



Policy on Academic Standing and Academic Performance*

1. Introduction

- 1.1. The College's Academic Disciplinary Procedure and its Policy on Intermission both make reference to the 'Good Academic Standing' of junior members (students) of the College. The College also makes use of the same idea in some other contexts. For example, where the College requires that its permission be obtained before students may take on certain extra-curricular roles, the College will not grant such permission to a student who is not in Good Academic Standing. The College reserves the right to take similar account of Good Academic Standing in exercising other discretions that it may be asked to exercise, from time to time, in favour of particular students.
- 1.2. The College also wishes to give its students a sense of what it expects of them where their academic effort and progress is concerned. The simple answer is that it expects them all to be, at the very least, in Good Academic Standing. Although the College is disappointed when students occasionally do not meet this expectation, and although senior members of the College may draw attention to this fact when providing references and reports on students, a mere failure to be in Good Academic Standing is not treated, in itself, as an disciplinary matter. Its relevance to disciplinary matters is more oblique, and is set out in the Academic Disciplinary Procedure.
- 1.3. This Policy on Academic Standing and Academic Performance explains what qualifies, for all the above purposes, as being in Good Academic Standing (section 2 below). It also explains the College's position on the passing and resitting of First Public Examinations in the University (section 3 below). Passing the First Public Examination in your subject is a necessary condition of your remaining a member of the College, and if you do not pass in two attempts, within the rules set out in section 3 below, your membership of the College will then cease without the need for any Academic Disciplinary proceedings, and irrespective of whether you were otherwise in Good Academic Standing.
- 1.4. It is a guiding principle of this policy that as far as possible students who do their best but run into academic difficulties will be supported by the College. The provisions of section 2 below should be interpreted with that guiding principle in mind. The proviso 'as far as possible' is included to reflect the College's view that some academic difficulties may be too severe to allow for further support, and the rules as to the First Public Examination in section 3 below are among the College's mechanisms for giving effect to that view.
- 1.5. The College expects all students to prioritize academic work over other interests, across each term taken as a whole, and across each vacation to the extent necessary to

* v4.0, adopted and with effect from 17 June 2015. This Procedure has the force and import of a Regulation of the College: see OCM TT3 (2015), item 30, by which the Procedure was adopted as a Regulation.

sustain academic momentum from term to term. While this is not among the criteria for being in Good Academic Standing under section 2 below, it is relevant to the granting of permissions by tutors under 2.3 and 2.4 below, and so can have indirect impact upon Good Academic Standing. Even when it does not, students can expect the attitudes of

- 1.6. the College and of their tutors, when extra latitude is sought for any purpose (including the making of excuses in any appeal under any College policy or procedure), to be affected by the extent to which they have prioritized and are prioritizing their academic work over other interests in the way that this provision envisages.

2. What is Good Academic Standing?

- 2.1. Students are regarded as being in 'Good Academic Standing' if and only if they
 - a) keep the residence requirements laid down for their course of study by the University; and
 - b) pass within the time permitted by this Policy and within the time permitted by University regulations the First Public Examination or other examinations specified by the University as a necessary part of their course of study; and
 - c) attend on time all tutorials, classes and other required academic engagements, and participate actively and to a good standard in all of them, having spent an adequate amount of time in preparation; and
 - d) produce assignments (essays, problem sheets, etc) with the regularity required by their tutor(s), to a good standard, and on time; and
 - e) write collections (internal College examinations) with the regularity required by their tutor(s), and to a good standard, having spent an adequate amount of time in preparation and other self-study during vacations; and
 - f) maintain regular contact with college tutors and external subject tutors throughout term and when required at other reasonable times during vacations, checking e- mails daily during term time and responding promptly to tutors' communications.

In the case of graduate students without tutors, the references to tutors in the above criteria are to be replaced with references to supervisors or others charged with reporting on student progress, whether they report direct to the College or otherwise. In other respects the above criteria are to be read as referring to the nearest equivalent duties of graduate students, or in the case of (e) as not applicable to graduate students at all.

- 2.2. An academic engagement missed or postponed, or an assignment omitted or delayed, shall not count against the Good Academic Standing of the student for the purpose of 2.1(c) and 2.1(d) above if it was missed, postponed, delayed or omitted with permission in advance from the tutor or tutors with whom the engagement or for whom assignment was due. Such permission will only be given where the student's reason for seeking

permission is consistent with 1.5 above. Permission in arrears will only substitute for permission in advance in rare cases where a student was incapacitated or otherwise incommunicado before the event, having regard to both 1.5 and 2.1(f) above.

- 2.3. A collection missed or postponed shall not count against the Good Academic Standing of the student for the purpose of 2.1(e) above if it was missed or postponed with permission in advance from both the Senior Tutor and the tutor or tutors setting the collection. Such permission will only be given where the student's reason for seeking permission is consistent with 1.5 above. Permission in arrears will only substitute for permission in advance in rare cases where a student was incapacitated or otherwise incommunicado before the event, having regard to both 1.5 and 2.1(f) above.
- 2.4. For the purposes of 2.1(c), 2.1(d) and 2.1(e) above, work of 'a good standard' means work of an upper-second-class standard, except where
 - a) the student's highest realistically expected standard of attainment even under conditions of diligent application to his or her studies; and/or
 - b) the standards prevailing on the student's particular course of study at the student's particular stage in that course of study; militate in favour of the setting of a lower standard.
- 2.5. Where, under any College policy or procedure, a student is to be required to sit a Special Collection, the pass mark for that collection will be set at the lower borderline of the upper second class, except that the officer, panel, or committee prescribing the pass mark for the Special Collection shall have discretion to set a lower pass mark (such pass mark not in any event to be lower than the lower borderline of the lower second class), having regard to the factors in 2.4(a) and 2.4(b) above and to those alone.
- 2.6. The provisions in 2.4 and 2.5 above have no application to graduate students. In the case of graduate students 'a good standard' means a standard that gives full confidence of successful completion of the course of study.
- 2.7. Any lapse in Good Academic Standing holds for the term and only for the term in which the lapse occurs. Good Academic Standing is automatically restored on the first day of the following full term, unless the student is at subject to live proceedings under the College's Academic Disciplinary Procedure on that day.

3. Passing the First Public Examination

- 3.1. If a student fails any part of the First Public Examinations, the Senior Tutor and the student's subject tutors shall consider the position, including the question whether to advise the undergraduate to consider the possibility of transferring to another university. Transferring to another university generally requires a fresh UCAS application and it is a question for the student's new university what credit, if any, to give for work already done in Oxford. There is no national system for credit transfer.
- 3.2. A second attempt to pass the First Public Examination (or the failed parts of it, if severable) will be allowed, even if the undergraduate has decided to transfer to another

university. Subject to the exception in 3.3 below, failure in all or part of the First Public Examination at a second attempt will bring the student's membership of the College, and his or her entitlement to make further attempts at the First Public Examination as a member of the College, to an end.

- 3.3. A third attempt at the First Public Examination may be permitted by the College where permitted by the University. An application for the required University permission is made to the Education Committee, and will be granted only in exceptional circumstances.
- 3.4. Where the effect of failure in all or part of a First Public Examination, under University regulations or otherwise, is that the failing student is to attempt a different First Public Examination (e.g. Prelims instead of Mods), any attempt at that different First Public Examination qualifies, for the purposes of 3.2 and 3.3 above, as a further attempt at the same First Public Examination as was originally attempted.
- 3.5. In accordance with the University's policy on the First Public Examination, the College observes the following principle in respect of academic discipline:
 - a) Where, under the College's Academic Disciplinary Procedure, the conditions attached to a disposal by an Academic Panel or an Academic Disciplinary Appeal Committee include the attaining of a specified mark in the First Public Examination (or in any component of the First Public Examination) that is higher than the ordinary pass mark, a failure to meet that higher mark does not trigger expulsion from the College unless it was also a failure to meet the ordinary pass mark. Conditions including the attaining of a specified mark in the First Public Examination (or in specified papers in that Examination) that is higher than the pass mark therefore should not be attached to disposals under Academic Disciplinary Procedure clause 6.10(c).
 - b) No condition as to the passing of, or attaining of any mark in, the First Public Examination (or any component of the First Public Examination) is to be attached to a disposal or second formal warning under the College's Academic Disciplinary Procedure if the disposal is made, or second formal warning is issued, less than 28 days before the first paper of the relevant First Public Examination.