

## Rules and Processes for Progression and Concessions; Sept 2011

College guidelines are now clear that anyone failing to achieve 120 credits by the end of Year 1, 240 credits by Year 2, etc, are deemed not to have fulfilled progression criteria and have no automatic right to continue study. The vast majority of these students with failed courses will be interviewed by the Director of Teaching (DoT) during Freshers' week [note that for the purposes of College documentation on this, the 'School Curriculum Approval Officer' is DoT]. This is particularly the case if they wish to carry pre-requisite courses in the next year. DoT will decide whether permission is granted for the student to continue study, and if so will pass on direct guidance as to how the student should proceed to recover adequate progress.

*To arrange these interviews, Teaching Office need to know ASAP after the resit results are known who will be requiring such an interview. DoSs should check their students and send an email list to Teaching Office immediately. Paperwork should follow, ideally by Monday of Freshers' week.*

The guidelines below indicate when carrying courses will be permitted / forbidden / require an interview with DoT to decide. They also provide wider guidelines as to how the school generally approaches the most common requests for concessions, which DoSs may find useful when giving guidance to students throughout the year.

- It is forbidden to carry points into Senior Honours or Masters Years. This is a hard rule. If there are Special Circumstances, a concession to SUGSC would need to be made through the College (David Williams). This appeal should be made via DoT or Teaching Office.
- It is forbidden to take more than 160 points in a year. This is a hard rule.
- Students cannot carry Phys 1A, Phys 1B, Phys 2A, or Phys 2B. This is a hard rule.
- Students will not be permitted to carry both MfP1 and MfP2 into Year 2, or both MfP3 and MfP4 into JH. This is a hard rule.
- Students who have failed only MfP1 (and passed all other 100 credits) will be allowed to carry this course. However, permission to do this will need to be formally granted by DoT, as this involves missing pre-requisites. DoT will do this by email (without interview). Please pass information/paperwork about such students on to Teaching Office, but making clear no interview is required. The 3-strike limit should be stressed.
- Similarly, students who are only missing MfP3 (ie. have all other 220 credits) will be allowed to carry this course into JH, with email permission from DoT (no interview).
- Students missing either MfP2 or MfP4 will need to be interviewed by DoT to see if they will be permitted to carry these. A rule of thumb is that students who have previously repeated a year, or who also need to carry another course, will not be permitted to do this.
- Mathematical Physics students will not be permitted to carry either of the prerequisite Maths courses MfP4 or Methods of Applied Mathematics into Mathematical Physics Junior Honours. There may be circumstances when MP students will be allowed to carry other Maths courses, e.g. if they have taken 6 and failed one pure maths course.
- Computational Physics students will not be permitted to carry Comp Sim into JH.
- Courses which are not prerequisites (this includes pre-honours Astronomy courses) do not require concessions; such courses may in general be carried, subject to restrictions on total numbers of points taken. If the student is missing only 20 credits of outside courses then the DoS can give permission to continue study. If they are missing more then DoT will need to make the decision. This may be by email rather than by interview.