

## **Balliol College: Academic Disciplinary Procedure Framework**

- 1.1 *Purpose.* This framework for the College's Academic Disciplinary Procedure ('ADP', *College Handbook* 2.8.2–2.8.9, with reference also to 2.3.1, 2.3.2 and 2.5.1, 2.5.7) explains why it exists, and the extent to which it applies to graduate students of the College (2.1, 2.7, below) and in cases of overlap with other college procedures and university bodies. The ADP exists to enable the College to take appropriate measures in cases in which one of its junior members (students) is in breach of his or her academic obligations. Such breaches take various forms, and may attract various sanctions and remedies. The College's first priority, and primary purpose of this ADP, is to ensure that its students remain in good academic standing, fulfilling their academic potential and completing their studies in a timely way. In the event of a breach of academic discipline the College will attempt, so far as possible, to use the procedures in its ADP in such a way as to restore the affected student to good academic standing at the earliest opportunity. However, this is not always possible and the ADP also makes provision for dealing with rare situations in which academic discipline has broken down to the extent that no recovery of good academic standing is realistically possible.
- 1.2 *Student support.* Students who are subject to disciplinary proceedings under the College's ADP have a number of sources of support available to them, including the College's welfare team and the relevant JCR or MCR or OUSU-sabbatical officers and university services.<sup>1</sup>
- 1.3 *Deadlines.* The College aims to deal with problems covered by its ADP as quickly as possible so that delay does not hinder a fair resolution or interfere with academic progress, where this is still possible.
- 1.4 *Giving notice.* Where this ADP requires a notice or record to be given in writing, the normal way for this to be done is by email to the recipient's personal ox.ac.uk email address, or where the recipient lacks such an address, to the email address which has been supplied by the recipient to the College for such purposes. The email is regarded as having been delivered to the recipient at the time of sending. However a notice or record written on paper is also valid for the purpose of this ADP and where that method is used, the notice or record is regarded as having been delivered when it is placed in the recipient's pigeonhole in the College lodge, or on the second working day after it is posted to the recipient by first class post (as the case may be). The recipient's pigeonhole in the College lodge should be used only where the sender is reasonably satisfied that the recipient is in residence in Oxford at the time of delivery.

## **2. When does the Academic Disciplinary Procedure apply?**

- 2.1 *General scope.* The College's ADP applies to any current undergraduate student of Balliol College, whether in residence or out of residence at the time, who is in an Academic Disciplinary Situation (ADS). The College's ADP does not apply to graduate students, in that their teaching and examining is pursued in departments and faculties, but they may nevertheless be in an ADS as

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<sup>1</sup> For more details, see *College Handbook* 2.2.3.

defined in 2.3 and 2.4, which may overlap with the College when the graduate's supervisor is also a Fellow of the College or when the graduate's College Adviser is involved in delivering elements of graduate assessment or teaching.

2.2. *Academic Disciplinary Situations.* A Student is in an ADS if and only if

- (a) in the opinion of at least one of the Student's designated tutors, the Student has committed an academic offence within the terms of 2.3 below; or
- (b) in the opinion of at least one of the Student's designated tutors, the Student has been in dereliction of academic duties within the terms of 2.4 below.

A 'designated tutor' is any person who meets at least one of the following conditions:

- (i) he or she is a Tutorial Fellow of the College who is currently teaching or organising the teaching of the Student; or
- (ii) he or she is a person for the time being charged by the College with the task of organising the teaching of the Student; or
- (iii) in the case of a graduate Student, he or she is the Student's College Adviser;
- (iv) in the case of a graduate Student, he or she is a Fellow of the College who is also the Student's university supervisor.

2.3 *Offences.* The following constitute academic offences:

- (a) plagiarism, fabrication or falsification of research data, sources, or results, underhand use of *aides memoires* in assessments, and analogous forms of dishonesty and impropriety in the conduct of academic work;
- (b) attempting to commit an offence under (a) above;
- (c) knowingly or recklessly assisting other students in the commission of an offence under (a) or (b) above.

'Academic work' includes work undertaken by any student as part of or in preparation for a tutorial, a practical, an examination, or any other academic exercise forming part of that student's course of study, whether or not it forms a required part of that course.

2.4 *Dereliction.* The following constitutes dereliction of academic duties:

- (a) failure to attend; or

- (b) failure adequately to prepare for (including failure to submit written work of a substantial enough kind when required to do so); or
- (c) failure to make adequate effort in the conduct of a tutorial, a practical, an examination, or any other academic exercise forming a required part of a student's course of study, where the failure is without adequate justification or excuse.

- 2.5 *Overlap with other College policies and procedures.* Where an ADS also constitutes a proper basis for steps to be taken under another policy or procedure of the College, and steps under this ADP and under that other policy or procedure have been proposed or initiated, the responsible Officers of the College will together determine, in consultation with the Student, whether all steps on the same basis should be consolidated so that they are taken under a single policy or procedure, provided that such a consolidation shall never have the effect of depriving the Student of an avenue of appeal that he or she would otherwise have enjoyed. In the event of disagreement as to the appropriateness of a consolidation, the final determination is to be made by the Master (or in the event that the Master is unable to act, the Vice-Master). The responsible Officer of the College for the purpose of this ADP is the Senior Tutor.
- 2.6 *Overlap with Proctors' jurisdiction.* Where an ADS also constitutes a proper basis for disciplinary steps to be taken by the University Proctors, and such steps have been proposed or initiated, any steps proposed or initiated under this ADP will be stayed until the conclusion of Proctorial proceedings. This ADP will not be used to add to the severity of a Proctorial disposal but may be used to determine what steps it is appropriate for the College to take to give effect to a Proctorial disposal. It should be understood, however, that certain Proctorial disposals have automatic implications for the Student's relationship with the College which do not require steps to be taken under this ADP, e.g. a Student expelled or suspended from the University is automatically expelled or suspended from the College.
- 2.7 *Overlap with department/faculty codes for Graduates.* In the case of a graduate Student, where an ADS also constitutes a proper basis for disciplinary steps to be taken by the Student's university department or faculty, and such steps have been proposed or initiated, the College will make all reasonable efforts to liaise with the department or faculty concerned. It should be understood, however, that certain disposals by the University have automatic implications for the Student's relationship with the College, e.g. a Student expelled or suspended from the University is automatically expelled or suspended from the College.
- 2.8 *Questions about progress.* Any student who is in an ADS is to be kept informed of the stage to which his or her case has progressed. In case of doubt the Senior Tutor is empowered, upon application by the Student, to make a determination of the stage to which his or her case has so far progressed and to give the Student notice in writing of this determination within 72 hours of the application.