

# College Statement of Good Practice on Undergraduate Academic Matters

1. Undergraduates are obliged to comply with the Proctors' Memorandum (now called the University Student Handbook), the University Harassment Code, and all College regulations concerning academic matters and the conduct of tutorials.
2. All students should:
  - (a) *have a suitable structure in which to pursue their academic studies and have this structure made clear to them:*
    - i. An individual College tutor should be assigned responsibility for overseeing the academic progress of each undergraduate to ensure that individuals, particularly those in joint schools, are not overlooked. This does not preclude the involvement of other tutors in ensuring continuity in supervision of undergraduate progress.
    - ii. The number of tutorials, or form and amount of teaching, expected for each subject/paper to be studied is to be specified at the start of the teaching. It is to be changed only by agreement between tutor and undergraduate.
    - iii. Unless a prior agreement is made between tutor and undergraduate, at least three days should be given to complete any work set.
    - iv. The relevant lecture timetables are to be made available by the College to undergraduates as soon as they are provided by the University. Tutors are to indicate which lectures undergraduates should attend.
    - v. Undergraduates are to be informed at the end of every term in what topics Collections are to be set at the beginning of the following term. Collections set are to be marked, graded, and returned at the latest by the middle of the term in which they are taken.
  - (b) *receive feedback from their tutors as to their academic progress:*
    - i. Undergraduates are to receive appraisal for all pieces of tutorial work, provided that it has been submitted in good time. This need not include a specific grade (some tutors prefer not to grade the written work of undergraduates in their first terms when they are accustoming themselves to new kinds of work), but is to include comments on possible areas for improvement, and on the general standard of the work.
    - ii. Except in her/his final term, a meeting is to be scheduled at the end of each term for each undergraduate with at least one of her/his College tutors, to discuss a written report and general progress. Undergraduates will not be given copies of the written reports in advance of the meeting (they are often the property of outside tutors), but it will be made clear during the course of the term if the reports are likely to be seriously critical. Undergraduates are to be given the opportunity to give feedback on the teaching they have received. In 9<sup>th</sup> Week of each term, these reports are normally released for students to view on the OxCORT system (Oxford Colleges Online Reports for Tutorials) at [www.oxcort.ox.ac.uk](http://www.oxcort.ox.ac.uk)
  - (c) *receive teaching conducive to their academic progress:*
    - i. The tutor is to give her/his complete attention for the designated length of the tutorial without long breaks. If, in exceptional circumstances, there are such breaks, an opportunity to reschedule the tutorial is to be given.
    - ii. Tutorials are to be conducted in accordance with the University Harassment Code ([www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/](http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/)) and tutors and undergraduates should be aware that they can leave the tutorial if its conduct becomes inappropriate. Social meetings between undergraduates and tutors are entirely voluntary on each side.
    - iii. If a student finds it necessary to ask for a change of tutor, s/he should discuss the matter either with the subject tutor or the Senior Tutor. If s/he wishes to change her/his tutorial partner, s/he should discuss this with her/his tutor. In either case s/he should give reasons for the request. Where tutors are aware that a tutorial pair is not working well, they should be encouraged to take the lead in suggesting such a change.

*(d) be made aware of disciplinary action which may be taken against them:*

- i. Specified code of academic disciplinary practice is to be distributed to every undergraduate at the beginning of each academic year in the University Student Handbook.
- ii. An undergraduate may be put on probation by their Tutor if her/his work gives cause for concern (for example, if her/his tutorial work or attendance is unsatisfactory for a period of weeks, or if her/his performance in collections or in the First Public Examination is unsatisfactory). S/he will then normally be required to provide satisfactory tutorial work, to attend all tutorials punctually, and to obtain a specified minimum mark (normally II.i or above) in the College Collections that follow the vacation after s/he has been put on probation. If s/he fails to meet any of these requirements, s/he will then normally be required to sit at least one Penal Collection which will be marked by a tutor outside College, and to obtain a minimum specified mark (normally II.i or above). If the mark is not obtained, the undergraduate will be referred to the Academic Disciplinary Committee who can recommend that the undergraduate will be sent down permanently.

*(e) be made aware that they are able to make comments about the teaching they receive:*

Undergraduates are to be made aware that they may take a concern on academic matters to their Personal Tutor, to another tutor in the subject, to the Senior Tutor, or to the Principal.