



LIVERPOOL HOPE
UNIVERSITY

The Student Code of Conduct and Disciplinary Process

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The Student Code of Conduct

Quick Summary Guide to the Student Code of Conduct and Disciplinary Process

If an allegation of misconduct has been made against you or you have made an allegation against somebody who you believe has committed an act of misconduct then you have the right to access help and support from the Student Development and Well-being Department. The Students' Union staff can also offer support, as well as their independent Advice Service which offers advice and guidance in matters relating to this code.

All students must act in accordance with the Student Code of Conduct. Examples of misconduct are set out in Section 3 and 4

What happens if you have been accused of a breach of the Code?

- The accusation initially goes to the University's Case Coordinator who decides what the next steps are.
- If the conduct you are accused of is considered minor (by the Case Coordinator) or satisfies the conditions set out in Section 3, you may be given the opportunity to meet with the Proctor, who is a member of staff appointed to deal with less serious misconduct cases. After the meeting, the Proctor may impose a sanction (see Section 7.3).
- If the misconduct you have been accused of is more serious and/or complex, the matter may be referred for a formal investigation. You will be informed about the investigation process in a letter and you will be asked to meet with the investigator.
- You may have your case referred to a Disciplinary Panel. This is a panel of three members, two of the members are staff at the University and the other member is from the Students' Union. None of the members will have been involved in your case before and should not know you from your academic studies.
- If a Disciplinary Panel is called, you will be asked to attend the meeting of the Panel and will be asked questions by the Panel.
- Before the Disciplinary Panel meeting you will have been provided with Quick Summary Guide to the Student Code of Conduct and Disciplinary Process and copies of all of the documents that the Panel has available to them. You will be allowed to suggest questions that the Panel can put to your accuser or other witnesses. You will also have the right to be accompanied or represented at the Panel and this could be the Students' Union Advisor (see Section 10.3.3).

- Following the conclusion of a Disciplinary Panel, if requested, the University may be able to provide information to the reporting party providing it is in line with the University's data protection policy.

What do I do if I am not happy with an outcome?

- If you are not happy with the outcome from a meeting with the Proctor you can ask for the matter to be referred to a Disciplinary Panel (see Section 7.5)
- If you are not happy with a decision of the Panel and your reasons for not being happy fall within the grounds for appeal (see Section 12) then you can ask for the Vice Chancellor to review the decision.
- If you remain dissatisfied with the result of the appeal, you have the right to refer the matter to the OIA (see Section 12).

If you require any reasonable adjustments to be able to fully participate in the operation of this Code please let caseworker@hope.ac.uk know.

1. Introduction to the Code of Student Conduct

The University aims to provide all of its students with the support and guidance they need to achieve success. The Hope Charter sets out what students should expect from Liverpool Hope University and what is expected of a student of Liverpool Hope University. Any student subject to action under the provisions of this Code or wishing to make an allegation should seek support and advice from Student Development and Well Being SDW@hope.ac.uk. The Students' Union also offer support, advice and representation. suadvice@hope.ac.uk.

1.1. This Student Code of Conduct addresses:

- 1.1.1. The standard of conduct the University expects of its students so that everyone can undertake their studies in a supportive and non-threatening environment. (Section 2 of this document)
- 1.1.2. Behaviours that are considered matters of misconduct or serious misconduct. (Sections 3 and 4 of this document).
- 1.1.3. Where appropriate, behaviours that breach other University policies and regulations by students. These include (but are not limited to): The IT Acceptable Use Policy (and associated IT Services policies); The Accommodation Contract (where relevant); and The Library Rules and Regulations.
- 1.1.4. The disciplinary process by which cases of misconduct and serious misconduct will be addressed by the University (Sections 5-10 of this document).

1.2. This Student Code of Conduct does not address:

- 1.2.1. Academic misconduct: Guides to Academic misconduct can be found [here](#) or through the Student Gateway.
- 1.2.2. Concerns involving conduct by staff towards students: Complaints about the conduct of a member of staff should be made through the Complaints Procedure.
- 1.2.3. Concerns about the professional unsuitability of students: There is a separate, Fitness to Practice Procedure which applies to awards that include or lead to a professional qualification. This deals with professional unsuitability of students.
- 1.2.4. However, if through the operation of the procedure in the Student Code of Conduct a student is found to have committed relevant misconduct or serious misconduct, this might constitute a ground for taking subsequent action under the [Fitness to Practice Policy](#) or the Academic Misconduct procedures as appropriate.

2. Expectations of Student Conduct and Behaviour

2.1. On Campus, Liverpool Hope values the involvement of all students in the academic collegium and the social activities of the University. The University wants its students to enjoy their studies, have fun and make a contribution to society. Thus, on campus (including university activities such as placements or field work), in University halls of residence, and on social media, students are expected to:

- 2.1.1.** behave in a responsible manner that will help to foster mutual respect and understanding between all members of the University community;
- 2.1.2.** act within the law and not to engage in any activity or behaviour that is likely to bring the University into disrepute;
- 2.1.3.** behave and communicate in ways that do not offend others. Examples of offensive behaviour include using abusive or obscene language and engaging in any form of discriminatory or anti-social behaviour;
- 2.1.4.** treat with respect everyone with whom they come into contact, whether within the University or outside
- 2.1.5.** treat all University property with respect;
- 2.1.6.** comply with requests of members of staff;
- 2.1.7.** adhere to the University's Health and Safety policies and to any specific requirements that apply to areas where they work;
- 2.1.8.** observe fire alarms and related procedures and evacuate buildings when alarms sound;
- 2.1.9.** disclose immediately to the University, via the Head of their academic Department, if they are charged with, and/or convicted of a criminal offence relating specifically to assault, drugs supply or sexual offences;
- 2.1.10.** adhere to the University's policy and process concerning sexual misconduct.

2.2. Off Campus

The University works hard to build good relationships with its partners, neighbours and local communities. Therefore, this code is not limited to misconduct that occurs on University premises. It also covers misconduct occurring on fieldtrips, placements, school experience and in the virtual environment of social networking or other websites. Off campus, in addition to the behaviours described above, students are expected to:

- 2.2.1.** help to support the relationships that the University has developed with the external community in the way that they conduct themselves especially in the surrounding areas to the University;
- 2.2.2.** be considerate to their neighbours, especially in relation to noise levels and rubbish;
- 2.2.3.** be considerate when they are parking close to campus, so that they do not obstruct residents;
- 2.2.4.** act within the law and not engage in activity or behaviour that is likely to bring the University into disrepute.

3. Behaviour that will be Regarded as Misconduct

The University considers the forms of inappropriate conduct that are set out below to constitute misconduct that is likely to lead to disciplinary action under the Student Code of Conduct. However, the list should not be regarded as exhaustive.

- 3.1.** Damage to, defacement of, University property or the property of other members of the University, whether caused intentionally or recklessly.
- 3.2.** Misuse or unauthorised use of University premises and property, including computer misuse.
- 3.3.** Any action that did cause, or could have caused, a health and safety concern on University premises.
- 3.4.** Any behaviour that damages the University's relationship or reputation with its local communities.
- 3.5.** Any behaviour that damages, or that has the potential to damage, the University's relationship or reputation with external organisations and groups.
- 3.6.** Actions that involve making defamatory statements and/or false claims about a member of the University community.
- 3.7.** Failure to respect the rights of others to freedom of speech within the law, as required by the Higher Education (Freedom of Speech) Act 2023.
- 3.8.** Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University.
- 3.9.** Unacceptable behaviour arising from the consumption of alcohol or other substances.

- 3.10.** Disorderly, threatening, bullying¹, or offensive behaviour or language whilst on University premises, engaged in University activity whether on or off the University's premises, or using University computers or e-mail accounts.
- 3.11.** Abusive, offensive, threatening or insulting behaviour or language, harassment or bullying of any kind, towards a student, a member of staff or a visitor to the University by any means, including social media, whether on or off University premises and whether conducted through University or personal equipment.
- 3.12.** Harassment (as defined by Section 26 of the Equality Act 2010) includes sexual harassment and unwanted behaviour or conduct, which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy, maternity; race, religion or belief; sex; sexual orientation. Harassment can be of varying degrees from minor to serious.
- 3.13.** Failure to disclose details of personal identification to a member of staff of the University in circumstances in which it is reasonable to require that such information be given.
- 3.14.** Recording lectures, other academic sessions or conversations without the agreement of the person(s) involved.
- 3.15.** Breaches of the [IT Acceptable Use Policy](#) that are not otherwise specifically covered in the Student Code of Conduct.
- 3.16.** Breaches of any other codes, policies or regulations adopted by the University or the Students' Union.
- 3.17.** Breaches of the [Library Rules and Regulations](#).
- 3.18.** Breaches of the [Accommodation Contract](#) that are not otherwise covered in 3.1 to 3.16 above.
- 3.19.** Serious cases of academic misconduct referred by the Registrar (including matters when a student has already graduated).
- 3.20.** Failure to comply with a previously imposed penalty or caution under this Code.

¹ **Bullying:** repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability. This list is not exhaustive.

4. Behaviour that will be Regarded as Serious Misconduct

The University considers the forms of inappropriate conduct that are set out below to constitute **serious misconduct** that is likely to lead to disciplinary action under the Student Code of Conduct. However, the list should not be regarded as exhaustive. Serious Misconduct is further mentioned in Section 6 of this document. Note that some alleged breaches of the Code that relate to sexual misconduct or harassment may be subject to the [Sexual Misconduct Policy](#).

- 4.1. engaging in a sexual act involving University staff or students without their consent, regardless of any relationship status;
- 4.2. attempting to engage in sexual intercourse or engaging in a sexual act without consent;
- 4.3. abusive language used about others, or abusive behaviour towards others, on the grounds of their age, disability, gender, gender identity, pregnancy, maternity, race, religion, belief, or sexual orientation;
- 4.4. recording and/or sharing sexually explicit images or videos of yourself or another person without consent;
- 4.5. making unwanted remarks of a sexual nature;
- 4.6. touching inappropriately without consent;
- 4.7. inappropriately showing sexual organs to another person;
- 4.8. conduct of a sexual nature which creates (or encourages) an intimidating, hostile, degrading, humiliating, or offensive environment for others including making unwanted remarks of a sexual nature;
- 4.9. the possession or use of illegal drugs or any substance that has a similar effect to illegal drugs;
- 4.10. The supply of illegal drugs or any substance that has a similar effect to illegal drugs;
- 4.11. taking University property, or the property of University staff or students, without permission;
- 4.12. deceit, deception or dishonesty in relation to the University or its staff and students, or while on University-related activities;
- 4.13. serious and/or repeated harassment of staff or students;
- 4.14. physical violence towards others, or the threat of physical violence;

- 4.15. any behaviour that constitutes a potential criminal offence of relevance to the University or to the student's standing as a member of the University community;
- 4.16. any action that did cause, or could have caused, serious harm on University premises or during University activities, or that creates a legal liability for the University;
- 4.17. Behaviour that compromises the reputation of the University;
- 4.18. any interference with fire detectors, fire alarms or fire extinguishing equipment;
- 4.19. instances of misconduct in the categories that are set out in section 3 above that are considered by the relevant University officers to have a significant impact on others or on the University generally, or to be persistent and/or repeated over a significant period of time, may be treated as serious misconduct.

5. Key Aspects of The Student Disciplinary Procedure

The Student Disciplinary Procedure is intended to provide a clear and impartial process for dealing with allegations relating to student discipline within a reasonable timescale having due regard to natural justice.

5.1. Allegations of misconduct: Possible Stages in the Disciplinary Procedure

- 5.1.1. Initial Assessment. (Section 6 of this Document)
- 5.1.2. Meeting with the Proctor and associated sanctions (Section 7 of this Document)
- 5.1.3. Appeal (Section 11 of this Document)

5.2. Allegations of Serious Misconduct: Possible Stages in the Disciplinary Procedure

- 5.2.1. Initial Assessment. (Section 6 of this Document)
- 5.2.2. Precautionary Action (Section 8 of this Document)
- 5.2.3. Investigation (Section 9 of this document)
- 5.2.4. Disciplinary Panel and associated sanctions (Section 10 and 11 of this Document)
- 5.2.5. Appeal. (Section 12 of this Document)

- 5.2.6.** Note that Cases are dealt with individually and may not necessarily involve all of these stages

5.3. Individuals Involved in aspects of Student Discipline

The Vice Chancellor retains ultimate authority in all matters of student discipline. Operationally the Vice Chancellor delegates disciplinary functions to the Deputy Vice Chancellor & Provost. The Case Coordinator has the day-to-day responsibility for case management of discipline matters and ensuring the smooth operation of this Code. The Proctor has responsibility for meeting students as identified by the initial assessment and deciding on a suitable sanction.

5.4. Timescale

The University commits to dealing with discipline cases as swiftly as possible. From the start of any investigation into an allegation the matter shall normally be concluded within 90 calendar days. There are occasions when timescales cannot be met and if this is the case, any delays will be communicated by the Case Coordinator.

5.5. Burden of Proof

The burden of proof rests with the University. The University must prove that the student has done what they are accused of.

5.6. Standard of Proof

The standard of proof that shall be used in all cases that are dealt with under this procedure shall be the balance of probabilities, which is the standard of proof that is used in Civil Law. This means that a disciplinary panel will be satisfied that an event occurred if the disciplinary panel considers that, on the evidence available, then occurrence of the event was more likely than not. The standard of proof shall not be varied according to the perceived seriousness of an allegation.

5.7. Use of Anonymous Allegations or Witnesses

Where a person chooses to disclose anonymously, no action will usually be taken on the basis of their disclosure unless there is a concern about immediate safety or if the University has a duty under safeguarding or Fitness to Practise. Anonymised data will help the University to understand patterns in behaviour and inform future policy.

5.8. Inappropriate Behaviour by students in relation to Disciplinary Procedures

If students behave in a manner that is unhelpful in advance of, during, or after a disciplinary procedure then disciplinary action may be taken against them. Examples of such behaviours include where a student:

- 5.8.1.** persistently makes allegations without using the Student Complaints

Procedure; and/ or

- 5.8.2. does not respect the confidentiality of other parties during an investigation; and/or
- 5.8.3. persistently seeks to publicise allegations about other staff or students that have been resolved or not upheld; and/or
- 5.8.4. is adjudged to have made malicious or vexatious allegations.

6. The Student Disciplinary Procedure: Initial Assessment

- 6.1. All allegations of misconduct for both resident and non-resident students should be reported directly to the Case Coordinator. This includes:
 - 6.1.1. Students who are not resident in University accommodation and who are alleged to have breached the Code of Conduct;
 - 6.1.2. Students resident in University accommodation who commit repeated minor breaches of the Code or more serious examples of misconduct;
 - 6.1.3. Students resident in University accommodation who have committed a minor breach of this Code. These individuals can be issued with an initial warning from a Campus Operative or a Senior Resident Tutor without reference to the Case Coordinator.
- 6.2. When the Case Coordinator receives an allegation of misconduct or serious misconduct they will conduct an initial assessment and apply one of the following options:
 - 6.2.1. there is no case to answer and no action should be taken;
 - 6.2.2. the misconduct should be considered minor in nature and that some form of informal resolution such as mediation is appropriate or that the student is required to attend a Meeting with the Proctor;
 - 6.2.3. the misconduct is potentially of a serious nature and:
 - the case should be formally referred to a Disciplinary Panel or;
 - an investigation is required before a decision can be made on the appropriate process.
 - 6.2.4. An investigating officer will be assigned to conduct a full investigation; and/or a risk assessment should be undertaken to establish whether

precautionary action should be taken prior to a decision being taken on the appropriate action.

7. The Student Disciplinary Procedure: Meeting with the Proctor and Associated Sanctions

- 7.1.** Where misconduct is considered by the Case Coordinator to be minor in nature, a meeting between the student and the Proctor/ or nominee appointed by the case coordinator may be held to discuss the matter. The outcome of the meeting shall be recorded in a letter.
- 7.2.** Where the Proctor considers that there is substance to the allegation, the letter shall normally include a requirement for the student to give a formal undertaking as to his/her future behaviour and a warning about the possible consequences of any further breach of the Student Code of Conduct.
- 7.3.** In such cases, the penalties that can be imposed are as follows:
 - 7.3.1.** A Fine up to a maximum of £100, which must be paid to the Student Finance Office within 14 days of the date of the written notification to the student;
 - 7.3.2.** Restitution of any damage caused by way of payment;
 - 7.3.3.** A requirement to undertake up to 30 hours of non-academic work ("Community Service") to make restitution for any situation that they created or contributed to creating;
 - 7.3.4.** Other action appropriate to the circumstances;
 - 7.3.5.** Referral to a Disciplinary Panel, where further evidence comes to light that may require a more severe penalty.
- 7.4.** Where the Proctor considers that there is substance to an allegation of minor misconduct, the letter shall normally include a requirement for the student to give a formal undertaking as to his/her future behaviour and a warning about the possible consequences of any further breach of the Student Code of Conduct.
- 7.5.** If the student does not accept the findings of the Meeting with the Proctor then the matter will be referred to a Disciplinary Panel (see Section 10). The student must send a written notice to the Case Coordinator making a request for the matter to be referred to the next Disciplinary Panel. The Disciplinary Panel will look at the allegation again and can overturn the decision of the Proctor. The Disciplinary Panel may impose lesser or more severe penalties.
- 7.6.** If a student does not attend the Meeting with the Proctor, the Proctor can either:

- 7.6.1. send a warning letter in the student's absence; or
- 7.6.2. refer the matter to a Disciplinary Panel.

8. The Student Disciplinary Procedure: Precautionary Measures

- 8.1. Where the initial assessment identifies an allegation of Serious Misconduct (see paragraph 6.2.3), or where the University becomes aware that a student is under investigation by the relevant authorities on suspicion of having committed a criminal offence, a full risk assessment will be conducted by the Deputy Vice Chancellor & Provost or nominee. This will identify if any precautionary action needs to be taken.
- 8.2. Where one or more of the following conditions is satisfied the student may be suspended immediately from any or all of the University's premises and facilities by the Deputy Vice Chancellor & Provost:
 - 8.2.1. the student's continued presence compromises the reputation of the University;
 - 8.2.2. there is a reasonable suspicion that the student has been supplying illegal drugs;
 - 8.2.3. there is a risk that the student might harm others;
 - 8.2.4. there is a risk that the student might cause damage to property;
 - 8.2.5. there is a risk that the student's continued presence may inhibit a proper criminal or University investigation;
 - 8.2.6. there is a risk that the student's continued presence may cause serious distress to other students or staff.
- 8.3. Restrictions can include:
 - 8.3.1. immediate suspension from University;
 - 8.3.2. restrictions on the campuses and/or buildings of the University that the student may visit or the departments and/or services of the University that the student may access;
 - 8.3.3. suspension of the accommodation contract or for the immediate transfer of the student to other residential accommodation (including another hall of residence that is managed by the University).
- 8.4. Normally, students shall be informed that a risk assessment is being carried out and they shall be given an opportunity to submit their objections in writing to the Deputy Vice Chancellor & Provost about a recommendation that they should be suspended

from the University. Where the Deputy Vice Chancellor & Provost considers that the circumstances of a case justify the immediate suspension of a student, the student may be invited to present their objections within 10 working days of the suspension being imposed.

- 8.5. When restrictions are imposed the student will be informed that they have the right to appeal the restrictions. Any appeal should be submitted to the Case Coordinator and will be considered by the Vice Chancellor.
- 8.6. The Vice Chancellor may either decide to retain the existing restrictions, or make some alternative decision that satisfies the institution's over-riding responsibility to ensure the safety, wellbeing and good order of the University. The decision of the Vice Chancellor shall be communicated to the student in writing and shall be final.
- 8.7. Suspensions or restrictions that are imposed under this provision shall be reviewed by the Deputy Vice Chancellor & Provost no less than once every month. The student can also request a review at any point if they believe there is a material change in the circumstances of the case. Suspension is not an assumption of guilt and is not considered a disciplinary sanction.

9. The Student Disciplinary Procedure: Investigation

- 9.1. Any case being referred to a Disciplinary Panel will normally be subject to an investigation prior to the hearing. However, in certain circumstances the matter may be referred directly to a Disciplinary Panel without investigation.
- 9.2. Such circumstances may include:
 - (i) The student has received a criminal conviction
 - (ii) there appears to be a clear case of misconduct based on evidence available

This list is not intended to be exhaustive.

- 9.3. The Case Coordinator shall arrange for an investigation to take place. The investigation will be proportionate to the nature of the event and the evidence available.
- 9.4. As part of any investigation, a student may be invited to an investigatory interview with the investigating officer. This will not be a disciplinary hearing but will be part of the process for deciding whether disciplinary action is warranted. Notes will be taken at this meeting and the interview notes may be used in a disciplinary hearing. The student who is the subject of the allegation will be given
 - 9.4.1. reasonable notice of the interview (usually 3 days but may be shorter taking into account the need to preserve evidence and the seriousness of the allegation);

- 9.4.2.** a written specification of the allegation; and
 - 9.4.3.** notification of the right to be accompanied or represented at the meeting by a member of the University or an advisor from the SU.
- 9.5.** A student's previous disciplinary record will not normally be relevant to whether they have committed an offence. However, if the student has previously committed the same or a very similar offence then it may be relevant. The student's previous disciplinary record is likely to be relevant to decisions about penalty. If the Investigator decides that the previous offence is relevant it should consider at what stage this information should be shared with the panel to ensure it is not prejudicial.
- 9.6.** The Investigator's role includes having the authority to make a decision on a balance of probabilities whether there is a case to answer. If the investigation concludes that there is no case to answer then the Investigator shall inform the case coordinator and the matter shall not proceed to a panel. The investigator may feel that, in the interests of natural justice, it is appropriate for their findings to be presented before a panel.

10. The Student Disciplinary Procedure: Disciplinary Panels and Associated Sanctions

- 10.1.** Disciplinary Panels will comprise three members, one of whom will chair the Panel. At least one member of the Panel shall be a senior member of staff of the University (the Chair) and another member of the panel shall be a member of the Students' Union Sabbatical Officers (or a nominee made by the Students' Union General Manager if all Sabbatical Officers are otherwise compromised).
- 10.2.** The student will be made aware of the Panel prior to any documentation being disclosed to members of the Panel so that the student has the opportunity to notify the University of any conflict of interest. The Student cannot object to a member of a panel just because they do not like/know them.
- 10.3.** At disciplinary panel hearings, the investigating officer, or a senior member of staff of the University who has not otherwise been involved in the process, shall present the case to the disciplinary panel. Investigating officers may not be members of disciplinary panels.
- 10.4.** In all cases that are referred to a Disciplinary Panel, the student shall receive a letter that sets out:
 - 10.4.1.** a clear specification of the allegation;
 - 10.4.2.** the time, date and place of the disciplinary panel hearing;

- 10.4.3.** their right to be accompanied or represented at the disciplinary panel hearing by a member of the University or an advisor from the Students' Union. The University does not usually allow legal representation but understands that it may be necessary for fairness in certain complex cases. Such cases will require authorisation by the Case Coordinator (or nominee). Any legal representation will have to be funded by the student.
 - 10.4.4.** their right to call witnesses, and how they will be able to question these and other witnesses;
 - 10.4.5.** their right to submit documentary evidence and/or a written statement;
 - 10.4.6.** a copy of any documentation that will be referred to or made use of during the disciplinary panel hearing including a copy of the investigation report;
 - 10.4.7.** notification that the panel may ask the student to present additional representations (mitigation) about the penalty if a finding of misconduct is made or anticipated; and
 - 10.4.8.** in the case of Serious Misconduct (see Section 4), a notice that potential outcomes of the hearing could include suspension or expulsion from the University. The letter shall be provided no later than 10 working days before the hearing.
- 10.5.** If a student fails to attend a hearing, the Panel will normally consider the evidence and make a decision in the student's absence. The student may also have the opportunity to consent to the hearing taking place in their absence by notifying the Case Coordinator at caseworker@hope.ac.uk.
- 10.6.** At the conclusion of the disciplinary panel hearing, the student, his/her companion or representative, and all witnesses and/or parties to the allegation shall withdraw and the disciplinary panel shall reach a decision. The disciplinary panel shall determine whether or not the student has committed the alleged offence. If the disciplinary panel determines that, based on the evidence, the student has met the standard of proof required, it shall then decide on the appropriate penalty. The decision of the disciplinary panel shall normally be notified to the student orally in the first instance (if appropriate), and subsequently in writing. The written notification shall include a summary of the reasons for the decision and the reasons for the penalties. This shall be sent within 10 working days of the hearing.
- 10.7.** A copy of the letter to the student shall be held on file by the Case Coordinator and if appropriate will be sent to the Head of School in which the student is studying. The file copy shall be held for the duration of the student's registration with the University and may be referred to in the event that a further disciplinary allegation is made against the student.

11. Sanctions Available to Disciplinary Panels

Where an allegation is proved against a student, a Disciplinary Panel may impose one or more of the sanctions that are set out below.

- 11.1.1.** Either an oral or a written warning, advising of the likely consequences of a further breach of the Student Code of Conduct and requiring the student to give a written undertaking as to their future good conduct;
- 11.1.2.** A requirement to pay costs in respect of any damages and/or losses suffered by the University and/or any third parties as a result of the student's actions. Payment must be made to the Student Finance Office within 14 calendar days of the date of the written notification to the student;
- 11.1.3.** A fine of up to £200, which must be paid to the Student Finance Office within 14 calendar days of the date of the written notification to the student. Fines may be suspended for a period of up to 6 months, during which time they will become payable only if the student does not meet conditions that have been specified by the disciplinary panel. If, at the end of the period, all of the conditions have been met, the fine will be cancelled;
- 11.1.4.** Withdrawal of specified services and/ or exclusion from particular areas of the University, for a period of up to one academic term;
- 11.1.5.** a requirement to undertake up to 50 hours of non-academic work ("Community Service") to make restitution for any situation that they created or contributed to creating.
- 11.1.6.** A requirement to participate in a programme identified by the Disciplinary Panel to educate students about misconduct and its consequences.
- 11.1.7.** A restriction on access to facilities or buildings, or contact with staff and/or other students, for a period not exceeding the remainder of the current academic session, provided that this does not prevent the student's academic progress.
- 11.1.8.** Re-location of the student to similar accommodation, with immediate effect (where the allegation that has been upheld is of serious misconduct in, or relating, to a hall of residence that is managed by the University).

- 11.1.9.** Recommendation that the agreement for University Halls of Residence is terminated by serving such notice on the student as is legally required.
 - 11.1.10.** Suspension from the University for a specified period of time, up to and including three academic terms or an equivalent period.
 - 11.1.11.** Exclusion from particular areas of the University, or University activities, for the duration of a student's enrolment at the University.
 - 11.1.12.** Expulsion from the University.
- 11.2.** A student is allowed to submit a statement of mitigation that will (if appropriate) be taken into account when the panel is setting the penalties. If the student admits the allegation, they may then proceed to make a statement of mitigation. If the student does not make an admission, any statement of mitigation is likely to be given much less weight. Mitigating factors might include whether it is a first offence, when the student admitted the offence, an expression of remorse, and any compelling personal circumstances that may have affected judgment.
- 11.3.** If a student fails to comply with a non- financial sanction the Panel chair may impose a fine on the student of up to £100. This sanction will not be imposed while an appeal is in progress. This paragraph does not prevent the University from treating the non-compliance as a further disciplinary offence.

12. The Student Disciplinary Procedure: Request for appeal

- 12.1.** Students shall have the right to request an appeal of the finding imposed by a Disciplinary Panel, on one or more of the following grounds:
- 12.1.1.** The University made a material error in following its procedures; or
 - 12.1.2.** The outcome was unreasonable in light of the evidence available; or
 - 12.1.3.** New material evidence has come to light which was unable to be provided, for valid reasons, earlier in the process.
- 12.2.** Appeals shall be dealt with by the Vice-Chancellor (or nominee).
- 12.3.** Requests for appeals must be submitted to the Case Coordinator in writing within 10 working days of the date of the written notification of the panel decision. In exceptional circumstances the Vice Chancellor may extend the time allowed for a submission of a request for an appeal for good cause. Such circumstances may include the student being ill.
- 12.4.** The student must not only state the grounds for appeal but must also provide evidence to substantiate those grounds.

- 12.5.** Depending on the circumstances and at the discretion of the Vice Chancellor, the Vice Chancellor or nominee may convene a meeting with the student. The student has the right to be accompanied as set out in 10.4.3.
- 12.6.** The Vice Chancellor or nominee will review the request for an appeal and will determine whether there are grounds for appeal and whether those grounds have been substantiated.
- 12.7.** The aim is to complete the appeal stage within 20 working days of the Case Coordinator acknowledging the notification. The general exception is where receipt of the notification is outside of published term times when there may need to be an extension. This will be communicated to the student.
- 12.8.** The Vice Chancellor or nominee may:
- 12.8.1.** uphold the finding of the Disciplinary Panel and the sanction(s) imposed;
 - 12.8.2.** uphold the finding of the Disciplinary Panel, but to lessen the sanction(s) imposed;
 - 12.8.3.** refer the case for re-consideration to a new Disciplinary Panel;
 - 12.8.4.** quash the finding of the Disciplinary Panel and the sanction(s) imposed.
- 12.9.** The decision of the Vice Chancellor or nominee on the student's appeal shall be communicated to the student in writing. A copy of the letter shall be held by the Case Coordinator.
- 12.10.** If an appeal is rejected, a Completion of Procedures letter will be sent. If a student remains unsatisfied, the opportunity to apply for a review by the Office of the Independent Adjudicator (OIA) shall be available. The OIA is an independent body. The deadline for an appeal to the OIA is 12 months from the Completion of Procedures letter. This service is free to students. For further details see the OIA website www.oia.org.uk.

Implementation and Review of this policy

Information will be collected on gender, ethnic origin, age group, disability, sexual orientation and religion and beliefs for monitoring purposes. The nature of the issues will also be recorded for monitoring purposes. Some confidential monitoring of outcomes will also be recorded to evaluate the impact of the procedure. The Information will be kept in accordance with the University Data Protection Policy and Retention Schedules.

The policy and its associated Impact Assessment will be formally reviewed every 2 years by the Case Coordinator and recommendations for material amendments will be made to Senate through the appropriate University bodies.

