

SSH Academic Progress Policy 2025/26

excerpt from 2025/26 College Handbook

7. ACADEMIC MATTERS

7.1.2 Academic Obligations (Common Award Students)

All students are required to:

- complete in good time any forms required for Common Awards registration processes, assessment procedures, and the running of the courses, and to supply promptly and accurately any information otherwise required for those purposes;
- attend all lectures, classes, seminars, tutorials, placements or supervisions as required for their particular courses;
- achieve satisfactory marks;
- produce all assessed work promptly and to a standard satisfactory to the Course Director, and to submit in the manner required;
- demonstrate satisfactory academic progress;
- submit only work which is solely their own, and to adhere to College and Durham University rules against plagiarism and multiple submission and assessment irregularities (see below);
- ensure their ssho.ac.uk email address (to which all important academic information will be directed) forwards to an account they check regularly, and to ensure that Common Awards emails are directed to this address. Students are reminded that this applies equally to periods of vacation;
- abide by the rules set out by the University of Oxford for the use of its libraries as, for example, at <https://www.bodleian.ox.ac.uk/about/libraries/policies>;
- maintain such contact with the Course Director and to provide such evidence of progress as they may require;
- attend Principal's Collections (a brief meeting with the Principal, Senior Tutor, and other members of the academic staff to review academic progress). These are held at the end of each term for undergraduates and all ordinands. Further information is available from the Academic Office.

Failure to fulfil these requirements may result in fines, suspension, termination of course or expulsion, and discussion with an ordinand's sponsoring diocese. In particular, if the College believes the student is not making appropriate academic progress, the Course Director will meet the student and set out what progress needs to be made and by what date. A written notice will be issued to the student that if this progress is not made by the stated date, a

formal Academic Progress Notice (APN) will be issued as set out at [Academic Progress Policy - Durham University](#)

At the end of the period allowed in the APN, the Course Director will make a recommendation to the (Chair of the) Board of Examiners and it will normally be decided whether the student has returned to making appropriate academic progress, or the student should be required to withdraw from the programme.

If in exceptional circumstances (e.g. illness) a student is unable to attend an arranged engagement or meet an academic deadline, they should inform the tutor concerned and the Academic Secretary in advance. If advance notice is not possible, the student should aim to send apologies and an explanation as soon as they are able. Any changes to an established work programme (including deadlines for formative or draft summative work) must be agreed with the Tutor concerned and confirmed with the Course Director. Final deadlines for summative work are fixed and can only be varied in very limited circumstances by permission of the Chair of the Examiners (contact the Senior Tutor if you need to talk about an extension).

7.2 College Advisors: Principal Responsibilities

Each postgraduate student and non-ordinand undergraduate student has a College Advisor who should be in a position to discuss the student's academic work. This role is additional and complementary to provision in the Faculty of Theology and Religion (for Oxford postgraduate students) or the role of Course Director (for other students). The College Advisor is not in any way intended to replace the University Supervisor or College Course Director, or to act in their stead and should, therefore, not be expected to give the same detailed academic guidance and direction. Thus, a College Advisor should not also be the student's University Supervisor or College Course Director. Rather, the intention is to provide a focal point for an individual student's relationship with the College, which nevertheless includes an academic component.

The College Advisor is expected to meet all advisees as early in the first term of residence as feasible, monitor their progress, to discuss the University Supervisor's reports, and to be available for regular consultation on academic or other matters, including (in the case of Oxford postgraduate students) those issues that a student may feel unable to raise with their Supervisor. Advisors should, as appropriate, comment positively on students' progress, and achievements; they are not only there to monitor students' progress and pick up problems. The Advisor will offer all full-time postgraduate taught students the opportunity to meet at least once a term, and other students at least once a year. If meeting in person is not feasible, email or online contact will be maintained. The Advisor may wish to consult with the Senior Tutor about any students who appear to be experiencing difficulties with their academic work, or direct students to other appropriate persons for assistance with non-academic related difficulties.

7.3 College Advisees: Principal Responsibilities

College advisees should respond to invitations from their Advisors to meet them; if the proposed time is not suitable they should contact their Advisor to arrange an alternative time to meet. They should not hesitate (or feel in any way inhibited) to contact their College Advisors outside their regular meetings and should feel free to consult other College officers as necessary, including the Senior Tutor, the Vice-Principal and the Academic Secretary. College advisees should be aware that the College Advisor is not expected to perform the academic role of the University Supervisor or College Course Director. However, depending on their College Advisor's field of expertise, and intellectual interests, advisees may seek academic advice from the Advisor. In addition, advisees should feel free to seek advice from the College Advisor on academic-related matters including applications for research funding, conferences and seminar attendance, publication, and career plans, etc. College Advisors will also be able to offer guidance to sources of support within the College and (for Oxford postgraduate students) the University. It is particularly important that Oxford postgraduate advisees should consult their College Advisor if they experience any difficulty with their University Supervisor. Any matters concerning examination procedures may also be discussed with the College Advisors. If students wish to raise them formally, they should do so with the Senior Tutor or Academic Secretary.

7.4 Academic Disciplinary Procedures

7.4.2 Academic Disciplinary Procedure (Common Award Students)

Failure by Common Award students to perform adequately and in particular to make satisfactory academic progress as required by the norms set out in this Handbook, their Work Programme and Durham University's principles for Academic Progress will be dealt in accordance with the principles set out at <https://www.dur.ac.uk/departments/academic/common-awards/policies-processes/student-support/progress/>

Full details of the Academic Disciplinary Procedure are set out in the St Stephen's House Academic Discipline Code.

The College will use this code for such ordinand candidates who are pursuing internally assessed pathways.

Revised August 2025