

## PART B – ACADEMIC MATTERS

### B.1 Aims and Objectives

As a perpetual College and an educational charity, Brasenose's primary aims are to create an environment conducive to learning and to pursue excellence in teaching and research.

To further these objectives, the College seeks to enable Undergraduates to realise their full academic potential whilst at Oxford. Your Subject Tutors will provide encouragement, guidance, and advice, giving you the opportunity to make the best possible academic progress in all aspects of your degree course. In return, you must give your academic work priority over all other optional leisure and other extra-curricular activities. UK medical appointments, however, are a special case since the College will always make reasonable adjustments to accommodate health requirements.

The *Senior Tutor* has general oversight, in conjunction with the relevant Subject Tutors, of the academic progress of all students reading for an undergraduate degree and chairs the College's Tutors' Meeting. He is assisted by the College Academic Administrator, the Graduate Administrator and the Academic Assistant, who provide registry support in the College Office.

Sections B.2 and B.3 provide general academic information. Sections B.4 – B.6 deal with teaching and examinations.

### B.2 General Information

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

At Oxford, the three terms which make up the academic year are called Michaelmas (Autumn), Hilary (Spring), and Trinity (Summer). In normal circumstances, each lasts for 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. The week before the start of Full Term is known as Noughth Week and the week after the end of Full Term as Ninth Week.

The dates of Full Term in 2022/23 are as follows:

|                      |                         |
|----------------------|-------------------------|
| Michaelmas Term 2022 | 9 October to 3 December |
| Hilary Term 2023     | 15 January to 11 March  |
| Trinity Term 2023    | 23 April to 17 June     |

Closure periods: the College closes for the Christmas break (22 December – 2 January) and the Easter public holidays (7 – 10 April).

**Undergraduates must arrive by noon of the Thursday before Full Term (Thursday of Noughth Week).** The Friday and Saturday are reserved for meetings with Tutors and – after your first term in your first year - Collections (i.e. College exams, see B.4.4 below for more details). In Michaelmas Term, Freshers are normally expected to arrive on Monday of Noughth Week for 'Freshers' Week', a programme of events designed to introduce you to College and University life.

**Permission is required to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week).** Requests to leave early should be discussed with your Tutor in the first instance. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is normally required. Note that you may be obliged to attend Principal's Collections (see B.5.1 below) or meetings with Tutors on the Thursday or Friday of Eighth Week. Unless permission for an extended term of residence has been granted, rooms must be vacated by 12 noon on Saturday of Eighth Week.

**Overnight absence from Oxford during Full Term is normally permitted under the following circumstances.** Oxford Terms are intensive and repeated absences can cause students to fall behind in academic study and so are not recommended. In addition, most undergraduates live in College accommodation and, in the unlikely event of an emergency, it is important for safety reasons to identify those students who are present on main site or one of the annexes. The University also requires students to keep residence for a set number of weeks each term in order to be awarded a degree (University Student Handbook, section 5.1). Nevertheless, the College recognises that some family homes are located further from Oxford than others and that for a variety of reasons undergraduates may wish to be absent for short periods. Provided that your academic obligations are not affected (section B.4), students may be absent during weekends and for up to **two** successive weekday nights and/or up to **five** weekday nights in total during any Term. To ensure compliance with University regulations, permission from the Senior Tutor must also be obtained for participation in any sports tours, competitions or training activities that involve overseas travel during Full Term or the Thursday and Friday immediately preceding Full term. If resident in College accommodation, students should notify either the Porters or the Accommodation Manager before departing (notification may be sent by email). Permission is needed for longer absences. To obtain permission, it is necessary to apply to the Senior Tutor and the approval of the Subject Tutors is again normally required. Absence from College will not be accepted as an excuse for failure to meet your academic requirements. See also B.4.4 for permission to reschedule College Collections.

If you are unwell and return home to rest and recuperate, you should notify the College Office or a member of the welfare team (see section E, Welfare). The College Nurse will then contact you to discuss return and (as appropriate) support arrangements.

International students admitted to the UK on Student Visas are reminded that they must comply with University instructions for attendance monitoring, which are administered by the College in the case of undergraduate students. Failure to notify the College of planned absences or the failure to meet academic obligations (see B.4 below) could result in the cancellation of student visas.

### *B.2.2 Information about Academic Matters*

Important information relating to Tutorials, examinations, and other matters is normally circulated by email. Some communications are also delivered to your pigeon-hole in the Lodge. You should, therefore, check email and post regularly (daily is recommended). Note that failure to check email and mail will not be accepted as an excuse for not complying with requirements and that **communications sent to an email address "@bnc" will be deemed to**

**have been received after 24 hours.**

### *B.2.3 Academic Dress*

Full academic dress is worn to the Matriculation ceremony, when taking University examinations (including authorised College sittings of University examinations but **not** College collections), and when graduating. This consists of 'Sub fusc' clothing, a gown and a mortar board or soft-cap. Sub fusc clothing is defined as:

1. One of:
  - i) Dark suit with dark socks
  - ii) Dark skirt with black tights or stockings
  - iii) Dark trousers with dark socks or dark hosiery
2. Dark jacket (optional)
3. Black shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full-length tie, or black ribbon

For Undergraduates, the appropriate gown is the Commoner's gown, unless you are a Scholar or Exhibitioner (see B.5.8 below), in which case you are entitled to wear a special Scholar's gown. The Junior, Heberden, and Senior Organ Scholars are also entitled to wear a Scholar's gown *ex officio* provided they remain in good academic standing (see B.6.1).

There is a Graduate student's gown for Graduates reading for higher degrees. If you are reading for a second Undergraduate degree, however, you should continue wearing an undergraduate gown.

Further information about academic dress can be found at [www.ox.ac.uk/students/academic/dress](http://www.ox.ac.uk/students/academic/dress).

The Senior Tutor or Dean will advise you in advance whether a gown is required at meetings to discuss academic or decanal matters. If you are not instructed to wear one, the default position is that no gown is required. Gowns are optional at Principal's Collections and you should consult with your subject Tutor if you have any queries about appropriate dress code at these events.

It is not necessary or usual to wear full academic dress on other occasions. At a small number of events, organised by either the College or the JCR, a dress code may be issued along with the invitation. The JCR is consulted regularly over what form this should take. Gowns can be worn over normal clothing at 'Formal Hall'. At other times there is no set dress code and students should wear appropriate attire.

### *B.2.4 Conferral of Degrees*

Undergraduate students will receive an e-mail from the University's Degree Conferrals Office in the November before their course ends, inviting them to a degree ceremony in the Sheldonian Theatre after the end of their course. You may invite up to two guests to your degree ceremony, and the ceremony will be followed by a reception in College. If you are unable to attend the ceremony on the date allocated to you, your degree can be conferred

in absentia. If you have any queries about graduation, please contact the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**Important:** you may not be able to take your degree in person or attend the reception if settlement of your College batels (account) is outstanding, or if you have any outstanding debt to the University (such as library fines).

### **B.3 College Facilities**

#### *B.3.1 The Library*

The College Library is a lending library and a place to study with the majority (but not all) of the books available for loan. The Library rules are designed to ensure that the collection and facilities are handed on to the next generation of Brasenose students in at least as good a condition as you found them.

Regulations for use and borrowing must be observed and you are advised to familiarise yourself with the library protocol. All books taken out of the library must be issued using the self-issue system and borrowers are responsible for books borrowed in their name. You must not mark, deface, or injure any volume, document or other object belonging to the library. You will be charged for lost or damaged books.

You must similarly abide by the regulations governing reader access to Departmental, Faculty, or University Libraries. If you are fined by another library for breaching its regulations and Brasenose is asked to assist in securing payment of a fine or the return of Library books, the College will take appropriate action where it appears reasonable to do so.

Access to the Library is via College Fob. Brasenose students may access by Fob any of the main College Libraries but the Stallybrass Law Library is reserved for the use of students needing to consult the Law collections housed there. At certain times it may be necessary to operate under revised rules. It is crucial that you abide by these rules if they are introduced.

For security reasons the Library door must be kept closed. You are expected to be considerate towards other library users and observe library rules at all times. **Failure to observe library regulations may result in Decanal action.**

#### *B.3.2 IT Facilities*

General information about the College's Computing Services can be found at the following website <https://it.brasenose.org/>.

#### General College Facilities & Printing

JCR members have access to public terminals in library areas (Main, Law and the Cloisters), the JCR common room and a computer room in Frewin Hall (Frewin Annex site) should anyone reside there. The credentials used to access these terminals are your SSO (bras\*\*\*\*) credentials – the same as those to access your email.

Standard A4 (including duplex and colour options) printing is available in the JCR, libraries, Frewin computer room, lodge, St Cross & Hollybush annexes. Additional A3 printing and scanning facilities are only available in library areas and the Frewin computer room. College

provides paper for all locations. If paper has run out in any of the libraries, please contact library staff, anywhere else please contact the IT Office ([computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk)).

#### Print Charges:

|  |                  |                |
|--|------------------|----------------|
| A4 Mono Print (single sided) 4p* / page    | A4 Mono Duplex   | 7p* / 2 pages  |
| A4 Colour Print (single sided) 8p* / page  | A4 Colour Duplex | 15p* / 2 pages |
| A3 Mono Print (single sided) 7p* / page    | A3 Mono Duplex   | 12p* / 2 pages |
| A3 Colour Print (single sided) 15p* / page | A3 Colour Duplex | 28p* / 2 pages |

\*These prices include a 1p per printed side levy that is collected and donated to a deforestation charity as agreed by the JCR and HCR in 2019.

If you have any problems with printing, e.g. cancelling print jobs halfway through, please email IT at the time to ensure any charges are correct on your account for what you actually printed.

Photocopying is currently free – it is hoped that rather than paper copies, students make use of the scan-to-email features of the photocopiers in both libraries to reduce the carbon footprint of the college. Your email accounts now hold 100GB of data and so space should not be an issue. There is a guide for this <https://it.brasenose.org/help/scan-to-email/>

It is possible to print PDF and Office based documents (E.g. Word or Excel) from your own device to any college printer via a web document submission interface found at <https://print.bnc.ox.ac.uk>. Your SSO (bras\*\*\*\*) credentials (same as your email) are required for this. A guide for the web print service is found here <http://it.brasenose.org/help/printing/>

#### Personal Devices

Every bedroom has a high speed (1000Mb/s) wired network socket available for students to use in order to connect a device to the Internet. Plug your device in to the ethernet port and then open a web-browser(e.g. Chrome or Firefox) and you should be redirected to the Brasenose One-Time Registration Page and asked to enter your SSO credentials ([bras\\*\\*\\*\\*@OX.AC.UK](mailto:bras****@OX.AC.UK) and the same password as for your email). Follow the instructions on screen and from there on, your device will just work anywhere in college there is a network socket.

#### Wireless Networks

The **Eduroam** wireless network is an international educational network available across College, all other Oxford University sites/departments and hospitals. It is limited to 25 Mb/s. It is not actually part of the University network and so you will require the University VPN client to access certain departmental or other locally restricted services (e.g. Journal subscriptions).

The '**BrasenoseWiFi**' wireless network is the College's own wireless network. It is only available across College sites. It is limited to 35 Mb/s. This network is part of the University network and so does not require an additional VPN client to access local or University services. When joining any device to the BrasenoseWiFi wireless network with your personal wireless key, those devices and any device plugged into your room's network socket will be in the same personal network (VLAN) and so can talk to each other. Personal assistants (e.g. Echos,

wireless printers, games consoles etc. can be joined to this network.

Guides to joining either network are here <https://it.brasenose.org/network/wireless/>

### Personal Wireless Networks

If you find your bedroom has a weak public wireless network signal, please contact the IT Office for an assessment of whether a signal booster should be installed ([computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk)). The use of personal wireless access points or routers **NOT** provided by the College is strictly prohibited and can result in a fine. Incorrectly configured devices of this type can cause major network and security issues for hundreds of users.

### Allowed Operating Systems

Only devices with operating systems actively supported by their manufacturer (i.e. still receiving security updates) are allowed on the College and University networks. Currently that means users with Mac OS X 10.14 Mojave (or earlier) or Microsoft Windows 8.11 (or earlier) are **not allowed** on any University network. You can check if your device operating system is in support at <https://endoflife.date/>. If the College ICT team detects devices running unsupported operating systems on the networks, those devices will be removed from the network.

Please note that during the upcoming academic year, Mac OS X10.15 Catalina will no longer be supported by Apple and thus users are advised to upgrade to 11 (Big Sur) or above in good time – we remove all devices no longer receiving operating system security patches from the network. All devices connecting to the network should also have up to date anti-virus installed and all the latest operating system security updates installed.

### General Information

All users of any University or college network must obey the University's regulations relating to the use of I.T. facilities, which are set out in G.9, below; see also [www.it.ox.ac.uk/rules](http://www.it.ox.ac.uk/rules). The College subscribes to 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. All users must observe copyright regulations and are cautioned that central and local computing services can detect unauthorised downloads of music, film and similar material from pirate sites. As a condition of using the national academic JANET network services, colleges are required to investigate reported copyright violations and to take appropriate disciplinary or legal action.

### Backing Work Up

Every year, several students face the situation of a computer failure/theft before a serious deadline with no backups available because they never made any. Exams Schools take no notice of any problems related to personal computer failures. It is your responsibility to ensure you back your work files up. Students now have 50Gb email accounts and a free Microsoft OneDrive 5Tb (5,000 Gigabyte) Cloud storage account that works on all major platforms (Apple / Microsoft / Android). There simply is no excuse for not automatically having your files backed up. There is a guide to help <https://it.brasenose.org/office-365/onedrive/>

## Phishing Emails & Fraud – The Golden Rules to Follow

- Mindset: All emails and phone calls are fake until **you** are satisfied they are genuine.
- Do not be pushed or scared in to doing anything. Saying ‘act now or else’ is not how legitimate organisations work. You are in control.
- When using the ‘Reply’ feature of email, always double check the ‘To’ field that auto populates is legitimate/as expected. Scams work by populating it with their address!
- Assess what an email is asking you to do. Does it sound normal behaviour? It is far better to cause a delay for a security check, than fall for a scam.
- If worried, contact the person/organisation involved directly by your usual method to confirm the request. Alternatively, forward any email to [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) for an opinion.
- If ever directed to a website from an email, always check the actual web address of the site you’ve landed on from the link. Is it genuine? Is it secure? If in doubt, search for the company/organisation on a standard search engine and compare the URL / address of the legitimate main site to the one you are being redirected to.
- Never feel stupid if you think you may have made a mistake; we all make them. Scammers rely on people not feeling strong enough to admit to possible mistakes. Do not let them win – report any potential security breach of your credentials to [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk). If you are worried as to financial loss, contact your bank.

### Faults

If at any stage you discover a fault with any Brasenose IT equipment or service, please do not assume it has been reported– let us know.

The ICT Office can be contacted on [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) or 01865 277513.

Though not obliged to, College ICT staff can also offer assistance and support on a whole range of personal computing problems students may have providing their time allows. There are also sometimes Student Support Assistants that can help with basic problems. They can be contacted via your student body IT reps. Please also note that we can only respond to support requests from your registered College email account. Support requests from personal, non-University email accounts will be ignored.

## **B.4 Your Academic Obligations**

This section provides information about key elements of an Undergraduate education at Brasenose and also sets out your obligations as an Undergraduate member of College. It should be read in conjunction with B.5, which sets out further details of the support provided, and B.6, which explains the consequences of failing to meet your academic obligations.

### *B.4.1 College Teaching*

All Undergraduates are assigned one or more Tutors (depending on the subject) from among the Fellows or Lecturers of the College. In general, your College Tutor will teach you some subjects personally, and will be responsible for arranging suitable tuition for the remainder.

The main method of instruction within the College is by Tutorials and classes. Tutorials provide a framework for you to discuss your knowledge and understanding of a topic, as presented in an essay or other written work. Sometimes Tutorials are arranged for single students (i.e. just yourself and your Tutor), but more often they are organised in pairs or groups of three or four. 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 and other students. Tutorials provide an exceptional level of individual attention to students, and you are encouraged to engage fully in order to reap all the benefits associated with this form of learning experience. As with all methods of teaching, successful outcomes depend on students being fully prepared by undertaking the necessary reading, handing in essays and other written work by the set deadline, and turning up for Tutorials punctually.

**Attendance at all scheduled Tutorials and classes is compulsory.** 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, such as a UK medical appointment, you must inform your Tutor in advance wherever possible. If you are unable to get in touch with your Tutor, you can inform the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk)).

**You must also complete any assigned work for the Tutorial (essays, problem sheets, or other work) in a conscientious and organised manner. You must comply with your Tutor's instructions regarding the date and manner of submission of these assignments.** Your Tutors will also issue guidance over when you can expect to receive feedback on written work and what form this will take during normal circumstances. If you submit an incomplete assignment or hand in work late, normal circumstances no longer apply and the Tutor will exercise discretion over accepting and returning a written exercise or offering a Tutorial. If you have concerns over the return of essays or collection scripts, you should take the matter up with either a Subject Tutor or the Senior Tutor who can approach the Tutor concerned.

Persistent late arrival or failure to attend Tutorials or classes, or failure to prepare properly for them or to submit work on time, will result in disciplinary action being taken (see B.6.1 below).

#### *B.4.2 University Teaching*

In addition to College Tutorials and classes, University teaching is delivered through Lectures, Lab Practicals, field courses, and other classes. Tutors will be able to give advice on these matters and details are also supplied in course handbooks, provided by your Faculty or Department.

**Where the University requires you to fulfil certain obligations (for example laboratory classes in science subjects), you must do so in an organised and conscientious manner. Similarly, attendance at lectures or classes specified by your Tutors is compulsory.** The College will treat any failures to meet these obligations with the same seriousness as it views lapses in College-based teaching.

Students wishing to take additional courses (supplementary subjects) to or attend or audit optional classes provided by the University should first discuss their plans with a Subject Tutor. This is to ensure that workload remains manageable and also to ensure that the College



is able to accept invoices for additional teaching. Supplementary subjects and similar do not absolve students from meeting compulsory course requirements.

#### *B.4.3 Academic Work during Full Term and the Vacation*

Your course handbook should set out guidance on typical patterns of study during Full Term. Students should seek advice from their Tutors if they find it impossible to meet their academic obligations without spending significantly longer than 48 hours per week on academic study on a regular basis. The 48-hour total includes both scheduled contact time (Tutorials, Lectures, Classes, Practicals and other timetabled teaching) and time spent in private study. You may find that your workload varies from week to week as your degree progresses, and you may sometimes need or wish to work longer. The balance between scheduled contact time and private study will also vary between subjects.

It is not feasible to cover the entire academic syllabus for Undergraduate courses during the University's 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 activities.** You will also need to devote time in the vacation to revising for Collections (i.e. College examinations; see B.4.4). Students are advised to discuss work experience, internships, or consultancies with Subject Tutors if such commitments exceed eight weeks in total during the Long Vacation.

If owing to unexpected personal circumstances you are not able to study at home during the vacation, you should approach your Tutors or a member of the welfare network. The College may be able to offer discretionary assistance in such cases, subject to room availability. In addition, the College runs vacation residence schemes that students wishing to remain at Oxford may apply to.

#### *B.4.4 College Examinations (Collections)*

Students are normally expected to sit one or more College examinations, known as 'Collections', at the beginning of each term (the main exception occurs where a University examination has been taken at the end of the previous term). Collections usually take place on the Friday and Saturday of Noughth Week. **Attendance at Collections is compulsory.** If you are ill, or unable to attend for some other good reason, such as a medical appointment, you must obtain permission to postpone Collections from the Senior Tutor. This is usually done through your Tutors or the College Office. If you are ill, you will normally be expected to produce a medical certificate from the College Nurse, replicating the process followed in University Examinations. Owing to scheduling difficulties arising from late requests to delay or defer collections, all requests for adjustments to the collection timetable must be made by **4pm on Monday** of the week in which the collection is due to be sat unless you have a certifiable illness or a genuine emergency arises.

The aim of College Collections is to provide information about your current level of attainment, and to identify strategies for improvement. **The College expects you to engage in systematic and appropriate academic work in preparation for Collections and to devote a suitable amount of time in the vacation to this task.** Your Tutors will mark and return Collections promptly, with comments on how you have done and how you can improve.

College policy is for Collections to be marked and feedback provided by Fourth week (i.e. prior to the scheduling of the Tutors' Meeting). Assessment in Collections is formative: marks awarded do not count towards the final results for your degree and assessors may employ a different mark scheme to that used in Finals. In some cases, Tutors may use methods other than Collections to monitor your academic progress. The methods used to assess your attainment will be explained by the Tutors.

College Collections are intended to help prepare students for public examinations and may be sat in person or online, depending on the collections paper. In-person collections will be invigilated and sat under examination conditions (except that sub fusc is not worn). Any student with special examination arrangements can also trial them. Although the results do not count towards the assessment of your degree, these tests should be taken seriously. Invigilators are not empowered to grant on the spot dispensations and all queries relating to Collections must be addressed to the Academic Administrator who oversees College Collections. Excellent performance may be rewarded with Collection Prizes (see B.5.7), and consistently high standards of achievement can lead to election to an Open Exhibition or Scholarship (see B.5.8).

Conversely, if your performance gives cause for serious concern, disciplinary action may be taken to address core problems (see B.6.1). This usually takes the form of the issue of a Tutors' Warning or an Academic Warning (see B.6.1). In exceptional circumstances, under-performance in Collections may result in your being subject to Academic Progress Review (APR) without the College needing to first record your unsatisfactory performance as described in B.6.1 below. For guidance, one or more of the following constitute a necessary condition for escalation to APR. The Senior Tutor would also take into account any relevant specific circumstances in relation to performance prior to escalation taking place.

- poor performance (a fail according to the standards of your subject) of two Collections at the start of the same term;
- poor performance (a fail according to the standards of your subject) of one Collection in one subject in one term, and another Collection in another subject the following term;
- poor performance (a fail according to the standards of your subject) of the same Collection twice irrespective of when the two attempts were made.

Students may need to re-sit College collections for one of the following reasons:

- 1) Illness or other good cause preventing the collection from being sat as scheduled.
- 2) Unsatisfactory performance (usually a fail mark).

Should you need to re-sit a Collection due to ill health or for academic reasons, your Tutor will decide whether or not the Collection should be taken under examination conditions. In the latter case, the College Office will schedule the Collection at a set time and attendance is compulsory unless a student is absent due to certified illness or other good cause. In all cases where unsatisfactory performance may result in a disciplinary sanction, the Collection must be sat under examination conditions at specified times.

In addition to the Collections result, account will be taken of the Tutorial reports written by your Tutors reports during the preceding Term and any documented mitigating circumstances when determining whether Academic Review is appropriate.

Note that an annual report on your academic progress is made by your Tutor in your presence to the Principal and Senior Tutor at Principal's Collection (see B.5.1 below). Principal's Collection is not an examination and should not be confused with College Collections.

#### *B.4.5 University Examinations*

The setting and marking of all Public Examinations is the responsibility of the University (not the College) and its constituent Examination Boards. All Undergraduates take two University examinations, which may be online, in person, or a mixture of the two. The **First Public Examination** is usually taken during the first year, at the end of either two or three terms (five terms in the case of Classics). It is known as the Preliminary Examination (Prelims), Moderations (Mods) or Honour Moderations, depending on your course. The **Second Public Examination** is the final examination on which the degree is awarded generally known as Final Honours Schools. In some subjects there are two or more parts to these examinations, with some examinations taking place before the final year. It is your own responsibility to ensure that you enter for examinations at the right time, though you will receive adequate notice and guidance. In case of difficulties, you should seek help from your Tutors or from the College Office where the Academic Administrator can advise on all Registry functions, including examination entry. You are strongly advised to check your examination timetable carefully. In 2015 and again in 2016, a student sitting Finals entered for a paper with a similar title to the correct paper. Fortunately, the false exam preceded the correct exam and the error was detected in time for the correct entry to be made. The University, however, levy a charge of £60 for late changes to the schedule which students are liable for. Be warned!

The College is receiving a growing number of applications to sit in-person University exams in Brasenose, known generally as 'College sittings'. There is a finite amount of room space and only trained individuals can invigilate such examinations, placing a further constraint on capacity. Maintaining quiet over an extended period of time is also more difficult on Main Site than in the nearby Examination Schools or other University venues. This is because the College is not an examination test centre with full-time examination officers and must take account of deliveries and other activities which have the potential to cause disruption. Students requesting College sittings must, therefore, have a medical or special need that cannot be met in Examination Schools, or else present with a genuine emergency requiring special arrangements for a single examination. The University has introduced a minimum notice period for examination adjustments (in 2022 this was five working days prior to the first exam taken). The College cannot meet requests made outside of the notice period specified by University Examinations.

**Important:** You must make sure that you are aware of arrangements, rules and regulations relating to University Examinations, as set out in the *University Student Handbook* and the Examination Regulations, available at [www.ox.ac.uk/students/academic/student-handbook](http://www.ox.ac.uk/students/academic/student-handbook) and <https://examregs.admin.ox.ac.uk/>.

The Examination Schools offer undergraduates the opportunity to sit practice or 'mock'

examinations under the simulated conditions wearing sub fusc, usually early in Trinity Term. The exercise does not form part of undergraduate formal tuition and is distinct, therefore, from College collections and tutorial essays. Please note the instructions given to students in the link below which state that students should clear any marking arrangements with Tutors **in advance** of registering for a mock examination:

[www.ox.ac.uk/students/academic/exams/wellbeing?wssl=1](http://www.ox.ac.uk/students/academic/exams/wellbeing?wssl=1)

It is at the discretion of Tutors whether to mark mock examinations and at what level of detail. Tutors may, for example, be willing to mark papers or discuss them in lieu of alternative revision arrangements (for example, as an alternative to a timed essay).

**Satisfactory performance in the First Public Examination is required for continued membership of the College.** This means that for Honour Moderations (i.e. examinations in which classes are awarded), at least a Third Class must be achieved. In Prelims and Mods, passes in all papers are required. If you fail to pass a Prelim or Mods examination you will normally be allowed to re-sit the relevant papers. The re-sit must be at the first opportunity offered by the University. Re-sits in Preliminary Examinations and Moderations take place towards the end of the Long Vacation (usually in September). Should you fail Honour Moderations, you will be required to retake the examinations at the same time the following year. Normally you will be required to go out of residence during the intervening year (for detailed information on residence, see G.1 below). The consequences of not passing the First Public Examination at the second attempt are set out in section B.6.6 below.

If your subject includes a second progression bar in Part B Public Examinations or equivalent (usually sat in the third year), continued College residence will be linked to your performance in these examinations and any re-sits in the same way as the First Public Examination. In the majority of cases, however, there is no progression bar beyond the First Public Examination. Should you fail any papers and thereby achieve a partial pass, Tutors will consider whether formal monitoring is appropriate (B.6.1), taking into account Tutorial reports as well as the examination result. If appropriate, should your integrated Master's degree programme include an exit option to leave with a BA, you may as part of a formal warning be required to achieve a minimum standard of performance by the end of the third year as a condition of commencing a fourth year of study. A decision over continuation under these circumstances would be taken by the College's Executive Council and normal right of appeal would apply to this decision.

#### ***B.4.6 Plagiarism and Unfair Means***

Unfair means arise where a student (or group of students) seeks to gain an advantage over other students by employing methods that compromise the assessment of candidates on a fair and equal basis. Collusion, impersonation, the use of privileged information, and plagiarism are all examples of unfair means, or cheating. The University and the College will impose penalties on students found to have employed unfair means, since these behaviours undermine the integrity of the degrees awarded by Oxford. The penalties imposed will reflect the fact that these are grave offences perpetrated against the academic community and may include suspension or termination of study. In certain cases (for example, impersonation), the perpetrators of unfair means may also be liable to criminal charges. For example, in 2008, a

student and his accomplice received suspended custodial sentences and were each ordered to undertake 300 hours of community service for defrauding the University of York after one took the place of the other in an examination. The University Proctors are responsible for investigating unfair means cases in University examinations (*University Student Handbook*, section 7.8).

Plagiarism, in brief terms, is the passing off of someone else's work as one's own without adequate acknowledgement. Although 'work' usually means a written essay or similar, it may be any type of assignment submitted for assessment. Plagiarism rules apply equally to art work, group or individual presentations, or computer programming code. Although plagiarism is clearly unacceptable, it is not possible to provide a single set of definitions and guidelines that are appropriate for all subject areas. However, 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. Further information is also available on the University website: [www.ox.ac.uk/students/academic/guidance/skills?wssl=1](http://www.ox.ac.uk/students/academic/guidance/skills?wssl=1). It is important to note that plagiarism committed by accident is still considered a culpable offence: lack of awareness is not a sufficient excuse. Robust systems of citation/referencing can, however, provide safeguards against plagiarism charges. Note also that the consent of the author of original work is also an inadequate defence. It is never permissible to pass off another's work as your own *even if* the author has given permission for you to do so. The purchase of an essay written by another, for instance, would constitute a serious case of plagiarism if submitted as the student's own work.

**It is essential to avoid plagiarism in all academic work.** Severe academic penalties may be imposed if plagiarism is detected in work submitted to the University for examination purposes, (see *University Student Handbook*, section 8.7). The College reserves the right to penalise students employing unfair means in examinations or assessments at Universities other than Oxford (for example, to satisfy year abroad requirements). Appropriate academic penalties may also be imposed if instances of plagiarism or unfair means are detected in regular Tutorial and class work. See section B.6.1. for further details. Unacceptable practices in Tutorial or class work include (but are not confined to) the following:

- downloading and submission as a student's own work of essays obtained from the Internet;
- purchase of essays from other students or commercial providers;
- unacknowledged copying of essays, passages in essays or answers to problems from other students or from books or journals;
- use of model answers that undergraduates do not have authorised access to prior to the submission of work;
- false or misleading claims of incapacity intended to circumvent deadlines for the submission of work or to avoid sitting Collections;
- false or misleading claims of computer, email, phone, and other technical failures or problems intended to circumvent deadlines for the submission of work or to avoid sitting Collections.

If you experience difficulty completing Tutorial or other academic work owing to personal circumstances, the Tutors will consider reasonable requests to adjust the study programme. Alternatively, a member of the College's welfare team can be approached for advice and assistance:

[www.bnc.ox.ac.uk/current-students/welfare-support/welfare](http://www.bnc.ox.ac.uk/current-students/welfare-support/welfare)

Do not be tempted to use unfair means as a solution to meeting essay deadlines or coping with extenuating circumstances – it is far better to communicate your difficulties to someone in a position to offer help.

#### *B.4.7 Membership of Clubs and Societies and paid working during Term Time*

Students contemplating taking on a significant amount of extra-curricular commitment should discuss this with their Tutors and be in good academic standing. Examples include a major JCR committee position or a very time-consuming sporting or cultural activity. Students who are on a Tutor's Warning or an Academic Warning (see section 6) or whose progress is unsatisfactory may not be allowed to take on such commitments, or limits may be placed on the extent of their commitment. Students who fail to prioritise academic obligations ahead of extra-curricular activity may also have limits placed on participation. For example, failure to attend a meeting with Tutors by privileging a sporting commitment without permission may result in a fixed-term sports ban. Appropriate restrictions may also be placed on the length of summer internships and similar work experience out of Term. Students wishing to run for major offices in either Oxford Student Union, the NUS, or the Oxford Union should consult the College Residency Policy, section G.1.9.

If take on a significant commitment, such as membership of the JCR, Arts Week, or Ball Committees, you are encouraged to discuss how to avoid or minimise impact on work with Tutors. Although your academic studies must always be given priority (Tutorials and other work deadlines take precedence), taking advice over planning can help to avoid potential problems.

There is no absolute restriction on paid employment in Oxford during Term time provided students are in good academic standing. Students should, however, follow the guidance issued by the University which advises on the need to balance carefully the opportunities of possible part time work experience with your own wellbeing and the demands of study. In addition, if you hold a Student Visa you must abide by the relevant employment restrictions: [www.ox.ac.uk/students/visa/during/work?wssl=1](http://www.ox.ac.uk/students/visa/during/work?wssl=1).

### **B.5 Academic Support**

Brasenose 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 what feedback you can expect to receive from Tutors on your progress, how to seek help if you have a problem or a complaint, and the awards the College makes to mark academic excellence.

### *B.5.1 Academic Feedback*

The system of College teaching provides regular opportunities to obtain feedback on your academic performance, most commonly during the course of Tutorials. If you need any further advice, you should discuss your concerns with your Tutor.

Students can expect to have their essays and problem sheets marked or commented on within a reasonable time frame: usually this will be every week (or at time intervals agreed with the Faculty or Department). It is also College policy that Tutors mark and return Collections promptly (in normal circumstances before the Tutors' Meeting is held in Fourth Week), with some commentary on how well you have done and/or what you might do to improve. Your Tutors are also expected to submit reports on your progress via the University's online Teaching Management System (TMS), at the end of each term. You may look at your reports by accessing TMS, and a guide for students is available at <https://academic.web.ox.ac.uk/teaching-management-system>.

Each year students should expect to have a Principal's Collection, which usually take place throughout the last Wednesday, Thursday and Friday of each term. Your subject Tutors will report briefly on your progress to the Principal and the Senior Tutor, and you will be given an opportunity to comment. **Attendance at Principal's Collections is compulsory.** If for some good reason you are unable to attend at the time allocated, you must contact the Senior Tutor ([senior.tutor@bnc.ox.ac.uk](mailto:senior.tutor@bnc.ox.ac.uk)) in advance to obtain written permission to be absent. In accordance with the regulations on residence, you should not make arrangements to leave the College until the Saturday morning of Eighth Week.

### *B.5.2 Feedback on Tutorial Teaching*

The College encourages feedback on Tutorial and class teaching from its Undergraduates each year. This provides students with an opportunity to comment on the teaching experience, helping the College to ensure that academic provision continues to meet student needs. Various methods may be used to obtain feedback; for example, inviting all Undergraduates to complete a questionnaire, or meetings of subject groups to discuss and report on teaching in their subject area. The form in which student feedback is obtained is reviewed periodically by the College's Academic Committee.

### *B.5.3 Dealing with Problems*

Should you encounter any problems with work, it is best to raise them quickly. There are three reasons for acting promptly:

- early interventions are much more likely to prove effective in addressing a study problem;
- should the difficulty be organisational in nature, it is more likely that a remedy can be found;
- prompt action on your part avoids undue anxiety.

The first port of call if you are having problems with your work should be your Tutor, who is best placed to deal effectively with difficulties. However, should you wish to have a discussion with someone other than your Tutor, there are various alternatives:

- i) speak to the organising Tutor(s) for your specific subject;
- ii) get in touch with the Senior Tutor through the College Office ([college.office@bnc.ox.ac.uk](mailto:college.office@bnc.ox.ac.uk));
- iii) contact the other specially-appointed Tutors, such as the Panel of Undergraduate Advisors, or the Diversity & Equality Officer (for details, see lists of Fellows at the front of this book); or
- iv) speak to the JCR President or Vice President (see JCR website: <http://jcr.bnc.ox.ac.uk/>) who, if you would prefer, can speak to Tutors or the Senior Tutor on your behalf.

Tutors should explain how different cohorts can access general support and academic guidance. At the start of Term meetings with organising Tutors, it is recommended that students (particularly those studying for Joint Schools) discuss their overall workload in the Term ahead to ensure that the Tutor is able to offer appropriate advice. In some subjects, a specific Fellow or Lecturer has oversight of a particular year group. Arrangements vary according to the number of Tutors, students, and year groups in each subject and also the form in which teaching is delivered and the pattern of sabbatical leave. If you are unsure about arrangements in your particular subject, contact the College Office.

If you believe that health or welfare issues may be affecting your work, you are encouraged to contact and discuss your circumstances with either a Tutor or the College Nurse, the College Doctors, or one of the members of the College's Welfare Team – see introductory pages of this book for more details.

Where the Subject Tutor is not a Fellow of the College, one of the Fellows or Lecturers will exercise general Tutorial oversight. If there are any matters of an academic or personal nature on which you would like advice, you should contact that person.

#### *B.5.4 Disability and Special Needs*

If you have a special learning or access need, the College is committed to helping put in place recommended support, including any reasonable adjustments to study that may be needed. The Senior Tutor acts as the College's academic lead and the Academic Administrator acts as the College's academic coordinator. These officers can liaise on your behalf with your Department, the Exam Schools, and with other branches of the University, including the Disability Service which may be involved in assessing your needs. If you have related accommodation and/or access needs within College, the Domestic Bursar acts as the College's domestic lead and the Accommodation Manager the College's domestic coordinator. See also the relevant parts of Section D (Accommodation) and E (Welfare) for further guidance. The University has also published a Framework on Disability and general guidelines in the form of a Handbook which may be adapted (as appropriate) to specific College and Departmental contexts: [www.ox.ac.uk/students/welfare/disability?wssl=1](http://www.ox.ac.uk/students/welfare/disability?wssl=1).

#### *B.5.5 Changing Courses*

The scope for switching degree programme is limited since all students are admitted to the College in open competition, and have gained one of a limited number of places by demonstrating aptitude to study a particular subject. In consequence of this, there is no automatic entitlement to change degree programme. If you think you have academic grounds to request a change of subject, you should first discuss this possibility with your current and



prospective Tutors. Permission of the College's Executive Council is required to change course and can be applied for by approaching the Senior Tutor. Consequently, requests should be made in good time prior to meetings of the Council on Wednesday of 1<sup>st</sup>, 5<sup>th</sup>, and 8<sup>th</sup> Weeks. In determining whether or not to grant a request, Executive Council will attach importance to the recommendations of the releasing and receiving subject Tutors and the Senior Tutor. For guidance, the following factors may be taken into account, as appropriate:

- whether the intention to seek a transfer could reasonably have been signalled prior to enrolment on course or at an earlier stage of the degree course;
- whether the proposed transfer extends the length of the course, for example from three to four years, thereby impacting on student number planning;
- evidence of previous interest in and aptitude for the subject into which a transfer is sought;
- whether the student meets the entry requirement of the subject by virtue of school examination results and/or performance in the first year of University study;
- other options, such as withdrawal and reapplication through UCAS (either a fresh Oxford application or an application to a different university);
- more than one transfer request per student will not normally be considered.

As a condition of transferring, you will usually be required to undergo an interview and admissions test, and/or to meet a specified standard in Collections or a University Examination. Changes of subject are comparatively rare and tend to be restricted to Joint Schools where a student requests, for example, to read for particular subject rather than a combination of subjects. In most instances students transfer at the end of their first year, having passed the First Public Examination, and/or move from their original subject to a closely related subject during the first Term. Applications to transfer from students who have failed or performed poorly in the first Public Examination at the first or subsequent attempts will not be considered in the absence of compelling, documented extenuating circumstances.

#### *B.5.6 Complaints*

Students experiencing dissatisfaction with academic aspects of College life should consult the complaints policy in section G.12.

#### *B.5.7 Prizes*

The criteria for the award of College prizes are as follows:

- i) for a first-class performance in a Collection (£30)
- ii) for sustained excellence in Tutorial essays or analogous assignments and/or for academic improvement (£30)
- iii) for a Distinction in Prelims or Moderations, or a First in Honour Moderations (£60)
- iv) for a Distinction in other University examinations, such as Part 1A or equivalent (£60)
- v) for a First in Finals (£100)
- vi) for being the winner of a University prize or the runner-up or '*proxime accessit*' (£45 for prizes with a value of £200 or above, and £25 for all other prizes)

Erasmus Prizes worth £250 are awarded annually for the best performance in the First Public Examination in an Arts subject or a joint school including an Arts subject and for the best

performance in a Science subject.

#### *B.5.8 Scholarships and Exhibitions*

Scholarships and Exhibitions are awards made by the College's Governing Body in recognition of academic achievement. The annual value of a Scholarship is currently £250 and of an Exhibition £200, credited to batels. Scholars and Exhibitioners are entitled to wear a special gown and are invited to the annual Scholars' and Exhibitioners' Dinner in Hilary Term.

Proposals for awards of Scholarships and Exhibitions and promotions from Exhibitioner to Scholar are made by Tutors at the College's Executive Council, usually after initial proposal at the Tutors' Meeting. Promotions are made on the basis of results obtained in University examinations and/or a review of a student's College academic work. For students taking the First Public Examination in Hilary of their first year, awards are considered in Trinity Term. For students taking the First Public Examination in Trinity of their first year, awards are considered in Michaelmas Term. Students whose First Public Examination takes place in their second year may be considered for promotion in their fourth Term.

The list of awards is finalised and the elections usually made at the Fifth Week meeting of the Governing Body but exceptionally may be made at other times. The criteria that may contribute to the making of an award are:

- i) the marks awarded in the First Public Examination or other University examination;
- ii) the marks awarded in College collections;
- iii) the quality of Tutorial contributions and written work;
- iv) the progress that the student has made during the course.

Decisions are guided by the following principles:

- i) Any student who gains a Distinction or First Class Honours in the First Public Examination or other University examination automatically qualifies for an award. In most cases, this will be an Exhibition, though Tutors have discretion to propose the award of a Scholarship in exceptional cases.
- ii) Any student who narrowly misses a Distinction or a First in the First Public Examination (or other University examination), has gained first-class marks in any College collection(s), and is judged by the respective Tutors to have worked hard and made good progress, is eligible for an Exhibition.
- iii) Any student who, after the First Public Examination, has consistently produced work at the first class margin or better, and who is thus on track to obtain a First, is eligible for an Exhibition. This provision enables the College to reward significant and sustained progress in classes and Tutorials, as well as achievement in examinations.
- iv) Any student whose First Public Examination occurs in their second year may be considered for an Exhibition, prior to sitting the examination, if they have consistently produced work at the first-class margin or better during their first year, and who are thus on track to obtain a First.

Notwithstanding the above, any student subject to the College's academic disciplinary

process (section B.6) will not receive an award until a case for advancement is considered at the Tutors' Committee and an appropriate recommendation made to the College's Executive Council for decision.

Awards are subject to renewal each year. Scholars and Exhibitioners who appear to be seriously underachieving may be demoted. Such action is usually taken as part of the normal procedures for monitoring students' performance and enforcing academic discipline (see B.6 below). Demotions may take place at any time in the year. Students subject to decanal discipline may also be demoted. In such cases, the Dean will make a recommendation to the College's Executive Council for decision.

#### *B.5.9 Grants Financed from the Annual Fund and other College funds*

Thanks to the generosity of its alumni, the College is able to consider applications for student support grants. The criteria and priorities for funding are reviewed annually and details advertised to Junior Members. Applications can be made by single students or by groups of students wishing to undertake a joint activity. Smaller awards are not means tested but larger grants take into account the applicant's ability to access other resources.

Each Term students are invited to apply for funding in a gathered field. You will be asked to indicate which of the following areas you are seeking support for:

- i) Assistance with academic study (for example, field trips or lab placements, assistance with year abroad placements)
- ii) Travel grants (for 2020-21 these may not be possible)
- iii) Activities related to sports and other College societies (the Sports and Amalgamated Clubs Fund, including Blues Blazers)
- iv) Music grants
- v) Arts (the Brazen Arts Fund)
- vi) Assistance with unpaid or lowly paid internships or volunteering schemes

Applications for what is substantively the same project will not normally be funded from more than one source. Calls for proposals will be advertised once per term, and applications will be considered by the College's Disbursements Committee in a gathered field. The Committee will expect to see a budget setting out estimated expenditure, a case for support, and (for academic related proposals) a testimonial from your Tutor(s). The Senior Tutor has discretion to consider applications for small awards (up to £300) between meetings provided applicants provide reasons why an early decision is needed. Applications outside of the gathered field should be accompanied by a statement of support from a Tutor. Applications for sports and amalgamated clubs will be considered by the Senior Member for the JCR. Applications for arts funding will be considered by the Senior Member for the Brazen Arts. Applications for Music grants will be considered by the Music Director. All other applications will be considered by the Senior Member for the JCR, Tutor for Graduates, and the Senior Tutor who will make recommendations to the Disbursements Committee for decision.

In addition to the main scheme, the following funding opportunities are also available details of which will be circulated to students by the College Office:

#### *B.5.10 Harold Parr Mini-Bursaries and Brasenose Mini-Bursaries*

Students who narrowly missed qualifying for an Oxford Opportunity Bursary or who can otherwise demonstrate a need for financial assistance and is ineligible for University funding may apply for a bursary usually of £500 to £600. Details of the scheme are advertised in Michaelmas Term.

#### *B.5.11 Kathleen Lavidge Bursary*

First year undergraduates may apply for a bursary which covers the full costs of tuition, accommodation, and travel for a three-week summer vacation study course at Stanford University in the USA. Details of the scheme will be advertised in Hilary Term. Up to two bursaries are usually awarded.

#### *B.5.12 Undergraduate Freshers' Book Allowance*

All first-year undergraduate students will be awarded a one-off book allowance of £50. This will be credited to your batels in Michaelmas Term.

#### *B.5.13 Insurance and Risk Assessment*

All applications for College funding must be accompanied by an appropriate risk-assessment (if applicable) and evidence that suitable insurance has been taken out or is contemplated.

#### *B.5.14 Teach First*

Graduates accepted on to the Teach First graduate teacher training scheme may be eligible for a College bursary.

### **B.6 Failure to Meet Your Academic Obligations**

#### *B.6.1 Academic Discipline and Unsatisfactory Performance*

The College's principal educational aim is to enable students to meet their academic potential. It is recognised that potential varies according to the individual and may also, according to personal circumstances, shift over the course of your degree. The College's Tutors are primarily responsible for judging whether your current performance is on a trajectory that will enable you to realise your potential in Finals. For the majority of Undergraduates, the expected trajectory will result in a 2.1 degree classification or better since in recent years this has been the actual level of performance in Final Honours examinations.

If your academic performance is judged by your Tutors to be unsatisfactory, this means that you are not on track to achieve your potential. The College's academic disciplinary framework is intended to address the situation and to help put you back on course. The primary aim of the procedures set out in this section, therefore, is to enable students to fulfil their potential, return to good academic standing, and to complete their programme of study in a timely way. If your performance slips, you will be advised why this is the case and provided with guidance how to improve. You will also be advised of the timescale over which improvement is expected, and when your progress will be re-assessed. The College will give you every encouragement to improve, should you need it, and in the great majority of cases students return to a position of good academic standing. It is important, however, for you to understand the consequences of not addressing poor performance satisfactorily. Any student

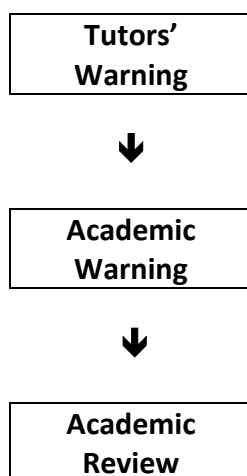
who has been issued with a formal warning is regarded as ‘not being in good academic standing.’

### *B.6.2 Academic Discipline and Unfair Means (see also section B.4.6)*

Disciplinary action may be taken as a consequence of unfair means rather than to address unsatisfactory performance. There is an important distinction between measures taken to address unsatisfactory performance, which include cautions, and measures taken to penalise unfair means, which may take the form of sanctions. In the case of cautions and other measures taken to address unsatisfactory performance, the College’s general policy is to rescind Tutors’ or Academic Warnings once a student either graduates or returns to good standing. It is possible in certain circumstances, however, that a reference request may be submitted asking specific questions about ethical conduct. For this reason, unfair means cases will be investigated by the Senior Tutor who will assess, in consultation with the relevant Subject Tutors, whether there is a *prima facie* case for issuing a warning or whether action short of a warning is appropriate. The assessment will take into account the gravity of the unfair means and other relevant considerations. If there are grounds for issuing a warning, the matter will be referred to the Executive Council who will make a determination. Any student issued with a formal warning for unfair means may appeal to the Principal if reasons why the decision should not stand can be demonstrated.

### *B.6.3 The Academic Disciplinary Framework*

The academic disciplinary framework is set out in the form of a flowchart. For guidance, around 1 in 20 students at some point in their studies receive a formal warning. Of these, the great majority subsequently return to good academic standing and in due course graduate with a good degree. Since the purpose of the warning system is to provide support to students through timely intervention, the issue of formal cautions may be combined with other forms of support, including counselling and well-being advice. If warnings are not heeded or if a gross act of academic misconduct is committed (such as serious unfair means), then penalties or sanctions may be applied. Cautions are, however, primarily intended to encourage effective study habits and to discourage approaches that are the cause of progress difficulties.





|           |                   |   |
|-----------|-------------------|---|
| Probation | Penal Collections | ➔ Compulsory Suspension (Executive Council) |
|-----------|-------------------|---|

↓ if probation or a penal collection is failed ↓

|   |                                 |
|---|---------------------------------|
| Compulsory Suspension (Executive Council) | Termination (Executive Council) |
|---|---------------------------------|



|   |
|---|
| Appeal to Principal (Governing Body Appeal Panel) |
|---|

College completion of procedures



|   |
|---|
| Conference of Colleges' Appeal Tribunal |
|---|

The format of the disciplinary process may be varied to accommodate reasonable adjustments submitted on disability grounds or other protected characteristics. To request adjustments, you should write to the Senior Tutor setting out details.

**Informal Stage:** if your academic performance gives cause for concern, your Tutors may take action short of a formal warning. This typically takes the form of a meeting that may be supplemented by a **Note of Concern**, cautioning that unless performance issues are addressed disciplinary action may be taken.

### Stage 1: Tutors' Warning

If your performance is unsatisfactory, your Tutors will issue you with a **Tutors' Warning** and your name will be added to the list of students whose performance is a cause for concern and reported at the Tutors' Meeting. Prior to this, it is likely that your Tutors will have cautioned you informally about your academic progress. It may also be the case that you have voiced anxieties yourself. If you are unsure how to improve, or if you have problems, you are strongly encouraged to seek help at an early stage from your Tutors or from any of the people listed in B.5.3 above.

You will be notified in writing that your name has been added to the Tutors' list. The details of a Tutors' Warning in nearly all cases will be recorded in writing. Your Tutor(s) will indicate why your performance gives cause for concern, and the steps needed to address the underlying issues. Normally progress towards achieving the agreed goals will be assessed during the first half of the following term, allowing sufficient time for improvement to be assessed. The purpose of the warning system is to intervene early to prevent students from getting to the point where catching up in their degree studies becomes very difficult either because of missed work or poor study habits that have become entrenched. The great majority of undergraduates receiving a Tutors' Warning subsequently return into good academic standing by following the pathway agreed with their Tutors. Should you not make

satisfactory progress, however, consideration will be given to moving to the second stage.

### **Stage 2: Academic Warning**

If your performance does not improve, your Tutors may report this to the Senior Tutor and a meeting will then be held with you and your Tutor(s). The usual outcome of such a meeting is the issue of an **Academic Warning**.

An Academic Warning always takes the form of a written record that details why your performance gives cause for concern, and the steps needed to address the underlying issues. It will also specify a date at which progress towards the agreed goals will be assessed (typically, after College Collections in the following Term allowing sufficient time for improvement to be assessed). Students receiving an Academic Warning face a more daunting challenge in returning to good academic standing by making up lost ground and improving study habits. Nevertheless, the majority of undergraduates are successful in following the pathway to recovery. Should you not make satisfactory progress during the agreed time scale, however, consideration will be given to moving to the third stage of the disciplinary process. In addition, an Academic Warning may set restrictions on extra-curriculum activities (for example, you may be required to resign from a demanding club or society post to concentrate on your studies). The Senior Tutor may also require your attendance at Principal's Collections if this is not scheduled.

In the case of serious academic misconduct (unfair means) or an exceptionally poor performance in a College Collection, Stage 1 may be omitted and you will be issued directly with an Academic Warning or even placed on Academic Review. Note also that gross academic misconduct (such as wilful and serious unfair means) may render you liable to suspension or termination of study without the necessity of first receiving an Academic Warning

### **Stage 3: Academic Progress Review**

If your performance fails to improve, or if you fail to meet the terms and conditions attached to an Academic Warning, your progress may be reviewed by an Academic Review Panel consisting of a group of Tutors drawn from subjects other than your own and who have not, therefore, taught you. The panel will consist of three Tutors, all of whom must be members of the Executive Council. The panel cannot include any of the following officers: the Principal, Vice Principal, Bursar, Development Director, Senior Tutor, Dean, Chaplain, Tutor for Graduates, or the Senior Member for the JCR. The panel will appoint one of its members as the Chair, to gather information about your case, which will take place with all possible speed consistent with due process. You may lodge an objection against the choice of Chair with the Principal who will consider whether the grounds for objecting are reasonable, in which case the Principal will appoint a replacement.

The Chair will obtain a briefing from the Senior Tutor, narrating the progress of your case through earlier stages of the disciplinary process, plus copies of any formal warnings issued. Comments from your Subject Tutors will be collated and views on the suitability of potential disciplinary measures ascertained.

The Chair will offer you the following opportunities to make representations:

- i) An initial meeting, providing an opportunity to disclose mitigating circumstances or other compelling causes which may justify or condone unsatisfactory progress (which will normally be held in private and in person unless you are out of residence at the time in which case the option of a telephone interview will be available). You may be accompanied at this meeting by another junior member who may assist you in making representations.
- ii) A further opportunity to make representations regarding the disciplinary measures set out in a final written warning.

The review process will seek to establish whether there are any factors affecting performance (including welfare issues or untreated and potentially undiagnosed special learning needs). You should feel able to disclose personal circumstances to the Chair in confidence. The Chair will discuss with you the disclosure of your circumstances to the other members of the Review Panel to enable them to make suitable recommendations for reasonable adjustment to study. With your permission, the Chair may ask one of the College's Welfare Officers to seek advice from the University Counselling or Disability Advice Service, or from the College Doctors. You may be asked to supply, in confidence, supporting medical evidence.

The Chair will present the details of your case to the rest of the Review Panel who will determine the appropriate course of action after deliberation by a simple majority vote. The panel has the authority to impose either Probation or a Penal Collection. The Panel may also recommend that the Executive Council impose a period of suspension of study followed, if appropriate, by either Probation or a Penal Collection as a condition of resumption of study.

If the Review Panel concludes that disciplinary action is appropriate, their findings will be set out in the form of a **Final Written Warning** which will specify the disciplinary penalties (suspension or termination of study) that the Panel will recommend should be imposed if the conditions of the warning are breached. If the Review Panel concludes that there are factors affecting performance, it will recommend to the Senior Tutor that reasonable adjustments be put in place and will also encourage you to seek appropriate support from welfare services. The Panel may also elect to attach academic conditions to these recommendations designed to ensure that you return to good academic standing with appropriate support.

#### *B.6.4 Probation*

If the principal issue of concern is associated with a lack of academic organisation (for example regularly submitting work late for Tutorials, or regularly failing to attend and/or prepare for Tutorials or classes, or submitting work of unsatisfactory quality), then the disciplinary procedure may take the form of a period of Probation. The terms and conditions of Probation will be based on detailed requirements that are relevant to the obligations set out in B.4.3 above. The views of the Subject Tutors will be also sought over the practicality of the probationary terms. A template, approved by the Academic Committee, will be used to assist the Review Panel in determining whether the terms of Probation have been met. The Senior Tutor, in consultation with the Subject Tutor(s), will provide yourself and the Review Panel with a report over your progress at termly intervals (or at such other times as may be specified in the terms of the Probation). Once the Review Panel is satisfied that the terms of Probation have been met in full, your period of Probation will cease and you will be restored to good academic standing. If in the judgement of the Review panel the probationary terms are



breached, the Panel will consider whether to recommend to the Executive Council that the penalties set out in your Final Written warning be imposed (see B.6.6).

#### *B.6.5 Penal Collections*

If the principal issue of concern is whether your academic discipline has broken down to such an extent that recovery of good academic standing may not be a realistic possibility, a Penal Collection may be set to determine whether your membership of College can continue. The Review Panel, when determining the form the Penal Collection should take, will take into account your academic record to date and the views of the Subject Tutors. The Panel will consider i) the syllabus and number of examination papers to be sat and ii) the pass mark you are required to achieve. The pass mark will represent what, in the judgement of the Review panel, it is realistic to expect you to achieve in view of your past achievements, the requirements of the course, and the fact that you will sit the collection under examination conditions. The Penal Collection will be marked in the first instance by a single external examiner who will be informed of your year of study. In the event that the examiner awards marks below the specified pass standard, the failed papers will be second marked by an external examiner who will be informed of your year of study but will not be provided with the marks of the first examiner. The Senior Tutor will report the results of the Penal Collection to the Review Panel and the Subject Tutors. If the Penal Collection is failed, the Review Panel will determine whether to recommend to the Executive Council that the penalties set out in your Final Written warning be imposed (see B.6.6).

#### *B.6.6 Breach of Probation or Failure of Penal Collections*

If terms attached to a period of Probation or to a set of Penal Collections are not met, then your case will be considered by the Review Panel who will determine whether to recommend to the Executive Council that the penalties set out in your Final Written Warning be imposed. You will have an opportunity to bring any documented factors affecting performance (such as ill health or other compelling cause) to the attention of the Review Panel. The Executive Council will consider the recommendation and will receive a copy of your Final Written Warning, your Probationary Report or the results of your Penal Collection, and details of any documented factors affecting performance. The Executive Council will determine whether to impose the recommended penalties or to make some other disposal. You will then be informed of the decision in writing by the Senior Tutor.

#### *B.6.7 Appeals against Executive Council Decisions*

If you are not satisfied with the decision of the Executive Council, you may appeal to an Appeals Panel in accordance with the procedure set out in this section. You must indicate your intention to appeal by writing to the Principal **within five working days** of written receipt of the Executive Council's decision. In your letter you should set out your grounds for appeal: in other words, you should say why you think the decision against you is wrong and should not stand, for example, because the correct procedures were not followed, or because the Executive Council imposed an unreasonably harsh penalty. Your letter will form the basis for discussions at the Appeal Panel. If you wish to rely on medical evidence, you must submit a report by a qualified medical practitioner.

The Appeals Panel will consist of five members of the Governing Body, including the Principal (or a delegate) who will act as Chair. If the Principal is absent, the matter will be dealt with by

the Vice Principal or another senior Fellow. The Senior Tutor, your Subject Tutors, and the members of the Review Panel that heard your case, and the other College Officers specified in B.6.1 may not hear your appeal, with the exception of the Vice Principal. The Chair of the Review Panel, the Senior Tutor, and your subject Tutors may attend the meeting to answer questions about the Executive Council's decision. You must attend the Appeal Panel in person unless medically unfit or out of residence at the time of the hearing, in which case the panel will consider the case by means of written representations. If one party or both parties fail to appear at the date fixed for the hearing without reasonable excuse, the Panel may nevertheless proceed to determine the matter.

You may choose to be represented at the appeal hearing by any current member of the College, Senior or Junior of your choice (except members of the Appeal Panel, Review Panel, the Senior Tutor, or your Subject Tutors), or you may ask the Principal to appoint a Fellow to represent you, or you may represent yourself. Your representative may help you to prepare for the hearing and may speak on your behalf at the hearing. Note that academic gowns are worn at Appeal Panels by the parties.

The purpose of the Appeal Panel hearing is to enable you to explain why you think that the decision against you should not stand, by elaborating on the grounds of appeal set out in your letter. You (or your representative, or both) will first present your case. Members of the Appeal Panel may ask you questions. The Chair of the Review Panel will then be given an opportunity to clarify or elaborate on any matters and to respond to your case. You will be given a further opportunity to comment on this statement.

At the end of the hearing, you, your representative, and the Chair of the Review Panel, Senior Tutor, and subject Tutors will withdraw whilst the Appeal Panel considers its decision. The decision shall be taken by a majority of those present. The Panel shall use its best endeavours to reach a decision on the day of the hearing, or failing this as soon as possible as is consistent with due process.

The Appeal Panel may decide to affirm or to vary the original decision against you. The Principal (or deputy) will write to you as soon as possible to inform you of the decision and the reasoning behind it. Minutes of the hearing, except for the Appeal Panel's internal deliberations, shall be kept and disclosed to the student and any representative.

The decision of the Appeal Panel represents the College's **completion of procedures**. You may appeal against the decision, however, by appealing to the Conference of Colleges Appeal Tribunal (see G.10), a body independent of the College. You will normally need to exercise your right to appeal within five days of receipt of the Appeal Panel's decision. The Principal's letter will explain how to appeal. Further information is also available from the College Office.

See also section G.13: Procedures to be Followed at Appeal Panel Hearings.

#### *B.6.8 Failure in University Examinations*

If your performance in the First Public Examination is unsatisfactory after a second attempt (i.e. after resits), the Senior Tutor will write to you to inform you that your academic studies are liable to be terminated (that is, you will be sent out of residence permanently).

‘Unsatisfactory’ performance is defined in B.4.7 above. You may appeal to the College’s Executive Council against being sent out of residence only if you can demonstrate grounds to support an application to the University’s Education Committee (or to the Medical Science Board if the failure occurs in the 1<sup>st</sup> BM Examination) for an exceptional third sitting. The College is not empowered to grant a dispensation for a third sitting in its own right (see University Examination Regulations: General Regulations for the First and Second Public Examination, paragraph 3.16). The Executive Council will only support applications if a student can demonstrate that ‘exceptional circumstances’ are applicable.

If you intend to apply for an exceptional third sitting, you must write to the Senior Tutor within five working days of receipt of the above letter. You should set out the exceptional circumstances applicable in your case. The Senior Tutor will present your appeal to Executive Council which may either accept it or appoint an Appeal Panel of three Tutors drawn from neutral subjects to consider the application and reach a determination over whether the College supports the appeal to Education Committee. The Panel will usually determine the matter by paper submission but if a hearing is required it will adapt the procedures set out in section G.13. If the Panel accepts that there are exceptional circumstances in your case, the Senior Tutor will write to the University’s Education Committee endorsing your application. If the Panel decides that there are no exceptional circumstances in your case, your application to the University’s Education Committee will be transmitted without College support. The decision of the Education Committee will be accepted by the College as final. If dispensation for an exceptional third sitting is refused, your studies will be terminated by the College’s Executive Council. If dispensation for an exceptional third sitting is granted, your studies will be suspended pending a satisfactory result in the third sitting.

Should your performance in the First Public Examination remain unsatisfactory after an exceptional third sitting, the Executive Council will terminate your studies and you will be sent out of residence permanently. The decision of Executive Council represents the College’s completion of procedures. You may appeal against the Council’s decision, however, by appealing to the Conference of Colleges Appeal Tribunal (see G.10), a body independent of the College. The Senior Tutor will write informing you of the Executive Council’s decision and this letter will contain details of the right of appeal, which must normally be exercised within five working days of receipt.

#### *B.6.9 Independent Advice*

Students may obtain free, independent advice from Oxford Student Union’s Advice Service (<https://www.oxfordsu.org/support/advice/>).

### **B.7 Postgraduate Admissions**

University Graduate Admissions advertises those programmes for which Brasenose currently admits postgraduate taught masters and research students. Any junior member wishing to apply for a programme of study not included on this list, however, should write to the Senior Tutor who can advise whether special arrangements can be made for graduate entry. Note that the College’s graduate student funding opportunities are advertised and administered centrally by University Graduate Admissions.