

# Student Discipline



## 1 Interpretation

### 1.1 In these Regulations:

#### 1.1.1

University staff, who have both received appropriate training, appointed by the Head of Student Discipline to conduct a disciplinary appeal hearing. The Appeal Panel may not include members of staff who made the decision against which the student is appealing.

#### 1.1.2

Regulations is registered to attend and may be a University campus or other site

#### 1.1.3

responsibility for the management of a Campus, or their nominee; or for Students not based in a campus or situated on a site or campus subject to a formal overall responsibility for delivery of the programme concerned, or their nominee.

#### 1.1.4

of Procedures means the letter issued by the University once procedures.

#### 1.1.5

consequence of their post in the University.

#### 1.1.6

alleged disciplinary offence

University.

1.1.13 means The University of Law.

1.1.14 - means all those who are applying or considering applying for any course, at any level and employing any mode of study.

1.1.15 means the defence of a submitted piece of work in which a student's

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3.8 Upon receipt

Programme and

3.15

nominee (where appropriate) may decide:

- (a) to take no further action;
- (b) to deal with the matter under Regulation 2.3; or
- (c) to initiate a Disciplinary Hearing under Regulation 5 to formally determine whether or not an offence has taken place (this stage should always take place where notification to the PSRB or other accrediting body is proposed as an outcome).

3.16

Subject to Regulation 3.8 the Campus Dean or their nominee (where appropriate) will inform Student Conduct that the case is ready for review and approval by the Head of Student Casework (or nominees). Student Conduct will then notify in writing the Student concerned of the outcome of the investigation

3.20.3 to do so will safeguard members of the University community.

- 3.21 This may include, but is not limited to, evidence disclosed from student(s), and may include evidence gained from social media channels.
- 3.22 At all times, the University shall seek to corroborate any evidence obtained at any stage of the disciplinary process and shall not solely rely on redacted evidence as the basis for a disciplinary allegation against a student, where multiple evidence sources are available.
- 3.23 All evidence supplied in the investigation of a disciplinary offence shall be disclosed to the student in advance of any investigation or hearing as outlined in paragraphs 3.2 and 5.2 to whom the allegation relates, even if not all of the evidence is used in the determining of the allegation.
- 3.24 At all times, the University shall have due regard to the Student Disciplinary Policy and Regulations and also its duties and obligations under the Data Protection Act 2018.

## **4 Exclusion pending a Disciplinary Hearing**

- 4.1 Where a Student has been notified under Regulation 3.2 that



- 4.5 The Campus Dean or their nominee (where appropriate) will review their decision to exclude a Student at intervals of no more than three weeks and will notify the Student in writing of the outcome of each review.

## 5 Disciplinary Hearings

### Academic Conduct

- 5.1 Where the Programme and Student Lead decides to initiate a Disciplinary Hearing under Regulation 3.8 (c), they will (in consultation with the School Academic Manager, where appropriate) appoint a member from a nominated pool of academic staff, who has no connection with the allegation and has been trained in the student disciplinary processes, as the Hearing Officer to conduct the Disciplinary Hearing.
- 5.2 The Disciplinary Hearing may be conducted in person, via telephone or other online meeting software but may be conducted by telephone where deemed appropriate by the Hearing Officer. All Hearings conducted online should be recorded, and a copy of the recording should be saved to the casefile.
- 5.3 The Hearing Officer should conduct their investigation and complete a recommendation within 20 working days from receipt of the casefile. Where this timeline cannot be met, the Hearing Officer must contact the student to inform them of the delay.
- 5.4 The Hearing Officer will notify the Student at least seven calendar days before the Disciplinary Hearing of:
- (a) the time, date, and location of the hearing;
  - (b) the identity of the Hearing Officer;
  - (c) the nature of the allegation together with a copy of any documents to be relied upon by the Hearing Officer at the hearing;
  - (d) relative;
  - (e) the need to notify the Hearing Officer in advance of the hearing of the name of the person accompanying the Student to the hearing;
  - (f) the right to submit evidence (at least 2 working days) prior to the hearing, which will be considered in addition to oral evidence presented at the hearing.
- 5.5 The person accompanying the Student under Regulation 5.4(d) does so for the behalf. The Student is not entitled to bring a legal representative.

5.6 If the Student informs the Hearing Officer that they are unable to attend, one



Ordinary Disciplinary offences may include, but are not restricted to:

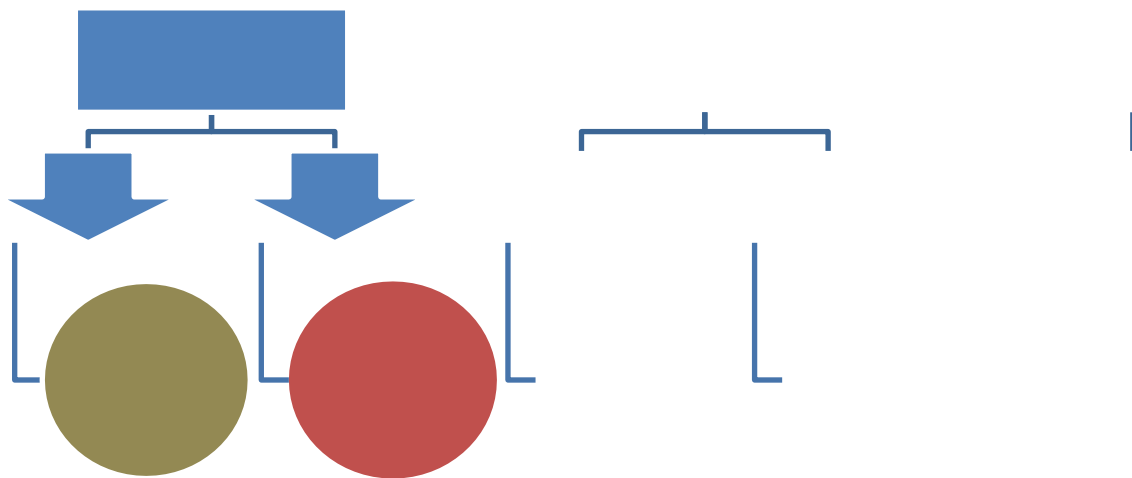
- 6.1.1 Poor timekeeping;
- 6.1.2 Failure to provide up-to-date contact details or other information which the University reasonably requires and is entitled to receive;
- 6.1.3 Words (including written words) or behaviour which are threatening, abusive or insulting to other Students, University staff, or visitors;
- 6.1.4 Words (including written words) or behaviour which cause harassment, alarm or distress to other Students, University staff, or visitors;
- 6.1.5 Behaviour which disrupts the ability of other Students or University staff to conduct their study or work, or to participate in other University activities;
- 6.1.6 Deliberate and minor damage to the property of the University, or of

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<ul style="list-style-type: none"> <li>• Contract cheating: There is evidence that the entire piece of work has been purchased and submitted by the student;</li> <li>• Impersonation:             <ul style="list-style-type: none"> <li>• a student allows a third party to impersonate them in order to complete an examination or an assessment on their behalf or a current student or</li> <li>• a person who had previously been registered as a student at the University impersonates another current student and completes an examination or assessment</li> </ul> </li> <li>• Academic misconduct has been detected across several assessments, courseworks or examinations.</li> </ul>	<ul style="list-style-type: none"> <li>• The student will be issued with a final formal warning letter which will remain on file for the duration of the programme;</li> <li>• The student will be required to successfully complete an online training module on good academic practice;</li> <li>• The student will be given a mark of zero for the assessment, coursework or examination and deemed to have failed it;</li> <li>• The student will be required to resit the assessment, coursework or examination and the resit mark will be capped at the pass mark. This is to prevent a student from gaining an advantage from committing misconduct; and</li> <li>• Any PSRB will be informed.</li> </ul> <p><b>The University reserves the right to expel a student from the University with no credit received for Severe Academic Misconduct.</b></p>
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## 7.4 Gross Misconduct and Conduct Related Sanctions

7.4.1 The sanctions for an offence of Gross Misconduct or Conduct Related matters are:

- (a) Expulsion from the University either with immediate effect or from any other date to be determined by the Campus Dean and/or Head of Student Discipline;
- (b) In the case of an offence of fabrication of data only, an additional penalty concerned.(c ) Written warning, or final written warning. A written warning will remain on the academic profile for the duration of their programme.
- (d) Recommendations for further training related to the allegation at hand

7.4.2 The University reports any offence of gross misconduct as defined by 6.5.1 and 6.5.2 to the professional body responsible for regulating the programme on which the Student is registered, together with any mitigating circumstances, as appropriate.

## **8 Reporting on Disciplinary Offences**

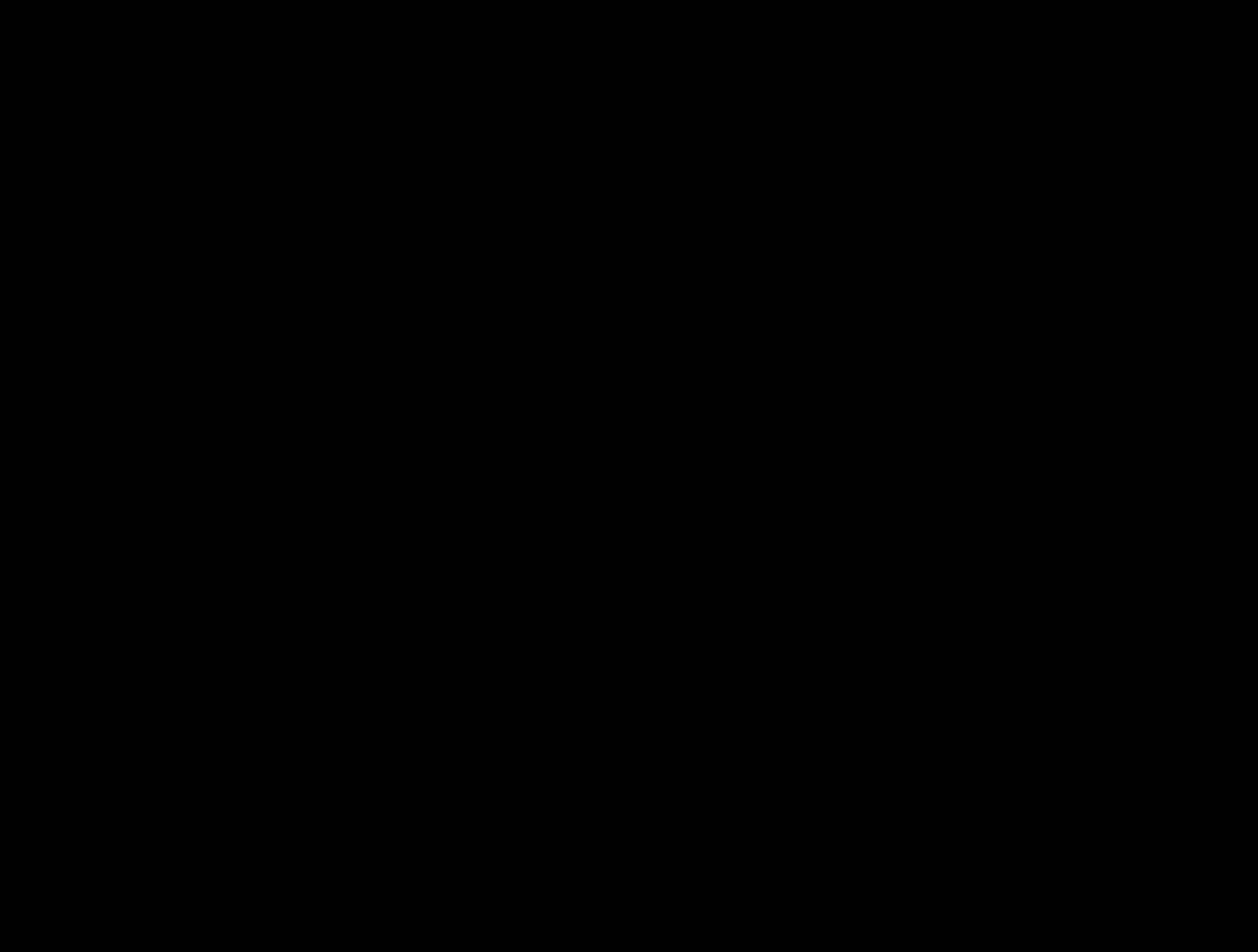
### **8.1**

Student



- 10.4 On receipt of the appeal application Student Conduct will:
- (a) determine whether or not the appeal is eligible for consideration (if late, an adequate explanation must be included and if relevant, supporting evidence supplied)
  - (b) appoint an Appeal Panel , comprising of two panel members, both process with appropriate training, and one of whom must act as Chair;
  - (c) confirm a date for the appeal hearing;
  - (d) notify the Student at least seven calendar days before the hearing of: when and where the hearing will be held; the name of the Appeal Chair and members of the Appeal Panel conducting the appeal; and the right of the Student to provide a written statement of their case (which will be considered in addition to any oral evidence presented at the Panel meeting) and to be accompanied at the hearing by a friend or relative; and
  - (e) provide to the Student a copy of new documents (if any) to be relied upon by the Appeal Panel at the appeal hearing.

students, staff, applicants for academic posts and (actual or invited) visiting speakers. Information about the complaints that the OfS can review is available



		channels, and arrangements for assessment resits during disciplinary proceedings.	
V4.4	Head of Quality Assurance	Minor amendments clarification to the campus exclusion provisions.	March 2021
V4.5	Head of Quality Assurance	Minor amendments clarification regarding Hearing and Investigating Officers, and Campus Dean nominees.	June 2021
V5.0	Head of Quality Assurance	Update to types of academic misconduct and sanctions, in line with the recommendations from the Academic Conduct	



