

ACADEMIC MONITORING POLICY – KEY CONCEPTS

The primary **purpose of the Academic Monitoring Policy** is provide support to undergraduates who are experiencing academic difficulties and are unable to maintain satisfactory academic performance. Although in some cases it will apply to students who have committed academic offences it is not, in the majority of cases, intended to be disciplinary in nature.

To maintain **satisfactory academic performance** students are expected to:

- Pass their First Public Examination (usually Prelims) at the first sitting;
- Attend and participate in classes and tutorials, having prepared for them adequately;
- Produce assignments (essays, problem sheets etc.) as and when requested;
- Sit college collections as required, having prepared for them adequately;
- Maintain communication with tutors and members of college staff, usually in person or via email;
- Produce work of a 2:1 standard unless there are grounds for setting a lower standard.

Certain measures outlined in the Academic Monitoring Policy will only apply in cases where a student is in **dereliction of academic duties** meaning that, without any adequate explanation being provided, they are absent from classes or tutorials, fail to prepare for them adequately or fail to make adequate effort in their academic work.

The Academic Monitoring Policy will apply where students are identified as having potentially engaged in **academic offences** such as plagiarism, fabrication of data, or other forms of dishonesty. The University's definition of plagiarism, examples of forms of plagiarism, and advice on how to avoid it can be found on the [University website](#).

Responsibility for the Academic Monitoring Policy and monitoring the progress of students experiencing difficulties maintaining satisfactory academic performance, rests with the College's **Tutor for Undergraduates** (a role held in rotation by the College's tutors, who have considerable experience in advising students experiencing such difficulties). In a small number of cases the Tutor for Undergraduates may refer a student to an **Academic Panel**.

If at any stage there are concerns that a student's difficulties in maintaining satisfactory academic performance are primarily related to a health issue (whether physical or mental), the decision may be taken to instead consider their case in line with the College's [Fitness to Study Policy](#).

Students who have any **questions** about any aspects of the processes outlined in the Academic Monitoring Policy are welcome to contact the [Academic Administrator](#) for clarification. If students are invited to attend meetings or panels as part of the Academic Monitoring Procedures they can be accompanied by a member of the College or a representative of Oxford University Student Union's Student Advice Service.

ACADEMIC MONITORING PROCEDURES – FLOWCHART

The chart below summarises the Academic Monitoring Procedures; the numbers included in parentheses indicate the relevant clauses of the Academic Monitoring Procedures which should be consulted for further information. Please note that, where it is deemed appropriate, stages outlined in the chart can be ‘leap-frogged’ rather than progressing in order. Where it is felt issues with a student’s academic progress have been resolved, the Tutor for Undergraduates can determine that they are no longer subject to the Academic Monitoring Procedures.

Informal Monitoring: Students’ academic progress is informally monitored by their own tutors throughout their course, but their tutors may decide to refer them to the Tutor for Undergraduates [3.10-3.11].

Failure in the First Public Exam: If students fail to pass Mods/Prelims at the first sitting as well as resitting some or all of their exams they will automatically be referred to the Tutor for Undergraduates [2.12].

The Tutor for Undergraduates will normally arrange a **meeting** with the student and may choose to place them on fortnightly report so that their progress can be monitored regularly [3.17]. They can also require students to attend appointments with University staff or set special collections [3.15-3.16, 3.18]; if they determine the student’s difficulties are primarily related to their health they may refer them to the College’s [Fitness to Study Procedures](#).

Formal Warnings: If the student has committed an **academic offence** or is in **dereliction of academic duties** the Tutor for Undergraduates may decide to issue a First Formal Warning [3.19-3.26]. Where the issues that led to a First Formal Warning persist or reoccur a student may be issued with a Second Formal Warning [3.31-3.43].

Academic Panel: Where the issues that led to formal warnings persist or reoccur an Academic Panel will be convened; this consists of three Fellows of the College who will appoint one of their number as an investigator, who will then seek the views of the student and their tutors as well as requesting any relevant materials. Having received the investigator’s report, the Panel can impose a number of conditions on a student and has the authority to suspend or expel them from their course [3.44-3.59].

Appeals Process: Where a student has grounds for an appeal [3.61], such an appeal is heard is the first instance by Appellate Academic Panel within the College [3.60-3.77]. Should this appeal be unsuccessful, students can appeal successively to Oxford’s Conference of Colleges Appeal Tribunal [4.1] or the Office of the Independent Adjudicator [4.2] in cases which involve a substantial penalty e.g. suspension or expulsion.