V

KEEPING OF TERMS

1. All students engaged in full or part-time study (excluding those registered on a Continuation Fee basis) are required to Keep Term.
   (a) To that end students shall, as required by the regulations governing the degree or other programme or module for which they are registered:
      (i) attend courses of instruction in the University in each of the subjects required to the satisfaction of the Heads of Departments or Schools responsible for those subjects;
      (ii) fulfil all academic engagements (including registration, examinations, collections, departmental tests, written work, tutorials, seminars, practical classes, professional placements, year abroad placements, field courses, including those which may be held during vacations, interviews and, where prescribed in Special Regulations, lectures) to a standard satisfactory to the Heads of Departments or Schools responsible for the subjects.
   (b) Postgraduate students are required to engage in research and/or advanced study to a standard satisfactory to the teacher in the University appointed as Supervisor by the Graduate School or Course Director by the Head of Department or School concerned.
   (c) A student who, because of illness or other good cause, fails to Keep Term during a particular term may, as a matter of grace, be regarded as having Kept that Term by concession. Normally such concession will not be granted on more than one occasion in a single academic year.

Note: Concessions for 'grace periods' must specify the alternative summative assessment arrangements which replace any standard summative assessment requirements for any modules which cannot be fulfilled during the 'grace period'. Whenever possible the student will be required to make up the work missed in his or her own time.

2. (a) If satisfied that a student appears without good cause to have failed to Keep Term as defined in 1 above, the Head of Department or School responsible for the work in question shall request the designated officer to formally invoke a Keeping of Terms procedure in writing to the student. The designated officer should normally be a Dean or a deputy to the Dean of the Faculty or for undergraduate students in that Faculty only, the Sub-Dean of the Faculty of Science. The designated officer must not be a member of the Board of Studies or the Board of School which made the original request for a Keeping of Terms notice to be issued. If a deputy to the Dean or the Sub-Dean is unable to serve the Dean shall appoint an alternative designated officer to act.
   (b) The letter shall specify the grounds for the procedure and the academic requirements of Boards of Studies or Boards of School which must be satisfied according to a stated timetable within a period of not less than four weeks, or by the end of the remainder of the teaching period, if shorter. In the case of undergraduate students the period of four weeks shall be in term time and may extend over two terms. The letter shall state that unjustified failure to satisfy the specified academic requirements will result in the student being required to withdraw from the University.
   (c) The letter shall also specify that prior to the end of the penultimate week of the Keeping of Terms period the student must make any and all relevant information of mitigating circumstances known to the Heads of Departments or Schools associated with the warning. This will then allow the Boards of Studies or the Boards of School to make a recommendation to the Faculty, after having been given all the relevant information. The student may also make an appointment to see the designated officer during the last week of the Keeping of Terms period to offer such information to him or her.
   (d) In the case of undergraduate students, copies of the formal letter shall be sent to the Heads of Departments or Schools concerned with that student, to the Director of the degree or other programme when appropriate and to the Head of House concerned.

3. (a) At the end of the specified Keeping of Terms period the designated officer shall on the basis of the recommendation from the Boards of Studies or the Boards of School decide either:
      (i) That the student's performance has improved sufficiently to have fulfilled the conditions of the Keeping of Terms procedure.
      (ii) That the student's performance has improved but not sufficiently to have fulfilled the conditions of the process and that the Keeping of Terms period should therefore be extended for a specified period (normally not more than 4 weeks). A Keeping of Terms process may not normally be extended on more than one occasion before a decision is made as to whether to require the student to withdraw from the University.
(iii) That the student has not met the conditions of the Keeping of Terms process and therefore should be asked to withdraw.

This decision should normally be taken within 2 weeks and normally during term time in the case of an undergraduate student.

(b) The student shall be informed of the decision in writing; copies of the notice shall be sent to the student's Head of House. Where a student is being required to withdraw from the University, the letter shall also give information on appeal procedures.

4. A student may appeal to the relevant Dean of the Faculty against a decision of a designated Officer taken under the Regulations for the Keeping of Terms: see Section VII below