



Examination Failure or Failure of Academic Diligence

Procedure to be followed in cases:

1. of University examination failure where special permission is sought of the Council to allow a student to remain a Member of the College, pursuant to paragraph [7] of her contract with the College.
2. of serious and continued failure of academic diligence

The standing Sub-Committee of the Education Committee¹

There shall be a standing Sub-Committee of the Education Committee, to consider all cases of examination failure where a student wishes to seek special permission from the Council to remain a member of the College [*in statu pupillari*], and cases of serious and continued failure of academic diligence. Its members, appointed by Council, shall be:

- The Vice Principal (ex-officio Chairman)
- Three Tutors (of whom one will sit on any one occasion).²
- Four Directors of Studies (of whom three will sit on any one occasion).

Its duties shall be:

- i.) to consider all cases of failure to achieve honours in University examinations and where special permission is sought of the Council to allow a student to remain a Member of the College; and of serious and continued failure of academic diligence;
- ii.) to make recommendations in such cases to the Council.

In each case referred to the Sub-Committee the Chairman shall convene a panel of available members, provided that neither the Senior Tutor, nor the student's own Director of Studies nor her Tutor shall sit to consider the case.

Should the Vice Principal be the Tutor or Director of Studies of the student concerned, she shall stand down and the Sub-Committee shall elect a Chairman from amongst their number.

Should it prove impossible to convene a meeting with the full number of members, the Sub-Committee may co-opt members to fill any vacancy, provided that a Tutor's place be filled by a Tutor, or a Director of Studies' place by another Director of Studies, where practicable in a related or reasonably comparable subject. The Senior Tutor shall not be eligible to sit on the Sub-Committee of the Education Committee.

¹ It is envisaged that the standing Sub-Committee of the Education Committee and the standing Disciplinary Committee will have the same membership.

² "Tutor" includes Tutors with named Tutorial posts, Assistant Tutors, and Assistant Graduate Tutors.

A. University Examination failure

1. Where a student has failed to be classed or failed to pass an examination that is not classed, the Senior Tutor shall write to inform the student of the examination result and the procedure to be followed if the student wishes a case to be presented to the Sub-Committee of the Education Committee and thence to the Council. (If the Senior Tutor is to be away from Cambridge when the examination results are expected, she shall ask another Senior Member to stand in for her.) A copy of this letter, marked “Confidential”, shall be placed in the student's file; copies will also be sent to her Tutor, her Director of Studies and to the Principal as Chairman (of the Education Committee).
2. If a student wishes to request that her case be referred to the Sub-Committee of the Education Committee she must, within 5 days from the date of the written notification, write to the Senior Tutor to this effect.
3. The Senior Tutor shall then give the following information to the Chair of the Sub-Committee of the Education Committee:
 1. A statement of the status of the student in terms of the year of her course.
 2. The examination concerned (specifically whether a Tripos examination or not).
 3. In the case of a Tripos examination, whether an application has been or will be submitted to obtain leave for the student to proceed as if she had obtained Honours and the outcome of any such application.
 4. If no application is being made or has been granted, how the student is placed with regard to her standing for further examinations, viz:
 - i. whether it would be possible for her to continue to an Honours degree in the same Tripos or in another Tripos, or
 - ii. whether she could not under any reasonable circumstance proceed to an Honours degree but would have to proceed to an Ordinary degree.

Reference to the Regulations for the relevant Tripos (page and paragraph number from the current volume of the Statutes and Ordinances of the University) should be included.

4. The student must be notified in writing of the date and time of the meeting of the Sub-Committee, given a copy of this procedure, and provided at the earliest opportunity with a copy of any available written material referred to in A.3 (above) and C.3 (below). The Sub-Committee is the primary tribunal of fact and therefore the substantive evidence gathering hearing, whose recommendation is forwarded to Council.
5. The procedure continues at C. Conduct of the Sub-Committee of the Education Committee.

B. Serious and continued failure of academic diligence

1. Where the procedures for dealing with cases of failure in academic diligence have been followed without adequate improvement in the student's performance, the Senior Tutor may refer the case to the standing Sub-Committee of the Education Committee. The Senior Tutor shall write to inform the student that she has done so, giving her reasons for doing so. The Senior Tutor shall inform the Council that a case has been referred to the standing Sub-Committee, and this fact (without any personal or other identifying detail) shall be reported in Reserved Business.
2. The student must be notified in writing of the date and time of the meeting of the Sub-Committee, given a copy of this procedure, and provided at the earliest opportunity with a copy of any available written material referred to in C.3 below. The Sub-Committee is the primary tribunal of fact and therefore the substantive evidence gathering hearing, whose recommendation is forwarded to Council.
3. The procedure continues at C. Conduct of the Sub-Committee of the Education Committee.

C. Conduct of the Sub-Committee of the Education Committee

1. The student may present her case in one or more of the following ways all equally acceptable to the Sub-Committee:
 1. by making a written submission;
 2. by asking a resident Senior Member of the University (on the Roll of the Regent House) to speak on her behalf;
 3. by appearing in person before the Committee. NB: A student wishing to attend in person is entitled to bring with her someone of her choosing as a friend or supporter, but not as an advocate entitled to speak on her behalf.
2. The student and the Senior Member (as in 1b, if speaking on the student's behalf), if either of them so wish, may provide a written statement and speak to it at the meeting and may ask the Sub-Committee to hear from such witnesses as the Sub-Committee deem appropriate.
3. The Sub-Committee shall hear in writing or in person from:
 1. the Senior Tutor
 2. the student's Director of Studies, who shall present as evidence all available supervision reports;
 3. the student's Tutor who may deal with other relevant matters, including any circumstances which might have prevented the student from working adequately;
 4. the receiving Director of Studies in the case of a change of subject.

If any of them so wish, they may provide a written statement and speak to it at the meeting.

4. The Sub-Committee reserves the right to call the student to a special meeting in order to put questions to her, should this be found necessary after it has considered the evidence.
5. The Sub-Committee shall make a recommendation to the College Council within 3 weeks of reviewing the student's request that special permission to continue be considered.. The Chairman of the Sub-Committee shall communicate the recommendation to the student in writing together with a statement of the reasons at the same time as making the recommendation to Council.
6. The student shall be advised that she should give notice in writing of any wish to appeal for a reconsideration of her case by the College Council within 7 days of the date of the recommendation being sent to the student..

D. Conduct of the Council

1. The Council will make a decision on the Sub-Committee's recommendation after it has heard from the student whether she accepts the recommendation, or whether she wishes to appeal for a reconsideration of her case.
2. A student may present her case to the Council in any of the ways given in paragraph C1 above. Witnesses may not be called save with the consent of the Council. Leave to adduce fresh evidence, or to recall witnesses heard by the Sub-Committee, shall be given only if the Council is satisfied that it is necessary or expedient in the interests of justice.
3. The Council reserves its right to modify or reject the recommendation of the Sub-Committee in the light of D2 above.
4. The Principal (or her deputy) shall communicate in writing the final decision of the Council to the student within 7 days of the Council's decision.
5. Normally no member of the Council (including the Senior Tutor) who, as a member of the Standing Sub-Committee of the Education Committee, has taken part in the deliberations on a student's case, or who has been previously involved in earlier stages of either procedure A or B above, shall take part in the Council's consideration of a student's appeal for a reconsideration of the Sub-Committee's recommendation. However such a member of the Council may take part in the Council's considerations of a student's appeal if the circumstances are such that no conflict of interest arises.

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Questions? Please contact senior.tutor@newn.cam.ac.uk