**
- Get in touch with the Senior Tutor (see contacts list at the front of this Handbook)
- Contact the College Welfare Officer (see contacts list at the front of this Handbook)
- Speak to the JCR Academic Affairs Representative or a JCR peer supporter (see JCR website: <http://jcr.keble.ox.ac.uk/>) who, if you would prefer, can speak to your Director of Studies or the Senior Tutor on your behalf.

#### **B.6.4. Changing Courses**

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You will have been admitted to the College because you showed aptitude to study a particular subject. Do not assume that you will necessarily be allowed to change to some other subject. If you think you might do better by changing subject, you must discuss this possibility both with your current and prospective tutors. Only with the agreement of all tutors concerned and of Governing Body will a change be possible. If you feel uneasy about speaking directly to your current tutors, you should speak instead to the Senior Tutor in the first instance.

#### **B.6.5. Complaints**

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If you have a concern about the organization of your course or the teaching you are receiving, you should raise this with your Director of Studies. He or she will be able to advise you as to whether the matter is the responsibility of the College or of your faculty or department, and as to how best to resolve the problem. If you are uncomfortable about raising your concern with your Director of Studies, you should feel free to approach any of the other people listed in B.6.3 above.

In the case of more specific complaints, the majority of cases will normally be settled by the complainant resolving his or her grievance directly with the relevant tutor or college staff member as above. Where this is not possible, a formal procedure is also available where a complainant wishes to register a written grievance. For details of the student complaints procedure, please see below (Section G.4).

#### **B.6.6. Undergraduate Prizes**

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**B.6.6.1.** College prizes may be awarded by tutors as follows:

- i) for a first-class performance in a College examination;
- ii) for sustained excellence in tutorial essays or analogous assignments and for academic improvement;
- iii) for a Distinction or a First in the First Public Examination.

**B.6.6.2.** All finalists who obtain a first class degree will be invited to the Founders and Benefactors Feast held in the Michaelmas Term following their finals examinations.

### **B.6.6.3. Other College Prizes**

- i) The Michael Zola Prize of £250, for outstanding performance in First Public Examinations by a student from a non-selective, non fee-paying school/college, open to all undergraduates from such schools/colleges.
- ii) The Denis Meakins Prize of up to £500 for the best 'all round' performance in Chemistry, taking into account academic achievement and extra-curricular contributions to the College. Open to all undergraduates reading Chemistry, this award may be divided between two or more students and participation in University level activities (e.g. sport) may be taken into account in assessing contribution to college life.
- iii) The Philpotts-Shawcross Prize of £100 for an essay (to be written during the Long Vacation) on a subject in either Church History or the Philosophy of Religion, open to all undergraduates except those reading for the Honour School of Theology;
- iv) The Roquette Palmer Prize of £200 for proficiency in French, awarded after examination in the Trinity Term, and open to all undergraduate members of the College in their first two years of residence; the prize will not be awarded to any candidate who, in the opinion of the examiner, is a native speaker of the language;
- v) The Wills Prize of £100 for an essay (to be written during the Long Vacation) on a subject in Theology, open to all undergraduates reading for the Honour School of Theology or Philosophy and Theology.
- vi) The Owen Travelling Scholarship of £600 for travel in connection with the study of classical antiquity, to be awarded to an undergraduate studying either Ancient and Modern History or Classical Archaeology and Ancient History.
- vii) The Alan Slater Prize of £150 is awarded to the undergraduate achieving the best Upper Second class in the Final Honour School of Modern Languages and Joint Schools with Modern Languages.
- (viii) The Harris Prize (£100) is awarded for the best performance in Law Moderations.
- (ix) The Harris Prize (£200) is awarded to the undergraduate achieving the best performance in the Final Honour School of Jurisprudence.
- (x) The Bennett Prize (£200) is awarded for excellent performance by an undergraduate achieving a Distinction in Engineering Science Prelims.
- (xi) The Bennett Prize(s) (£100) is awarded for the best 4<sup>th</sup> Year Engineering Science presentation (Hilary Term).

### **B.6.7. Undergraduate Scholarships**

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Scholarships are awards made by the Governing Body in recognition of academic excellence. The annual value of a Scholarship is £200, credited to battels in termly instalments. Scholars are entitled to wear a special gown and are invited annually to a Scholars' Dinner.

The Governing Body will elect to scholarships students declared by their Director of Studies to have shown consistent excellent academic performance through their results in the First Public Examination, College Examinations, and/or other assessments.

Awards are subject to renewal each year. Governing Body may at any time withdraw such a scholarship, or a College Organ, Choral or Music Scholarship, on the recommendation of the Director of Studies or the Senior Dean, if the holder's academic work or behaviour is deemed to be of an inadequate standard.

## **B.6.8. Financial Support for Undergraduate Study**

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**B.6.8.1.** An Undergraduate Academic Fund is available to support each subject area. This fund is administered by subject tutors and is used to pay for College examination prizes, grants for field trips and other approved academic expenditure. Students who wish to apply for assistance from this Fund should contact their Director of Studies.

**B.6.8.2.** Keble Association Awards: The Keble Association provides generous financial support to students for course or research-related expenditure. Further details and applications forms for Keble Association travel grants, study and arts awards are available on the College website.

## **B.7. Undergraduate Education – Academic Discipline**

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### **B.7.1. University Examinations**

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**B.7.1.1.** All undergraduates are required to take the University examinations necessary for their degree course at the normal time. They may not, without special leave from the College, postpone taking any such examination to a later term or year.

**B.7.1.2.** The University gives due notice each year of the dates for entering the various examinations at <http://www.admin.ox.ac.uk/schools/index.shtml> where details of which examinations contain core and optional assessment units may also be found. See Section B.5.5. for the procedure for entering for University examinations.

**B.7.1.3.** Undergraduates render themselves liable to expulsion (i.e. the removal of name from the College Books), or to such other penalties as the College may determine:

- (i) if they have not passed the First Public Examination by the normal time for their subject (i.e. after the first opportunity to re-sit the examination);
- (ii) if, taking the First BM, they fail to pass the whole of that examination by the end of their second year;
- (iii) if, taking a Final Honour School, they fail to secure a pass.

**B.7.1.4.** Undergraduates may not read for a School other than that for which they were admitted to read unless they have first secured (by application through their tutors) the leave of the College.

**B.7.1.5.** Members of the College may not, without the leave of the College, reside in the University in any term after that in which they have completed the examinations of a Final Honour School.

**B.7.1.6.** For details of support and guidance available in the case of exam failure – see Section E.8.

### **B.7.1.7. First Public Examinations**

(i) An undergraduate may not continue to study at the College unless he or she has passed the First Public Examination before the beginning of his or her second year of study, or, if taking the First BM, they fail to pass the whole of that examination by the end of their second year.

(ii) An undergraduate who fails to pass a First Public Examination at his or her first attempt and who wishes to remain in residence, shall be required to retake the Examination at the next possible occasion.

(iii) If an undergraduate's result in the First Public Examination (whether on a first or second attempt) constitutes a failure to meet requirements incumbent upon him or her under the Academic Disciplinary Procedure, he or she shall (subject to iv below) be dealt with accordingly, following that procedure.

(iv) If, on his or her second attempt at the First Public Examination, an undergraduate fails the Examination, or achieves only an unclassified pass in a classified Examination:–

(a) the Senior Tutor shall as soon as possible write to the undergraduate, enclosing a copy of the Student Handbook and College Regulations, giving details of the Academic Disciplinary Procedure, and giving him or her the opportunity to draw attention (in writing, and within a week) to any special contributory circumstances. If the undergraduate makes no such submission, the Senior Tutor shall inform the undergraduate that he or she is expelled and report the matter immediately to the Warden and to the next meeting of the Governing Body.

(b) if such a submission is made, the Senior Tutor shall immediately inform the Warden, who shall convene the Academic Disciplinary Committee to decide how the case should be treated. Proceedings should then follow Stages 4 to 9 of the Academic Disciplinary Procedure described below, as appropriate.

## **B.7.2. Procedure for Academic Discipline and Appeals**

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### **B.7.2.1. What is expected of you?**

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While the College encourages you to take a full part in the College community and the wider University community, your continued membership of the College is in fact conditional upon your maintaining a satisfactory record of academic work. When you were offered a place at the College, the expectation was that you would be capable of achieving at least a good Upper Second Class Honours degree (a 2.1). At Keble you are not allowed to read for a Pass School (i.e. for a degree without Honours).

### **B.7.2.2. Good Academic Standing**

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All undergraduates are required to be in good academic standing with the College. For the purposes of these regulations, 'undergraduates' include graduates reading for a Final Honour School. It also includes Visiting Students following an undergraduate course of study at Keble, but not reading for a Final Honour School, except that B.7.2.2.(i) and (ii) shall not apply to such students.

Undergraduates are in good academic standing if they:

- (i) Keep the residence requirements laid down by the University. An undergraduate who fails to do so will be subject to the same procedure as set out in B.7.1.7 (iv) (a) and (b) above, unless he or she is granted dispensation by the University.
- (ii) Pass the First Public Examination by the second attempt. (See Section B.7.1.7).
- (iii) Attend all tutorials, classes and other required academic engagements, including practicals, except where permission is obtained, preferably in advance, from the tutor(s) concerned.
- (iv) Produce assignments (essays, problem sheets etc) with the regularity required by the tutor(s), except where permission is obtained, preferably in advance, from the tutor(s) concerned.
- (v) Sit one or more invigilated College Examinations at the beginning of each term and/or submit by the end of 0<sup>th</sup> week written work as required by his or her tutor.
- (vi) Produce work of a standard commensurate with their individual ability and circumstances and appropriate to the stage they have reached in their course: normally of 2.1 standard, but in no case below Third Class standard. Undergraduates are not allowed to read for a pass degree.

### **B.7.2.3. Academic Deficiency**

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Academic deficiency' means breach of any of B.7.2.2. i - vi above. It shall be dealt with according to the following Academic Disciplinary Procedure. Any two breaches in a single term of iii or iv above shall normally entail the immediate initiation of the procedure.

Section B.5.1 above explains your obligations as an undergraduate member of this College.

### **B.7.2.4. Keble College Academic Disciplinary Procedure:**

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#### **(i) Stage 1: Informal Warning**

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Academic deficiency is dealt with initially by an informal warning, given by the Director of Studies. (Where the undergraduate is not taught by a Fellow, the informal warning will be given by the Senior Tutor.) The Director of Studies should speak to the undergraduate and explain in what ways he or she is falling short of good academic standing. The student will be given an opportunity to make the college aware of any mitigating or complicating circumstances. Any such factors which come to light should (with the student's permission) be recorded on his or her file and may affect the course of action to be taken and the outcomes of the interview. The Director of Studies should explain to the undergraduate what improvements he or she is required to make within a defined timescale (normally 1-4 weeks). Beyond this deadline, the student will remain on probation against failure to sustain the improvements normally until the start of the next term but one following that in which the warning is given. The Director of Studies must write to the undergraduate, normally within 3 working days of the meeting, confirming what improvements he or she is required to make within a defined timescale. A copy of this letter must be sent to the Senior Tutor, to be kept in the student's file, which is covered by the College's code on confidentiality. The Director of Studies must write to the undergraduate at the end of the probationary period to confirm that the undergraduate is back in good academic standing. This letter must be copied to the Senior Tutor, to be kept in the student's file.

## **(ii) Stage 2: Formal Warning**

If the undergraduate fails to produce the improvements required in Stage 1 during the specified timescale or to sustain them during the specified probation period, he or she shall be given a formal warning by the Senior Tutor at a special interview, at which the undergraduate will be given the opportunity to make the college aware of any mitigating or complicating circumstances. Any such factors which come to light shall (with the undergraduate's permission) be noted on his or her file, and may affect the course of action to be taken and the outcomes of the interview. The Senior Tutor should explain the remaining concerns and requirements, including the timescale within which the required improvements must take place (normally 1-4 weeks). Beyond this deadline, the student will remain on probation against failure to sustain the improvements, normally until the start of the term but one following that in which the warning is given. The Senior Tutor will confirm the outcomes of the interview in writing to the undergraduate within 3 working days of the meeting. The Senior Tutor shall place a copy of this letter in the undergraduate's file and send copies to the undergraduate's Director of Studies, the Dean and the Warden. If the undergraduate fails, without good reason, to attend at an interview time notified to him or her with reasonable notice by the Senior Tutor, then the Formal Warning may be issued without that step taking place.

## **(iii) Stage 3: Special College Examinations**

If the undergraduate fails to produce the improvements required in Stage 2 during the specified timescale, or to sustain them during the specified probation period –

(a) if the academic deficiency consists of substandard work, the undergraduate shall be set special College Examinations. The form of, date (which shall be as early as practicable) for, and standard to be attained in these examinations shall be approved by the Senior Tutor on the advice of the undergraduate's Director of Studies, which advice shall be formulated after discussion with the undergraduate; the standard to be attained should not without good reason diverge from that required of the undergraduate in earlier informal and formal warnings. These details shall be communicated by the Senior Tutor in writing to the undergraduate.

(i) Timing: Special College Examinations shall take place no fewer than four weeks after the Director of Studies's proposal to set them has been conveyed in writing to the undergraduate. Special College Examinations held after the end of Trinity Term must take place no later than the end of the first week in August.

(ii) Setting and marking: the Senior Tutor shall appoint two external assessors to set and blind mark the College Examination(s). They will not be told the mark required nor the name of the undergraduate, but they will be told the stage of the undergraduate's career and asked to take this into account when awarding a mark. They will be asked to send an agreed mark to the Senior Tutor

The outcome will be communicated to the undergraduate by the Senior Tutor in writing as soon as possible and normally within two weeks of the undergraduate sitting the College examination(s). A copy of this letter will be sent to the undergraduate's Director of Studies, the Dean and the Warden. Failure to attain the required standard shall be referred to the Academic Disciplinary Committee. Attainment of the required standard shall be followed by probation against failure to sustain it, for the remainder of the undergraduate's time at the College, breach of which shall entail recommencement of the procedure at Stage 2.

- (b) if the academic deficiency is of any other kind, it shall be referred directly to a specially convened Academic Disciplinary Committee.

**(iv) Stage 4: Academic Disciplinary Committee**

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The Academic Disciplinary Committee consists of three members of the Governing Body (excluding the Senior Tutor), none of whom shall have been a tutor of the undergraduate. They are appointed by the Warden at the written request of the Senior Tutor. The Warden also appoints one of the Committee members as Chairperson. The membership of all Committees and Panels will be informed by the College's code on equality. The Committee shall proceed as follows:

(a) The Committee's hearing shall take place as soon as practicable; normally within one week of the Senior Tutor contacting the Warden. The undergraduate shall be notified of the composition of the Committee and the proposed time and place of the hearing to allow him or her reasonable time to prepare for it. In advance of the hearing the undergraduate should be given a clear statement of the grounds for his or her being referred to the Committee, and a copy of all documentation with which the Committee is provided including any proposed penalty. This will include a list of witnesses. He or she should be given the opportunity to bring forward material considerations and mitigating circumstances, which may include, but need not be confined to, medical evidence. Any such factors which come to light shall (with the undergraduate's permission) be noted on his or her file and may affect the course of action to be taken and the outcomes of the interview. There is an expectation that the undergraduate will appear at the hearing, with or without a representative, unless he or she gives notice of an intention not to appear, in which case he or she will be permitted to make a written submission. The hearing may proceed if the undergraduate fails to attend as notified or to make a submission. The undergraduate should be allowed to take advice in advance of the hearing and is entitled to be adequately represented at the hearing itself. The undergraduate's representative may, for instance, be an officer or other member of the Junior Common Room.

(b) It shall be the duty of the Committee to establish all relevant facts based upon the evidence submitted and statements made by the undergraduate's Director of Studies, the Senior Tutor, the undergraduate, witnesses and the undergraduate's representatives. The Committee will be provided with, and should consider in its deliberations, the evidence relating to all stages of the disciplinary procedures which led to the student facing the Committee. The Committee shall decide, bearing in mind the interests of the College and of the undergraduate, whether the undergraduate should be expelled; or should be rusticated to be readmitted into residence on such terms as the Committee should decide; or should be permitted to remain in residence, on such terms as the Committee shall decide. It is a principle of the College's disciplinary procedures that for a student to be expelled on the basis of poor performance or behaviour the relevant committee must be satisfied beyond reasonable doubt as to the case against the student. For other penalties, establishing the case on the balance of probabilities is sufficient.

(c) The hearing will begin with the Chairperson reading the statement of the grounds for the Junior Member being referred to the Committee. The Director of Studies, the Senior Tutor, the Junior Member and witnesses may be asked to speak in an order and format to be determined by the Chairperson of the Committee. The

Junior Member or his or her representative will be given an opportunity to: make an opening statement; cross-examine any witnesses; submit evidence (written or otherwise) and/or argument; make a closing statement after any closing statement by the Senior Tutor. The Chairperson of the Committee will be responsible for making a written record of the hearing.

(d) The Committee will ask the Junior Member, the Senior Tutor, the Director of Studies and any witnesses to withdraw before deliberation. They may re-summon any of the above: the Junior Member will be given the opportunity to be present for any further summons. Having considered the matter, the Committee will agree its decision by vote: the Chairperson's vote will be the casting vote in the event of a tied vote. The Committee may confirm, increase, decrease or set aside any penalty proposed by the Senior Tutor. The decision will be promptly communicated in writing to the Junior Member and the Warden as Chair of Governing Body.

#### **(v) Stage 5: Academic Appeal Panel**

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The undergraduate may appeal against the decision of the Disciplinary Committee to an Academic Appeal Panel. Any appeal must be made in writing to the Warden within three days of the Junior Member receiving written notification of the Academic Disciplinary Committee's decision. The undergraduate may, but need not, communicate the grounds for their appeal. These may include failure of the Committee to follow procedure or the imposition of a disproportionate penalty. On receipt of an appeal, the Warden shall convene an Academic Appeal Panel.

a) The Academic Appeal Panel consists of three Fellows, who need not be members of Governing Body; none of the members shall have been a tutor of the undergraduate; none of the members shall have sat on the Academic Disciplinary Committee; the Senior Tutor may not be a member. Members of the Panel are appointed by the Warden, who also appoints one of them as Chairperson.

(b) The Panel shall meet as soon as practicable; normally within one week of being appointed by the Warden. It shall be the duty of the Panel to review all the relevant facts and documentation, to verify that the academic disciplinary procedures were properly applied and to consider the proportionality of the penalty, bearing in mind the interests of the College and of the undergraduate. There need not be a hearing held, unless the undergraduate requests to appear before the panel. The Panel may, in the light of its investigation, uphold or dismiss the recommendation of the Academic Disciplinary Committee, or vary the penalty to be more lenient. The Chairperson will make a written report of its findings and decision to the Warden as Chair of the Governing Body and to the undergraduate.

#### **(vi) Stage 6: Governing Body**

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The decision of the Academic Disciplinary Committee and/or the Academic Appeal Panel will be reported to the next meeting of the Governing Body. The written record of the hearing(s) will be available to Governing Body members prior to the meeting. If the Governing Body considers the proposed penalty to be not appropriate for the academic deficiency for which the student was referred to the Committee, or believes that procedures have not been properly followed, it may ask the Committee (or where appropriate the Academic Appeal Panel), to reconsider its decision and to report back to the next scheduled meeting of the Governing Body. In such cases, the Governing Body must specify the precise nature of its concerns. The Warden shall convey the decision of the Governing Body to the undergraduate in writing within two days of its meeting,

and the undergraduate must be provided with information on further appeal mechanisms available to him or her.

#### **(vii) Stage 7: Conference of Colleges Appeal Tribunal**

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If the undergraduate wishes to appeal against the decision of the Governing Body, he or she may do so to the Appeal Tribunal of the Conference of Colleges of which Keble is a member. The appellant must file such an appeal with the Secretariat of the Conference of Colleges, within five days of Governing Body's decision.

See [ox.ac.uk/current\\_students/complaints\\_appeals/index.html](http://ox.ac.uk/current_students/complaints_appeals/index.html)

#### **(viii) Stage 8: The Office of the Independent Adjudicator for Higher Education (OIAHE)**

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Under the Higher Education Act 2004, certain complaints which the undergraduate considers not to have been properly dealt with by either the College and/or the Conference of Colleges Appeal Tribunal can be pursued with the OIAHE. Information about the Adjudicator may be found on the OIA website at: <http://www.oiahe.org.uk/index.asp> or by email at [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk) or from the OIA, Third Floor, Kings Reach, 38-50 Kings Road, Reading, RG1 3AA. Tel. 0118 959 9813.

#### **(ix) Stage 9: Conditions for Continuation or Return**

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The assessment of whether any conditions set by the Academic Disciplinary Committee, or the Academic Appeal Panel, for the student's return to, or continuation at, the College have been met by the student will be made by the Chair of the relevant committee or panel or, in his or her absence, by a joint decision of the remaining members of that committee or panel. The undergraduate may appeal this judgment to a further Academic Appeal Panel, with the procedures as described in Stage 5 above.

(x) An undergraduate who has previously reached Stage 2 of the procedures above, and who has attained what is required of him or her and met the terms of any specified probation period, but who in the view of his or her tutor demonstrates fresh academic deficiency (whether or not of the same kind as before), shall be reported by the tutor to the Senior Tutor, who shall recommence the above procedures at Stage 2.

(xi) If, at any stage in the above procedure, it is concluded that the undergraduate is experiencing genuine difficulty in producing the standard of work of which he or she is in principle capable, a strategy will be agreed between the undergraduate, the subject tutor(s) and the Senior Tutor whereby the undergraduate will have access to appropriate additional tuition/support. A note of the strategy will be sent to the undergraduate within a week of the agreement and a copy placed in his or her file. The undergraduate's progress under the strategy will be monitored on a weekly basis for a period to be decided by the Senior Tutor in consultation with the subject tutor(s).

### **B.7.3. Temporary Withdrawal from Course on Medical or Personal Grounds**

#### **B.7.3.1. Going out of Residence**

When serious medical, personal or other circumstances arise during an undergraduate's course, the student may apply through their Director of Studies and the Senior Tutor to the Governing Body to go out of residence for a specified period.

### **B.7.3.2. Returning to College**

i) As a condition of return into residence, an undergraduate who withdraws temporarily for medical reasons must send to the Senior Tutor by a specified date (usually the Monday of 8<sup>th</sup> Week of the Term preceding return) a medical certificate confirming that he or she is well enough to resume his or her course and/or to return to sit University examinations. The Senior Tutor must copy this certificate to the student's Director of Studies, the College Nurse and the College doctor, who may then contact the student. On his or her return, the undergraduate must also make an appointment with the College Nurse.

ii) As a condition of his or her return into residence, an undergraduate who withdraws temporarily for personal reasons must write to the Senior Tutor by a specified date to confirm that the personal reasons for withdrawal no longer apply. The Senior Tutor must copy this letter to the student's Director of Studies.

iii) Undergraduates who withdraw for medical or personal reasons are required to submit by the beginning of 0<sup>th</sup> week of the term of their return, evidence of satisfactory work (such as notes or problem sheets) completed in the period after they were declared well enough to resume studies (normally the end of the preceding term). The work requirement will be approved by Governing Body, on the recommendation of the student's Director of Studies, at the time of approving the student's suspension from study. Returning students are required to sit the same College Examination(s) in 0<sup>th</sup> week of the term in which they return as other students who are at similar stage of the same programme of study. If a returning undergraduate fails to reach a satisfactory standard in this Examination(s) or re-sit(s), the Director of Studies must issue the student with an informal warning in accordance with College Regulation B.7.2.4(i).

### **B.7.3.3. Entitlement to College Accommodation**

Any Junior Member who withdraws temporarily during a year in which s/he is occupying College accommodation will not normally be offered a room when returning to resume that year's studies, though the Domestic Bursar might be able to offer a room if one is available and if the individual's circumstances justify it. The same rule applies to a student who repeats a period of study.