Disciplinary Procedure

- To investigate when an allegation, concern or grievance is made against a student, or a group of students, to decide whether or not the Student Code of Conduct has been breached.
- It does not attempt to replace or replicate the law and is not a substitute for the criminal justice system.
- Scope and principles refer to section 2 and 3 of the Disciplinary Procedure.

Concern is raised -

- Initial assessment is carried out to determine if this is the relevant process, alleged facts and if it is vexatious or trivial.
- Ascertain if there is any initial informal resolution possible provided it is not a re-occurrence of a previous concern.



Part 1 Disciplinary Investigation

An Investigating Officer will gather all evidence and information and produce a report and determine the appropriate outcome from this investigation which can range from :

- Immediate sanctions fine/ written warning (can be imposed without progress to part 2 see section A of policy)
- Progress to part 2 of the process
- Do the circumstances require consideration of Precautionary Action or Suspension?

(A student can request a review of this stage of the process if there are grounds)

Move to student progres review

(see procedure for guidance)

Ensure that discussions are recorded and outline any agreed actions. Give clear information to the student as to why there is a student progress review at this time.

Part 2 Disciplinary Process

When the conclusion of the Investigating Officer has determined that there is a requirement to progress to formal disciplinary process. There are three levels of disciplinary.

Escalation to

interview or

- Disciplinary Meeting (Procedure in Section B)
- Disciplinary Interview (Procedure in Section C)
- Disciplinary Committee (Procedure in Section D)

Precautionary action or Suspension

No form

Can be considered at any stage if appropriate. Can have elements of study/ attendance considered rather than full. See Precautionary Action/ Suspension flow chart

<u>Disciplinary Meeting</u> to address minor programme-

related misconduct,
minor concerns about meeting
Professional body
requirements
minor accommodation-related

allegations.

<u>Disciplinary Interview</u>

to consider more significant or disruptive misconduct, non-compliance with other procedures and/or an accumulation of minor breaches.

Conclusion

Disciplinary Committee

Significant concerns requiring

conclude at any stage

Escalation to

Precautionary

Action or

Suspension

considered

Precautionary Action or Suspensio consideration whilst procedures

Used to consider allegations/notifications of Serious misconduct, breach of professional body standards including implications for public safety highly disruptive non-compliance with other procedures and/or a large and persistent accumulation of minor breaches.

For outcome - See appropriate flow for the level of process entered

A student may appeal against the decisions made through a disciplinary hearing , subject to the grounds.

If all internal appeal routes have been exhausted the student will receive a 'Completion of Procedures letter' (COP). If they are not content with the outcome of an appeal, they may apply to the Office of the Independent Adjudicator (OIA), subject to the OIA's scope and eligibility, to apply for a review of the outcomes of the Disciplinary Procedure.