

THE WHITE BOOK  
STUDENT REGULATIONS  
REGULATION P3

*Academic Review Committee*

*Constitution*

1. Further to Ordinance C,XII,8(c), an Academic Review Committee shall be an *ad hoc* committee of the Council appointed under Statute C, Chapter VI,4, following a referral by the Senior Tutor under Regulation P2,11.
2. A Committee shall be composed of the following members:
  - (a) *ex officio*, the Master or a deputy nominated by the Master, who shall normally be the Vice-Master;
  - (b) at least two Fellows who are either Tutors or Directors of Studies, nominated on a case by case basis by the Council; provided that a Tutor or Director of Studies may not be nominated for any case:
    - (i) concerning one of their students;
    - (ii) where the Tutor has accompanied the student at the review meeting held under Regulation P2,6;
  - (c) up to one further member, nominated at the discretion of the Senior Tutor on a case by case basis, such as but not limited to, a member or previous member of the University Counselling Service, or the Accessibility and Disability Resource Centre, or the University Applications Committee.
3. The Master, or their deputy, shall be Chair.
4. There shall be a quorum of three, which shall include the Chair. In any case where it is not otherwise practicable to establish a quorum, or in any other exceptional circumstances as determined by the Chair, a member of the Committee other than the Chair may participate remotely in any meeting, via telephone, video or other electronic link.
5. Decisions shall be taken by a simple majority, and, where necessary, the Chair shall have a casting vote.
6. The administrative Secretary shall be the Senior Tutor, who may nominate a member of staff to assist. The Secretary shall have responsibility for convening meetings,

delivering notices, and for ensuring that a full record is made of the Committee's proceedings, including in particular an account of the issues raised, any evidence presented, and the Committee's decisions and reasons.

7. A Committee shall be appointed and meet as necessary, as provided for under this Regulation. It may regulate its own proceedings, provided that it shall seek to ensure that all cases are dealt with fairly and expeditiously, according to the nature and circumstances of each case. It may vary the following provisions of this Regulation only where it is fair to do so and by giving reasonable notice to all parties.

*Jurisdiction: unsatisfactory academic progress*

8. An Academic Review Committee shall have jurisdiction to hear and determine any case concerning unsatisfactory academic progress arising under Statute B,VIII,5-6 and Ordinance C,XII,8(c)-(d).

*Meetings*

9. Where a Committee is appointed under Regulation P2,11, notice shall be given to the student concerned at least five calendar days in advance of the first meeting. Any notice to a student under this Regulation shall be given either orally including by telephone, or in writing, either to the student's College pigeonhole or by post to their address as registered with the College, or by email to a student's University email address. Proof of notice having been given in accordance with this paragraph shall constitute sufficient proof that the student has been duly notified of the meeting.
10. The student shall attend in person unless they:
  - (a) notifies the Secretary at least five calendar days in advance of his or her absence;
  - and
  - (b) provides reasonable cause for such absence.In such case, the Secretary shall arrange an alternative date, and notify the student accordingly.
11. The Committee may proceed with the meeting, and reach a decision, in the absence of any student who is in breach of paragraph [10]. Such breach shall constitute a disciplinary offence which may be dealt with accordingly, under Ordinances and Regulations.

12. The student may be represented at any meeting by:
- (a) his or her Tutor, or another Fellow of the College chosen by the student; or
  - (b) a friend or adviser, who shall be a resident member of the University such as an officer of SSCSU or CUSU, or a member of staff of the University such as a member of the Student Advice Service or the Accessibility and Disability Resource Centre.

The student shall notify the Secretary of any representative at least two calendar days in advance of the meeting.

13. A copy of the notice sent under paragraph [9] shall be sent to the student's Director of Studies and Tutor, who shall each be invited to submit an open written report to the Committee.

14. At least five calendar days in advance of the meeting the Secretary shall circulate to members of the Committee and to the student and any representative:

- (a) a copy of the relevant provisions of the College Statutes, Ordinances and Regulations;
- (b) copies of such written evidence as is available, comprising, *inter alia*:
  - (i) University or College examination results;
  - (ii) supervision reports;
  - (iii) director(s) of studies report(s);
  - (iv) tutor(s) report(s);
  - (v) written warnings, if any;
  - (vi) records from any meeting held at any time under Regulation P2;
  - (vii) records from any formal meeting held at any time under Regulation P7, respecting a student's fitness to study;
  - (viii) records from any meeting held at any time under Regulation P8, respecting any application for an allowance for University examinations;
  - (ix) any submissions in writing from the student or his or her representative.

15. Witnesses, in addition to the student and their Director of Studies and Tutor, may be called by the Chair to attend the meeting and to answer questions from the Committee or the student.

16. The student, and any representative, may examine any witness and may make oral submissions to the Committee on any issue raised by the evidence or relevant to the Committee's decisions.

17. The Committee shall conduct its deliberations in private. It shall consider the academic progress of the student and may make any one or more of the following decisions:
- (a) no further action should be taken on the present facts;
  - (b) recommend, even if already considered and rejected as an option either by the student or by the Senior Tutor, that College procedures should be initiated for:
    - (i) a change of Tripos or other course, under Regulation P1;
    - (ii) a review of reasonable adjustments for a student with a disability, under Regulation P5;
    - (iii) a review of fitness to study, under Regulation P7;
    - (iv) an application for leave to disregard terms (intermission), under Regulation P8;
  - (c) impose academic conditions upon the student's permission to remain in or return into residence, which are appropriate to the fulfilment of his or her study obligations;
  - (d) impose non-academic conditions upon the student's permission to remain in or return into residence, where in the opinion of the Committee such conditions are necessary or desirable for fulfilling his or her study obligations;
  - (e) suspend or remove the student from any Scholarship, Studentship or other financial award made for academic merit that he or she holds;
  - (f) rusticate the student temporarily, with or without the imposition of academic or non-academic conditions upon his or her return into residence (see Ordinance B,XXI,5-6);
  - (g) rusticate the student permanently.
18. A record of the decisions and reasons of the Committee, together with notice of the student's right to appeal under paragraph [19], shall be sent as soon as practicable to:
- (a) the student concerned;
  - (b) any representative, provided that he or she has been nominated by the student to receive such notice;
  - (c) the student's Director of Studies and Tutor.

### *Appeal*

19. A student may appeal to an Academic Appeal Panel under Ordinance C,XII,8(e) and Regulation P4 against any decision of an Academic Review Committee by giving notice in writing to the Senior Tutor within seven calendar days of being notified of the Committee's decisions.

*Failure to comply with conditions*

20. Where a student fails, in the opinion of the Senior Tutor, to comply adequately and within a reasonable period with any conditions imposed by the Committee under paragraph [17], or with any further, alternative or amended conditions imposed by an Academic Appeal Panel under Regulation P4, the Senior Tutor may refer the student back to an Academic Review Committee for further consideration under this Ordinance. In the interests of fairness and expedition, the Committee shall have power to vary the normal provisions respecting meetings.

*Jurisdiction: appeals on other academic decisions*

21. Under Ordinance C,XII,9, an Academic Review Committee shall have jurisdiction to hear and determine appeals from any decision concerning:

- (a) change of Tripos or other course of study (Regulations P1,10 and P2,14);
- (b) reasonable adjustments to College provision for a student with a disability (Regulation P5,13);
- (c) fitness to study (Regulation P7,47);
- (d) applications to the University for examination or other allowances, such as leave to disregard terms (Regulations P2,14 and P8,26).

22. Where an appeal is against a decision made under Regulation P1, P5, P7 or P8, and those procedures were initiated following a decision of an Academic Review Committee or Academic Appeal Panel, under paragraph 17(b), to recommend the use of alternative procedures, no member of the Committee which heard the case for unsatisfactory academic progress shall be a member of the Committee which hears the appeal.

23. An appeal hearing under paragraph [21] shall comprise a re-consideration of the issue(s) appealed. The Review Committee shall take into account all written materials considered by or created at the earlier hearing for the purposes of the decision appealed. A Review Committee may make any decision that a person or body has power to make under the relevant Ordinance and its decision shall be final.