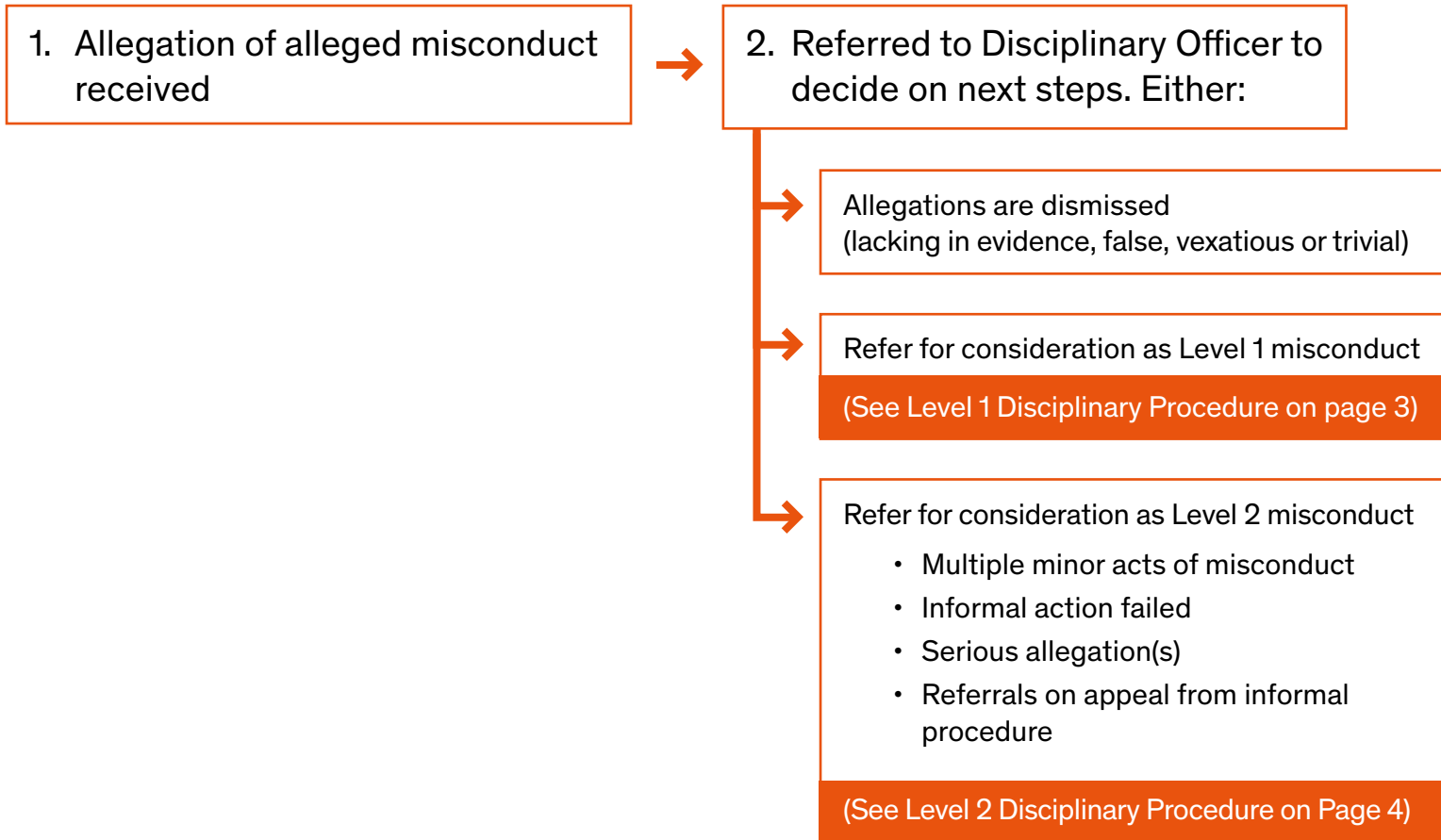


Student Disciplinary Policy and Procedure

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Level 1 Disciplinary Procedure

A 'responsible person' is appointed to investigate. They review the evidence and make any further enquiries. Arrive at one of the following outcomes, told within 1 week of decision:

- Dismiss the allegation(s)
- Refer for consideration as Level 2 misconduct
(See Level 2 Disciplinary Procedure on Page 4)

→ Issue a penalty appropriate to a Level 1 outcome. Which are:

- Verbal warning
- Written warning
- Restitution of any damage cause by way of payment
- Fines up to a maximum of 100
- Other such action appropriate to the circumstances.

→ If the student thinks the finding or penalty is unfair/unreasonable they can appeal to the Vice Chancellor for review.

The Vice Chancellor may delegate to an appropriate nominee. They will review the case and decide on one of the following outcomes:

- Dismiss the case
- Refer case for hearing by the Appeals and Conduct Committee (ACC)
(See Page 4)
- Enforce the penalty
 - Student will receive a Completion of Procedure Letter
 - If the student is dissatisfied, they can apply for a review by the OIA

Level 2 Disciplinary Procedure

An 'Investigating Officer' is appointed to investigate

Investigating Officer will review evidence.
Student should be told:

- Information about allegations
- Expected length of investigation
- Procedure to be followed

Report produced and given to Disciplinary Officer to review. This report and evidence will be shared with the student. Disciplinary officer may:

- Dismiss the allegation(s)
- Refer the case for a full hearing by the Appeals and Conduct Committee (ACC)
- Apply a penalty appropriate to the informal procedure

Hearing of the Appeals and Conduct Committee

If students want the following, they must tell casework at least 3 days before the hearing:

- A supporter
- Witness(s)
- Any evidence to refer to in the meeting.

Students are not allowed to cross-examine witnesses

At least 2 members of ACC will be present at the hearing (Nobody with previous involvement).
The student will be invited to respond to allegations and be asked questions by the committee.
Within 1 week the student will receive the outcome in writing, either:

- Dismiss the allegation(s)
- Uphold the case and apply one or more penalties:
 - A verbal warning
 - Written warning/reprimand (a copy will be retained for the remainder of the students' studies)
 - Restitution of any damage caused
 - Enforced suspension
 - Exclusion from specified University facilities or activities
 - Fines up to 250
 - Expulsion
 - Other such actions that may be appropriate to the case

Appeal to the Vice Chancellor (VC)

Students have the right to appeal against the decision of the ACC. If they believe:

- The decision was unreasonable in the light of evidence supplied.
- The procedure for the hearing was deficient in a way which materially prejudiced their case.
- That further evidence has become available since the hearing which would materially affect the decision.

To appeal, students must do so within 10 working days from the date on the hearing outcome letter.

The VC or a nominee will review the case based on existing case documentation. Unless new evidence has become available and there is good reason why it was not previously available.

The following outcomes will be given within 1 week:

Uphold the committee decision

Set aside the penalty and/or substitute an alternative penalty

Refer the matter back for further consideration by the ACC.

Completion of Procedures letter sent to student

If dissatisfied can apply for a review by the Office of the Independent Adjudicator for Higher Education (OIA).
Deadline is 12 months from Completion of Procedures letter.