



Disciplinary Procedure for Students

| | |
|--|----|
| Introduction | 2 |
| Purpose | 2 |
| Scope | 2 |
| Definitions | 2 |
| Responsibilities | 2 |
| General Principles | 2 |
| Illness | 3 |
| Misconduct That Is Also a Criminal Offence | 3 |
| Procedures | 5 |
| Initiating the Disciplinary Procedure for Students | 5 |
| Reporting Matters of Alleged Misconduct | 6 |
| Initial Review | 6 |
| Stage 1: Early Resolution | 7 |
| Stage 2: Student Disciplinary Panel | 8 |
| Student Disciplinary Panel Deliberation | 10 |
| Appeals Procedure | 11 |
| Office of the Independent Adjudicator (OIA) | 13 |
| Reporting, Monitoring, and Reviewing | 13 |
| Version History | 14 |
| Annex A: Examples of Misconduct | 15 |

Introduction

Purpose

1. The Disciplinary Procedure for Students (DPS) provides a framework for the behaviour of students at the Northeastern University London (the University) and defines misconduct in Annex A.

Scope

2. The DPS extends to alleged misconduct by a student occurring on or off University premises (including via social media) where the alleged victim is the University itself, a student or employee of the University or others visiting, working or studying at the University and to alleged misconduct occurring during University activities (including on placements and field trips).

Definitions

3. For the purposes of this policy:
 - 3.1. The person alleging the breach of University policies and procedures will be known as the Reporter.
 - 3.2. The person who is being accused of breaching University policies and procedures will be known as the Respondent.

Responsibilities

4. The University has a duty to protect its reputation and is committed to maintaining the standards and values that are at the heart of the University.
5. Students will be responsible for their own conduct and for the conduct of those they may invite onto University premises. The University will therefore assume the right to take disciplinary action against a student for an act of misconduct by a 'non-student' that could reasonably have been anticipated by the student who invited them onto the premises.
6. On accepting the University's terms and conditions, all students confirm that they accept the University's policies and procedures, which includes the Disciplinary Procedure for Students.

General Principles

7. Students at the University are part of a community, which expects its members to show courtesy and consideration at all times, to respect persons, including visiting lecturers and Professors, and property, and

observe the University's rules and regulations. It is hoped, therefore, that the need for disciplinary action will be rare.

8. Where disciplinary offences take place, they will be dealt with in accordance with their seriousness.
9. Any student who does not comply with relevant policies, or who breaks the law, may be accused of disciplinary offences.
10. This DPS has been written following guidance from the Office of the Independent Adjudicator¹ on procedural fairness.
11. In the interest of fairness, no single incident of misconduct for any individual student shall be considered under more than one set of University regulations.

Illness

12. In cases where illness of whatever nature is perceived to be the cause of the misconduct which would normally warrant the DPS to be invoked, the proceedings may be adjourned pending preparation of a medical report.
13. The University has the right to temporarily suspend the Respondent until such time as they can prove they are fit to resume attendance at the University. It may be a condition of suspension that they seek medical treatment. The University reserves the right to continue the disciplinary process.
14. In these cases, the student may be referred to the [Support to Study Policy](#).

Misconduct That Is Also a Criminal Offence

15. Students are required to declare to the Registrar, at the earliest possible opportunity, with details of any criminal arrests, charges or cautions that they are subject to, convictions they receive, and of any bail conditions imposed on them.
16. Where appropriate, the University will consider referring incidents of alleged misconduct to the Police or, if necessary, UK Visa and Immigration or the Home Office.^{2 3}
17. Where the disciplinary offence in question is also a criminal offence, a decision will not normally be made under this procedure until the criminal

¹ Office of the Independent Adjudicator

² There is generally no legal requirement to report alleged or suspected crimes to the police. However, there are some exceptions. For example, in relation to suspected money laundering or suspect terrorist activity.

³ [Guidance for Higher Education](#)

investigations/legal proceedings concerned have been concluded. Instead, the case will be referred to as 'deferred pending the outcome of the criminal investigations/legal proceedings.'

18. Being mindful of the University's duty of care to others, this deferral may, depending on the gravity of the offence, be subject to certain conditions such as a partial or full suspension from the University and its premises. Such decisions will be judged by the Academic Dean of Northeastern University London and the Registrar following a risk assessment.
19. The case shall be reviewed on developments in the criminal investigations/legal proceedings. The University will keep in touch with the parties involved during the process.
20. Where criminal investigations have been concluded, and should the Respondent have been found guilty, the Academic Dean of Northeastern University London and the Registrar shall decide whether disciplinary action under this procedure should continue to be taken or whether a [Declaration of Criminal Convictions Risk Assessment](#) is sufficient.
21. Where the Respondent is acquitted of a criminal offence, or where the criminal investigations have been dropped, the University may choose to investigate misconduct, as the behaviours may still be regarded as those not expected or accepted by the University.
22. Where a finding of misconduct is made and the Respondent has also been sentenced by a criminal court in respect of the same facts, the court's penalty shall be taken into consideration in determining the penalty under this procedure.
23. The Respondent on whom a custodial sentence has been imposed shall normally be required to suspend studies for the duration of the custodial sentence or beyond.
24. Where the custodial sentence is more than 12 months or longer than the remainder of the duration of the Respondent's registration period, the Registrar, on behalf of the Academic Dean of Northeastern University London, will normally require the accused to withdraw from the University. The Registrar shall confirm this decision in writing. The Respondent may, however, appeal against this decision to the Academic Dean of Northeastern University London under the Disciplinary Appeals Board (DAB), within 14 calendar days of the date of the decision.
25. In any case where the Respondent has been suspended due to a custodial sentence, the Respondent's return to the University would normally be conditional upon the satisfactory outcome of the [Declaration of a Criminal Conviction Risk Assessment](#). Conditions and restrictions may be imposed governing the Respondent's movements and conduct if they are allowed to resume studies.

Procedures

Initiating the Disciplinary Procedure for Students

26. Any member of staff or any student may initiate the Disciplinary Procedure for Students against a student.
27. If two or more students are thought to be involved in the same incident of alleged misconduct, the decision may be taken to hear their cases together.
28. The Respondent will not suffer any disadvantage or recrimination as the result of reporting the offence in good faith. Disciplinary issues could only arise in relation to the Reporter if a report of a disciplinary offence is judged to have been made frivolously, vexatiously, or with malice.
29. The burden of proof (duty of proving the allegation) shall rest with the University and the standard of proof shall be on the balance of probabilities.
30. All conclusions at any level of investigation will find an allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the Respondent is blameworthy of the misconduct.
31. All procedures comply with the [Human Rights Act 1998](#) and the [Equality Act 2010](#).
32. The Respondent (where the Respondent is a student) and the Reporter shall be reminded that Student Support and Development (SSD) as well as the Global Experience Team for mobility students may be able to assist or offer advice in confidence, and that the NCH Student Union (NCHSU) is also available to support them and can accompany them to meetings. They will be informed that the University is not normally permitted to contact SSD or NCHSU on their behalf and that it is their responsibility to contact them if they require support.
33. The University reserves the right to temporarily suspend a student, pending investigation, where the allegation may put members of the University community at risk. Such cases should be referred to the Academic Dean of Northeastern University London or the CEO as soon as the allegation is reported and, in consultation with another member of senior management, the suspension can be implemented.
34. At any stage in the disciplinary procedures, the University reserves the right to recover any damages from the Respondent that the University has incurred as a result of their action.

Reporting Matters of Alleged Misconduct

35. All matters of alleged misconduct shall be reported by staff or students to the Registrar in writing as soon as possible after they occur by completing a [Reporting an Incident Form](#).
36. Alleged misconduct will not normally be investigated if a period of three months has elapsed since the alleged action, which is the basis of the alleged misconduct, although the Registrar may exceptionally allow such an allegation to proceed.

Initial Review

37. The Registrar (or nominee) will appoint a Student Disciplinary Case Officer within seven calendar days of the incident being reported who will review the incident form and evidence. The Student Disciplinary Case Officer will be a senior member of staff.⁴
38. The Student Disciplinary Case Officer will take the following actions:
 - 38.1. Contact the Reporter to confirm that they have understood the matter correctly.
 - 38.2. Contact the Respondent to notify them of the allegations made against them and obtain their version of the incident.
 - 38.3. Contact any witnesses and request statements.
 - 38.4. Any other actions considered necessary to establish the facts of the case.
39. The Student Disciplinary Case Officer will only provide regular information to the Reporter and Respondent about the progress of the investigation until such time that it has been concluded.
40. Once the investigation has concluded, the Student Disciplinary Case Officer will either:
 - 40.1. Dismiss the allegation if deemed there are no grounds for a case to proceed.
 - 40.2. Progress the case to Stage 1: Early Resolution, providing both parties are in agreement.
 - 40.3. Escalate the case to Stage 2: Student Disciplinary Panel if the allegation of misconduct is complex (e.g., multiple events and multiple parties involved), serious (e.g., University services breaching the Equality, Diversity, and Inclusion Policy), or

⁴ Senior member of staff is defined as a Head of Faculty or a member of the Senior Management Team.

either the Reporter or the Respondent do not agree to be part of Stage 1.

Stage 1: Early Resolution

41. It is recommended that, where possible and appropriate, mediation is used in an attempt to resolve disputes at an early stage. The Early Resolution stage is voluntary and if either the Reporter or Respondent do not agree to the Early Resolution stage, the procedure will progress to Stage 2: Student Disciplinary Panel.
42. A meeting, either in person or virtually, will be held in order to discuss the reported incident. The Student Disciplinary Case Officer will act as a facilitator and work alongside the Reporter and Respondent in an attempt to resolve the Reporter's concerns before the report is escalated to Stage 2. Where a meeting is not practicable, the Student Disciplinary Case Officer can facilitate a resolution between parties.
43. The Student Disciplinary Case Officer may suggest actions to either or both parties to resolve the report which may include, but is not limited to:
 - 43.1. Providing more information or a more detailed explanation of the Reporter's concerns.
 - 43.2. Providing additional information uncovered in the course of the review.
 - 43.3. Proposing suggestions for enhancements or changes to practices, services, or processes.
 - 43.4. Proposing possible solutions or resolutions.
44. Both parties may be accompanied by a friend, colleague, or a Student Union representative to any meetings at this stage.
45. The Student Disciplinary Case Officer will write a record of any meetings and any agreed outcomes.
46. The timeline for the review and conciliation/mediation process will normally be within 14 calendar days. Additional time of seven calendar days will be available for exceptional circumstances where the Student Disciplinary Case Officer requires more time to speak to key individuals and gather additional information. If this additional time is required, the Student Disciplinary Case Officer will write to the Reporter and Respondent to inform them of the additional time required to make sure all the relevant information is collected.
47. The Student Disciplinary Case Officer will be responsible for submitting the report to the Registrar (or nominee) within seven calendar days of completing the Early Resolution stage.

48. The Registrar (or nominee) will securely store the Student Disciplinary Case Officer's report. The Student Disciplinary Case Officer will be responsible for following up any actions and updating the Registrar (or nominee) of progression and completion of actions.
49. If an agreement is reached, the Student Disciplinary Case Officer prepares an email which details resolution and both parties are asked to confirm agreement by return within 14 calendar days.
50. Agreed actions will be limited to things within the power of the Reporter or Respondent to change. University regulation and/or policy, change of marks, awards, or deferrals/referral are not included.
51. If both parties are satisfied with the outcome of the Early Resolution stage, the Registrar will issue a Completion of Procedures (COP) letter to the Reporter.

Stage 2: Student Disciplinary Panel

52. If the Early Resolution stage does not resolve the matter, or if the case is deemed too complex or serious by the Student Disciplinary Case Officer, or if either party chooses not to pursue the Early Resolution stage, the Student Disciplinary Case Officer will escalate the case to Stage 2: Student Disciplinary Panel.
53. At this point, the Registrar (or nominee) may appoint a new Student Disciplinary Case Officer, if needed.
54. The Student Disciplinary Panel will consist of three senior members of staff, appointed by the Registrar. One member of which will be selected from the Northeastern Global Experience Programme Management Team if the case relates to mobility students. The Registrar (or nominee) shall appoint the Chair of the Student Disciplinary Panel. The Registrar (or nominee) will consider the composition of the Student Disciplinary Procedure Panel with the information available at the time. The panel members must be:
 - 54.1. From outside the area(s) complained about and have no previous knowledge of the allegation of misconduct.
 - 54.2. Free of any bias or any reasonable perception of bias.
 - 54.3. Able to participate in the whole process for the final decision to be valid.
55. A member of professional staff will act as Secretary.
56. The Student Disciplinary Panel will review the submitted incident form, additional evidence supplied by the Reporter at the time of submitting the form and the Student Disciplinary Case Officer's report and supporting evidence, including any proposed or completed solutions.

57. The Student Disciplinary Panel will only hear cases that have been referred by the Student Disciplinary Case Officer. In this case, the procedure is as follows:
 - 57.1. The Secretary to the Student Disciplinary Panel will schedule a panel meeting, which may be in person or online, as determined by the Student Disciplinary Panel Chair, and invite the Reporter and Respondent to attend. Each party will be given a full set of documentation (reported incident form, supporting evidence, and the Student Disciplinary Case Officer report and additional evidence) and the list of panel members.
 - 57.2. Both parties can raise objections of the panel members, on grounds of bias or reasonable perception of bias. The objection is to be submitted to the Secretary, to be reviewed by the Student Disciplinary Panel Chair.
 - 57.3. Either party may be accompanied by a friend, colleague, or a Student Union representative.
 - 57.4. If either party is unable to attend the panel meeting for good reason, the meeting can be rearranged. The rescheduling of the panel meeting requires approval from the Student Disciplinary Panel Chair. The request will need to be made in writing outlining the reason for the rearrangement of the panel meeting.
 - 57.5. The Chair will decide the order of events and which party, including the Student Disciplinary Case Officer, will present their case first.
 - 57.6. Both parties will have an opportunity to separately present their case and be questioned by the panel.
 - 57.7. Each party can call existing witnesses and question them in front of the panel.
 - 57.8. The panel can question the witnesses without either party present.
 - 57.9. The panel will meet in private to reach its decision.
58. On completion of the review, the Student Disciplinary Panel will do one of the following:
 - 58.1. Declare the case justified.
 - 58.2. Declare the case partly justified.
 - 58.3. Declare that there is no case.
 - 58.4. Suspend the panel meeting and request further evidence.

59. The panel will find the allegation of misconduct justified or partially justified if it is considered that the evidence presented identifies, on the balance of probabilities, that the Reporter has proved their case. The decision of the panel shall be that as agreed to by the majority of its members.
60. The decision of the panel, including the reason(s) for the decision, shall be communicated to both parties in writing by the Secretary, normally within seven calendar days of the meeting.
61. The Secretary of the panel will provide the Registrar (or nominee) with all panel documentation to store in accordance with the requirements of the GDPR.

Student Disciplinary Panel Deliberation

62. The Student Disciplinary Panel has the power to dismiss the allegation of misconduct, in which case the matter is closed, and no record is retained.
63. The Student Disciplinary Panel will find the allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the Respondent is blameworthy of the misconduct. The verdict of the panel shall be that of the majority of its members.
64. In the case of proven misconduct, the Student Disciplinary Panel may impose one, or a combination of, the penalties available as set out in [Annex A](#).
65. When determining the penalty to be applied in cases of proven misconduct, consideration will be given to:
 - 65.1. The seriousness of the misconduct.
 - 65.2. The Respondent's previous disciplinary record.
 - 65.3. The conduct of the Respondent following the misconduct.
 - 65.4. Whether the Respondent has expressed remorse.
 - 65.5. If the misconduct has been admitted.
 - 65.6. Whether the Respondent has tried to amend, correct, or make up for a wrongdoing or unfair situation.
 - 65.7. Whether the Respondent admitted the offence at the earliest opportunity.
 - 65.8. Whether the Respondent has compelling personal circumstances that affected their judgment.
 - 65.9. Any other mitigating factors as applicable.

66. Upon completion of the deliberations, the Secretary shall write, normally within seven calendar days, to the Respondent notifying them of the outcome, the reason(s) for any penalties imposed, and the right of appeal.
67. Students who are subject to the Disciplinary Procedure for Students due to failure to comply with a previously imposed penalty under this Disciplinary Procedure for Students may face the consequence of a more severe penalty being imposed by the Disciplinary Procedure for Students, which may result in permanent exclusion.
68. Unpaid fines and/or costs for repair, replacement, and/or cleaning are considered by the University to be student debt and failure to make full payment of such debt may prevent the student from continuing their programme or from graduating.
69. Where fraud has occurred, the University will take all necessary steps to recover any monies obtained fraudulently by offending students.
70. If no appeal against the decision is received within 14 calendar days, the University will issue a Completion of Procedures letter (COP) advising that the disciplinary process has been completed and of their right to refer the case to the Office of the Independent Adjudicator.

Appeals Procedure

71. A student who has had a custodial sentence of more than 12 months or longer than the remainder of the duration of their registration period may appeal against a decision of the Registrar to withdraw from the University. The appeal must be made, using the [Appeal Form for Students](#), to the [Academic Dean of Northeastern University London](#) within 14 calendar days.
72. The student who has had a case of proven misconduct may appeal against a finding of misconduct proven or a penalty imposed. The appeal must be made, using the Appeal Form for Students, to the Academic Dean of Northeastern University London within 14 calendar days of the written notification of the penalty imposed.
73. The student may only appeal on one or more of the following grounds for appeal, which must be specified on the [Appeal Form for Students](#):
 - 73.1. There has been a significant procedural flaw or irregularity that compromised the fairness of the process. (It shall be for the Disciplinary Appeals Board (DAB) to determine whether any such irregularity or failure to observe the provision of the policy brings into question the decision of the Student Disciplinary Panel.)

- 73.2. New material evidence has been submitted, which must be supported by explanation of why it is being submitted at this late stage.
- 73.3. That there is a bias or reasonable perception of bias during the procedure.
- 73.4. An outcome, decision and/or penalty, being unreasonable or disproportionate.
- 74. Following submission of an appeal, the Academic Dean of Northeastern University London (or nominee) and one other person will undertake a preliminary review of the appeal.
- 75. Where the preliminary review identifies that the appeal does not have substance within the accepted [grounds for appeal](#), the appellant shall be informed of the decision in writing and the University will issue a COP advising that the disciplinary process has been completed.
- 76. Where the preliminary review identifies that the grounds for appeal are accepted as valid, the appeal will be submitted to the DAB.
- 77. The DAB will consist of three members of staff approved by the Academic Dean of Northeastern University London. No person shall sit on the DAB if they are directly associated with the appellant's studies or with the disciplinary decision against which the appeal is made.
- 78. The DAB's considerations will be limited to the grounds specified by the appellant in the Appeal Form for Students and should not take the form of a rehearing of the original allegation of misconduct. The DAB will be provided with the report from the Student Disciplinary Case Officer or the report from the Student Disciplinary Panel but will not at this time interview the Respondent, appellant, or witnesses.
- 79. If the DAB is satisfied that there is sufficient evidence of substantive defect in procedures, or new material evidence, or bias, which might have resulted in wrong finding or an excessive penalty, the appellant may be invited to a further hearing by a newly constituted Student Disciplinary Panel.
- 80. The proceedings of the DAB will take such form as the DAB determines appropriate to investigate the grounds for appeal stated in writing by the appellant.
- 81. The DAB may:
 - 81.1. Reject the appeal, in which case the original penalty imposed by the Student Disciplinary Panel will stand.
 - 81.2. Substitute such other penalty from the list of penalties available to the Student Disciplinary Panel in the table [Annex A](#) as it

considers appropriate. This penalty may be either less or more severe than the original penalty.

81.3. Review the decision made by the Registrar and Student Disciplinary Case Officer and confirm, amend, or dismiss the penalty imposed by them.

82. The DAB shall notify the appellant of their decision within seven calendar days.
83. The decision of the DAB shall be final, and no further appeal may be permitted. The University will issue a COP letter advising that the Disciplinary Procedure for Students has been completed. This letter will include the contact details of the [Office of the Independent Adjudicator](#).

Office of the Independent Adjudicator (OIA)

84. The Office of the Independent Adjudicator (OIA) is an independent body set up as a result of the Higher Education Act 2004 to run a student complaints scheme. Membership of the OIA is a requirement of The Higher Education and Research Act 2017 and the Office for Students.
85. At the end of the University procedures, the student will receive a Completion of Procedures letter. At this point if the student remains dissatisfied, they have the right to refer the decision to the OIA, within 12 months of the date of the Completion of Procedures letter. Details are available [here](#).

Reporting, Monitoring, and Reviewing

86. The Registrar will report to Academic Board statistical information relating to disciplinary cases on an annual basis.
87. Academic Board will monitor the data and make recommendations as appropriate.
88. Academic Board will review the policy and procedures for their effectiveness.

Version History

| Title: Disciplinary Procedure for Students | | | | |
|--|--|-----------------------|---------------------------|----------------------------------|
| Approved by: Academic Board | | | | |
| Location: Academic Handbook/ Policies and Procedures/ General | | | | |
| Version Number | Date Approved | Date Published | Owner | Proposed Next Review Date |
| 6.0 | July 2022 | August 2022 | Head of Quality Assurance | May 2024 |
| 5.0 | January 2022 | - | Head of Quality Assurance | June 2022 |
| 4.5 | October 2021 | October 2021 | Head of Quality Assurance | May 2023 |
| 4.4 | October 2021 | October 2021 | Head of Quality Assurance | May 2023 |
| 4.3 | October 2021 | October 2021 | Head of Quality Assurance | May 2023 |
| 4.2 | December 2020 | December 2020 | Head of Quality Assurance | May 2023 |
| 4.1 | October 2020 | October 2020 | Head of Quality Assurance | May 2023 |
| 4.0 | September 2020 | September 2020 | Head of Quality Assurance | May 2023 |
| 3.1 | January 2019 | January 2019 | Head of Quality Assurance | May 2021 |
| | | | | |
| Referenced documents | Declaration of Criminal Conviction Risk Assessment Procedure; Reporting an Incident Form; Guidance on Resolving an Incident; How to Complete an Incident Form, Appeal Form for Students | | | |
| External Reference Point(s) | UK Quality Code: Enabling Student Achievement; Learning and Teaching; Office of the Independent Adjudicator; The Higher Education and Research Act 2017; Office for Students; Guidance for Higher Education; UK Visa and Immigration or the Home Office; Human Rights Act 1998; Equality Act 2010. | | | |

Annex A: Examples of Misconduct

| | Examples of Misconduct (not exhaustive) | Examples of Penalty |
|----------------------------------|---|--|
| Obstructive/Disruptive Behaviour | <p>Further offences when a formal warning is in place on a student's record.</p> <p>Failure to comply with a previously imposed penalty under this Disciplinary Procedure for Students.</p> <p>Significant obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff of the University or any authorised visitor to the University.</p> <p>Misrepresentation either before entry to the University, or during their period of registration, of information which may have an effect upon their or another student's ability to study.</p> <p>Significant acts of disturbance which threatens the rights and privacy of any member of the University, while on University premises or engaged in University activity.</p> | <p>Restrictions/conditions</p> <p>Suspension</p> <p>Exclusion</p> |
| | <p>Obstruction of staff in the performance of their duties.</p> <p>Noise or disturbance in the buildings.</p> <p>Disorderly, insulting or anti-social conduct.</p> <p>Minor disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere.</p> <p>Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require such information.</p> <p>Minor acts of disturbance which threatens the rights and privacy of any member of the University, while on University premises or engaged in University activity.</p> | <p>Formal warning</p> <p>Attendance at a workshop</p> <p>Written apology</p> |
| Physical Misconduct | Punching, kicking, slapping, pulling hair, biting. | <p>Restrictions/conditions</p> <p>Suspension</p> <p>Exclusion</p> |

Disciplinary Procedure for Students

| | Examples of Misconduct (not exhaustive) | Examples of Penalty |
|-------------------|---|--|
| | Pushing, shoving. | Formal warning Attendance at a workshop Written apology |
| Sexual Misconduct | Sexual assault. Sharing private sexual materials of another person without consent. Repeatedly following another person without good reason. Making unwanted remarks of a sexual nature. For mobility students breach of Title IX | Expulsion Suspension Restrictions/Conditions Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology |
| Abusive Behaviour | Threats of violence against another person. Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age. Acting in an intimidating and hostile manner. Indecent, disorderly, threatening or offensive behaviour or language while on University premises or engaged in any University activity, including that committed by electronic means using email from a University account or other account accessed via the University network. Harassment of any kind, including sexual or racial harassment of any student, member of staff or any authorised visitor to the University, including that committed by electronic or other remote means. For mobility students, breach of Title IX. | Restrictions/conditions Suspension Exclusion |
| | Use of inappropriate language. Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person. | Formal Warning Compulsory attendance at a workshop/ coaching session |

Disciplinary Procedure for Students

| | Examples of Misconduct (not exhaustive) | Examples of Penalty |
|---|---|---|
| | | Written Apology |
| Damage to Property | Causing significant damage to University property or the property of students or employees of the University or visitors to the University. Significant damage or defacement of any property of the University. | Expulsion Suspension/Exclusion Restrictions/Conditions Requirement to make good the damage caused at his/her expense |
| | Causing minor damage to University property or the property of students or employees of the University or visitors to the University. Minor damage or defacement of any property of the University. | Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology |
| Dishonesty | Significant dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University, which includes failing to pay all and any fees. | Restrictions/conditions Suspension Exclusion |
| | Minor dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University, which includes failing to pay all and any fees. | Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology |
| Unauthorised Taking or Use of Property/ | Unauthorised entry onto or unauthorised use of University premises. Taking University property or that belonging to another without permission. | Restrictions/conditions Suspension Exclusion |
| | Misuse of University property (for example computers and laboratory equipment). | Formal Warning |

Disciplinary Procedure for Students

| | Examples of Misconduct (not exhaustive) | Examples of Penalty |
|------------------------------------|---|---|
| | | Compulsory attendance at a workshop/ coaching session Written Apology |
| Causing a Health or Safety Concern | <p>Act/omission that did cause or could have caused serious harm on University premises or during University activities (for example, disabling fire extinguishers or possessing/supplying/using illicit substances).</p> <p>Acts which constitute a criminal offence.</p> <p>Action likely to cause serious injury or impair safety either on University premises or on any other sites associated with the University through its programmes.</p> <p>Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of any student, member of staff of the University or any authorised visitor to the University.</p> <p>Attend any University activities under the adverse influence of substances.</p> | <p>Restrictions/conditions</p> <p>Suspension</p> <p>Exclusion</p> <p>Formal Warning</p> <p>Compulsory attendance at a workshop/ coaching session</p> <p>Written Apology</p> |
| | <p>Act/omission that did cause or could have caused a health and safety concern on University premises (for example, smoking in non-designated areas).</p> <p>Action likely to cause injury or impair safety either on University premises or on any other sites associated with the University through its programmes.</p> | <p>Formal Warning</p> <p>Compulsory attendance at a workshop/ coaching session</p> <p>Written Apology</p> |