



Student Code of Conduct and Disciplinary Procedures

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES DURING COVID-19

Panel meetings will be conducted virtually.

Breaches of the COVID-19 Health & Safety Policy and Procedures will be considered under this Policy and will progress directly to Stage 2 of this procedure, including suspension (paragraph 35) of attending face-to-face teaching and being on campus.

INTRODUCTION

1. Students at New College of the Humanities (the College) 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 College's rules and regulations.
2. It is hoped, therefore, that the need for disciplinary action will be rare.
3. Where disciplinary offences take place, they will be dealt with in accordance to their seriousness.
4. The Student Code of Conduct and Disciplinary Procedures (SCCDP) provides a framework for the behaviour of students at the College and defines misconduct [ANNEX A](#).
5. Any student who does not comply with relevant policies, or who breaks the law, may be accused of disciplinary offences.
6. This SCCDP has been written following guidance from the Office of the Independent Adjudicator¹ on procedural fairness.
7. The College has a duty to protect its reputation and is committed to maintaining the standards and values that are at the heart of the College.
8. Students will be responsible for their own conduct and for the conduct of those they may invite onto College premises. The College 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

¹ OFFICE OF THE INDEPENDENT ADJUDICATOR

by the student who invited them onto the premises.

9. On accepting the College's terms and conditions, all students confirm that they accept the College's policies and procedures, which includes the SCCDP.
10. In the interest of fairness, no single incident of misconduct for any individual student shall be considered under more than one set of College regulations.
11. The SCCDP extends to alleged misconduct by a student occurring on or off College premises (including via social media) where the alleged victim is the College itself, a student or employee of the College or others visiting, working or studying at the College and to alleged misconduct occurring during College activities (including on placements and field trips).
12. For the purposes of this policy:
 - 12.1. The person alleging the breach of College policies and procedures will be known as the accuser.
 - 12.2. The person who is being accused of breaching College policies and procedures will be known as the accused.

GENERAL PRINCIPLES

ILLNESS

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

MISCONDUCT THAT IS ALSO A CRIMINAL OFFENCE

16. 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.
17. Where appropriate, the College will consider referring incidents of alleged misconduct to the Police, or if necessary, UK Visa and Immigration or the Home Office.^{2 3}
18. Where the disciplinary offence in question is also a criminal offence a decision will not normally be made under this procedure until the criminal investigations/legal proceedings concerned have been concluded. Instead,

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](#)

the case will be referred to as 'deferred pending the outcome of the criminal investigations/legal proceedings'.

19. Being mindful of the College'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 College and its premises. Such decisions will be judged by the Dean of Faculties and the Registrar following a risk assessment.
20. The case shall be reviewed on developments in the criminal investigations/legal proceedings. The College will keep in touch with the parties involved during the process.
21. Where criminal investigations have been concluded, and should the accused have been found guilty, the Dean of Faculties 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.
22. Where the accused is acquitted of a criminal offence, or where the criminal investigations have been dropped, the College may choose to investigate misconduct, as the behaviours may still be regarded as those not expected or accepted by the College.
23. Where a student has been convicted of a criminal offence, the conviction shall be deemed conclusive evidence that the offence has been committed – i.e. the College should not seek to 'go behind' the conviction or reach another conclusion in relation to the matters that led to the conviction.
24. Where a finding of misconduct is made and the accused 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.
25. The accused, on whom a custodial sentence has been imposed, shall normally be required to suspend studies for the duration of the custodial sentence or beyond.
26. Where the custodial sentence is more than 12 months or longer than the remainder of the duration of the accused's registration period, the Registrar, on behalf of the Dean of Faculties, will normally require the accused to withdraw from the College. The Registrar shall confirm this decision in writing. The accused may, however, appeal against this decision to the Dean of Faculties under the Disciplinary Appeals Board (DAB), within 10 working days of the date of the decision.
27. In any case where the accused has been suspended due to a custodial sentence, the accused's return to the College 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 accused's movements and conduct if they are allowed to resume studies.

PROCEDURES

INITIATING THE SCCDP

28. Any member of staff or any student may initiate the SCCDP against a student.
29. 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.
30. The accuser will not suffer any disadvantage or recrimination as the result of reporting the offence in good faith. Only if a report of a disciplinary offence is judged to have been made frivolously, vexatiously or with malice, could disciplinary issues arise in relation to the accuser.
31. The burden of proof (duty of proving the allegation) shall rest with the College and the standard of proof shall be on the balance of probabilities.
32. 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 accused is blameworthy of the misconduct.
33. All procedures comply with the Human Rights Act 1998 and the Equality Act 2010.
34. The accuser (where the accuser is a student) and the accused 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 College is not normally permitted to contact the SDD or NCHSU on their behalf and that it is their responsibility to contact them if they require support.
35. The College reserves the right to temporarily suspend a student, pending investigation, where the allegation may put members of the College community at risk. Such cases should be referred to the Dean of Faculties or the CEO as soon as the allegation is reported and, in consultation with another member of senior management, the suspension can be implemented.
36. At any stage in the disciplinary procedures, the College reserves the right to recover any damages from the accused that the College has incurred as a result of their action.

REPORTING MATTERS OF ALLEGED MISCONDUCT

37. 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'** (available on the College's VLE).
38. 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.

STAGE 1 INFORMAL PROCEDURE

39. It is recommended that, where possible and appropriate, an accuser should attempt to resolve the matter informally in the first instance. An informal approach can often resolve the matter quickly. Advice on how to approach and resolve the matter informally and directly can be obtained by reading '**Guidance for Resolving an Incident**' (available on the College's VLE). The College recognises that an informal approach may not be appropriate for the resolution of all matters.
40. Parties who wish to resolve the matter informally may wish to contact the SSD or the Global Experience Team for mobility students to seek advice and/or support.
41. When taking individual action, the accuser should try to:
 - 41.1. Contact the accused at the earliest opportunity.
 - 41.2. Pick a time and a place where the issue(s) can be discussed privately and without interruption.
 - 41.3. Clearly identify the issue(s) they want to discuss.
42. Parties who do not wish to speak directly to those involved may wish to write their concerns in a letter addressed to those involved or seek third-party intervention from an appropriate person. The SSD, the Personal Tutor (PT) or the Residence Life Manager (RLM) for mobility students, can advise who is an appropriate person.
43. The third party will seek to resolve the situation by:
 - 43.1. Meeting with the parties separately to discuss the matter.
 - 43.2. Facilitating a meeting between the parties to jointly reach agreement on the way forward.
44. The parties may be accompanied from either a friend or an NCHSU representative to any meetings at this stage.⁴
45. The parties are advised to keep a written record of the meeting.

STAGE 2 FORMAL PROCEDURE

46. If the informal procedure does not resolve the matter, or is inappropriate, the accuser can initiate formal procedures.
47. All alleged breaches are made in writing by completing the '**Reporting an Incident Form**' (available on the College's VLE). Guidance on '**How to Complete an Incident Form**' is also available on the College's VLE. The completed form and accompanying documentation should be emailed to the Registrar who will log and acknowledge receipt.
48. Within 10 working days of the receipt of the form, the Registrar will appoint a Preliminary Investigator (PI). The PI will inform the accuser whether the matter falls within the remit of this policy, and if it does not, they will advise of the correct policy and procedures to follow.
49. The PI will carry out the preliminary investigation of the case and assess

⁴ The definition of friend excludes professional representation, unless the case is made that this would not be natural justice, and cannot be another student involved in the case.

whether a potential prima facie case exists.⁵

50. The PI will contact the accuser to:
 - 50.1. Provide a summary of the alleged misconduct to confirm that the PI has understood the matter correctly.
 - 50.2. Request further information and documents if necessary.
 - 50.3. Answer any questions.
 - 50.4. Inform them that witnesses, where relevant, will be contacted and requested to submit full statements to the PI within five working days.
51. The PI will consider the submitted documents and decide on a balance of probabilities whether a potential prima facie case exists.
52. Where no prima facie case has been found to exist, the Registrar will:
 - 52.1. Contact the accuser:
 - 52.1.1. Informing them that no prima facie case has been found to exist and therefore the case is not proceeding. In this case, the accuser has the right to have the evidence reviewed by a Student Disciplinary Panel (SDP). The accuser must make this request in writing to the Registrar within three working days.
53. Where a potential prima facie case has been found to exist, the PI will:
 - 53.1. Contact the accuser informing them that:
 - 53.1.1. A potential prima facie case exists (this does not mean that the accused has been found to have breached the SDP) and informing them of the next steps.
 - 53.1.2. They may request support from either a friend or a member of the NCHSU to any meetings at this stage or at the discretion of the Chair of the SDP another appropriate person. ⁶
 - 53.2. Contact the accused
 - 53.2.1. Informing them of the alleged breach.
 - 53.2.2. Presenting the evidence from the preliminary investigation.
 - 53.2.3. Informing them of the procedure.
 - 53.2.4. Requesting they submit a response to the allegation to the PI within five working days.
 - 53.2.5. Informing them they may request support from either a friend or a member of the NCHSU to any meetings at this

⁵ Staff should be familiar with the [Guidance for Higher Education](#).

⁶ The definition of friend excludes professional representation, unless the case is made that this would not be natural justice, and cannot be another student involved in the case.

stage or at the discretion of the Chair of the SDP another appropriate person.

54. The PI will produce a final report of their findings within 20 working days of receipt of the allegation of misconduct, except where good reason can be demonstrated for requiring a longer period, in which case the appropriate person(s) will be notified of the delay and of an expected response date.
55. The PI and the Registrar shall have the discretion to apply one or more of the following:
 - 55.1. Dismiss the allegation of misconduct, in which case the matter is closed, and no record is retained of the allegation after the right-to-appeal timeline has elapsed. In this case the accuser has the right to appeal.
 - 55.2. Require the accused to apologise in specified terms to one or more named persons by a specific date.
 - 55.3. Issue a verbal warning, which means that no immediate punishment is imposed but if a further case of misconduct occurs within the following six months the accused will then be dealt with for both offences.
 - 55.4. Issue a formal written warning with or without the requirement that they sign a Behavioural Code of Conduct Contract to remain on the accused's permanent record for the duration of their registration with the College, which will be taken into consideration if a further proven case of misconduct occurs at any time.
 - 55.5. Instruct the accused to attend a workshop(s) aimed at addressing the misbehaviour.
 - 55.6. Stay the case pending criminal investigations/legal proceedings.
 - 55.7. Refer the incident of misconduct to the SDP.
 - 55.8. Any other appropriate and proportional penalty.
56. The PI will:
 - 56.1. Contact the accuser and inform them of the outcome where appropriate and subject to confidentiality.
 - 56.2. Contact the accused and inform them of the outcome.
57. The Registrar may provide details of the case to the student's PT and/or Head of Faculty/Programme Director/Residence Life Manager, who may comment upon the student's conduct with regards to the case in any subsequent letters of commendation or references provided for the student.

STUDENT DISCIPLINARY PANEL

58. The accuser may request that the SDP reviews the evidence submitted by them, that informed the decision of the PI, where the PI found no prima facie case exists. In this case the procedure is as follows:
 - 58.1. The SDP will consist of three members of staff, the PI and two others selected by the Registrar, and Northeastern Global Experience Programme Management Team, if case related to mobility students. The Registrar shall appoint the Chair of the SDP. The Registrar will

consider the composition of the SDP with the information available at the time.

58.2. The SDP will review the submitted evidence.

58.3. On completion of the review the SDP will:

58.3.1. Uphold the decision of the PI. In this case the matter is closed, and no record is retained of the allegation.

58.3.2. Overturn the decision and instruct the PI to continue with the preliminary investigation.

STUDENT DISCIPLINARY PANEL PROCEDURE

59. The SDP will hear cases that have been referred by the PI following a full preliminary investigation. In this case the procedure is as follows.

59.1. As soon as possible after the preliminary investigation, the accused will be called to a meeting with the SDP.

59.2. At the discretion of the Chair, the members of the SDP can attend via video link.

59.3. The SDP members:

59.3.1. Should be free of any bias or any reasonable perception of bias.

59.3.2. Should participate in the whole process for the final decision to be valid.

59.4. If, due to unforeseen circumstances, a member of the SDP is not in attendance at the planned meeting, the meeting can continue in their absence. The Chair of the SDP will explain to the parties that the meeting will continue and if the two SDP members, in attendance, reach an agreed decision, there will be no need to consult the absent member. If, however, the two SDP members do not agree, the absent member will be consulted before a decision is reached.

59.5. The Secretary to the SDP shall:

59.5.1. Invite the accused and, at the discretion of the Registrar, the accuser to a meeting. The parties will be advised of the date and time of the meeting.

59.5.2. The Secretary will provide the parties with:

- The membership of the SDP, and the parties who have been invited to attend and their right to object to the participation of one or more of those members, provided the objection and the reason(s) are presented to the Secretary in writing by no later than five working days of the date of the Secretary's communication. The Registrar will either uphold or reject the objection and inform the objecting party within three working days.
- A copy of the preliminary investigation report and the evidence submitted.

- The procedural and logistical arrangements of the SDP.
- The identity of other attendee(s) at the SDP meeting.
- The parties' right to be accompanied to the meeting by a friend or a member of the NCHSU, who will be expected to silently observe the process.⁷

59.6. The parties will be requested to acknowledge receipt of the letter and their intention to attend the meeting within five working days of the Secretary's communication. If the parties do not respond within this period, the case may be considered in their absence.

59.7. The Secretary will provide the SDP with:

59.7.1. An invitation to be an SDP member, in writing, giving a minimum notice period of five working days.

59.7.2. The procedural and logistical arrangements of the SDP meeting.

59.7.3. A copy of the preliminary investigation report.

59.7.4. Copies of the evidence submitted by both parties.

59.7.5. A list of witnesses who have been asked to attend the SDP meeting.

59.8. If the parties are unable to attend the SDP meeting for good reason, the meeting can be rearranged. The rescheduling of the SDP meeting requires approval from the Chair. The request will need to be put in writing outlining the reason for the rearrangement of the SDP meeting, along with supporting evidence if available.

59.9. It is preferable that those participating in the SDP meeting, whether as a member of the Panel, the parties or witnesses, attend in person. At the discretion of the Chair, the participants can attend via video link. The Chair may accept a written statement in evidence where it is impracticable for the parties or witnesses to attend.

59.10. The SDP may deal with the case in the absence of the parties, if they fail to attend without reasonable excuse or they notify the Secretary that they do not wish to appear.

59.11. The order of proceedings:

59.11.1. Introduction of those present.

59.11.2. The **accuser** (if in attendance) shall present their case to the SDP first.⁸

⁷ The definition of friend excludes professional representation, unless the case is made that this would not be natural justice, and cannot be another student involved in the case.

⁸ At the discretion of the Chair the PI may present the case for the accused.

59.11.3. The SDP shall have the opportunity to question the **accuser**.

59.11.4. The **accuser** may call witnesses, who shall attend only to present their evidence and to answer any questions that the SDP may put to them through the Chair. Once their evidence has been heard and there are no more questions, the Chair will have the discretion to dismiss the accuser and witnesses, in which case they are no longer required to be available for the rest of the proceedings; or request they leave the room and inform them that they may be required to return, or they remain in the room.

59.11.5. The **accused** shall present their case to the SDP.

59.11.6. The SDP shall have the opportunity to question the **accused**.

59.11.7. The **accused** may call witnesses, who shall attend only to present their evidence, mitigating circumstances or other factors to be taken into account, and answer any questions that the SDP may put to them through the Chair. Once the evidence has been heard and there are no more questions, the Chair will have the discretion to dismiss the accused and witnesses, in which case they are no longer required to be available for the rest of the proceedings; or request they leave the room and inform them that they may be required to return.

59.12. The SDP may impose time limits on oral addresses and submissions.

59.13. The SDP reaches its decision in private.

59.14. The SDP may adjourn proceedings for a period not exceeding 20 working days in the first instance, and its findings or decision deferred accordingly.

STUDENT DISCIPLINARY PANEL DELIBERATION

60. The SDP has the power to dismiss the allegation of misconduct, in which case the matter is closed, and no record is retained.
61. The SDP will find the allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the accused is blameworthy of the misconduct. The verdict of the SDP shall be that of the majority of its members.
62. In the case of proven misconduct, the SDP may impose one, or a combination of, the penalties available as set out in **ANNEX A**.
63. When determining the penalty to be applied in cases of proven misconduct, consideration will be given to:
 - 63.1. The seriousness of the misconduct.

- 63.2. The accused's previous disciplinary record.
 - 63.3. The conduct of the accused following the misconduct.
 - 63.4. Whether the accused has expressed remorse.
 - 63.5. If the misconduct has been admitted.
 - 63.6. The accused has tried to amend, correct, or make up for a wrongdoing or unfair situation.
 - 63.7. The accused admitted the offence at the earliest opportunity.
 - 63.8. The accused has compelling personal circumstances that affected their judgment.
 - 63.9. Any other mitigating factors as applicable.
- 64. Upon completion of the deliberations the Secretary shall write, normally within five working days, to the accused notifying them of the outcome, the reason(s) for any penalties imposed and the right of appeal.
 - 65. Students who are subject to the SDP due to failure to comply with a previously imposed penalty under this SDP may face the consequence of a more severe penalty being imposed by the SDP, which may result in permanent exclusion.
 - 66. Unpaid fines and/or costs for repair/replacement/cleaning are considered by the College to be student debt and failure to make full payment of such debt may prevent the student from continuing on their programme or from graduating.
 - 67. Where fraud has occurred, the College will take all necessary steps to recover any monies obtained fraudulently by offending students.
 - 68. If no appeal against the decision is received within ten working days, the College 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

- 69. 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 College. The appeal must be made, using the **Student Appeal Form** (available on the College's VLE), to the Dean of Faculties within 10 working days.
- 70. The student who has had a case of proven misconduct (student) may appeal against a finding of misconduct proven or a penalty imposed by the PI or the SDP. The appeal must be made, using the **Student Appeal Form** (available on the College's VLE), to the Dean of Faculties within 10 working days of the written notification of the penalty imposed.
- 71. The student may only appeal on one or more of the following grounds, which must be specified on the **Student Appeal Form**:
 - 71.1. 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 SDP.)

- 71.2. New material evidence, which must be supported by explanation of why it is being submitted at this late stage.
- 71.3. That there is a bias or reasonable perception of bias during the procedure.
- 71.4. An outcome, decision and/or penalty, being unreasonable or disproportionate.
72. Following submission of an appeal, the Dean of Faculties (or nominee) and one other person will undertake a preliminary review of the appeal.
73. Where the preliminary review identifies that the appeal does not have substance within the accepted grounds for appeal stipulated in #85 the student shall be informed of the decision in writing and the College will issue a COP advising that the disciplinary process has been completed.
74. Where the preliminary review identifies that the grounds for appeal are accepted as valid, the appeal will be submitted to the DAB.
75. The DAB will consist of three members of staff approved by the Dean of Faculties. No person shall sit on the DAB if they are directly associated with the student's studies or with the disciplinary decision against which the appeal is made.
76. The DAB's considerations will be limited to the grounds specified by the student in the **Student Appeal Form** and should not take the form of a rehearing of the original misconduct. The DAB will be provided with a report from the PI or the report from the SDP but will not at this time interview the student or witnesses.
77. 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 student may be invited to a further hearing by a newly constituted SDP.
78. 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 student.
79. The DAB may:
 - 79.1. Reject the appeal, in which case the original penalty imposed by the SDP will stand.
 - 79.2. Substitute such other penalty from the list of penalties available to the SDP in the table **ANNEX A** as it considers appropriate. This penalty may be either less or more severe than the original penalty.
 - 79.3. Review the decision made by the Registrar and PI, and confirm, amend, or dismiss the penalty imposed by them.
80. The DAB shall notify the student of their decision within five working days.
81. The decision of the DAB shall be final and no further appeal may be permitted. The College will issue a COP letter advising that the disciplinary

process has been completed. This letter will include the contact details of the Office of the Independent Adjudicator (for further information see #82).

OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)

82. 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.
83. At the end of the College 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

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

Title: Student Code of Conduct and Disciplinary Procedures					
Approved by: Academic Board					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
4.5	October 2021	October 2021	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
4.4	October 2021	October 2021	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
4.3	October 2021	October 2021	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
4.2	December 2020	December 2020	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
4.1	October 2020	October 2020	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
4.0	September 2020	September 2020	Head of Quality Assurance	Academic Handbook/policies and procedures/general	May 2023
3.1	January 2019	January 2019	Head of Quality Assurance	Academic Handbook/policies and procedures/general	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, Student Appeal Form				
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.				

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

ANNEX A

	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 Student Code of Conduct and Disciplinary Procedures.</p> <p>Significant obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff of the College or any authorised visitor to the College.</p> <p>Misrepresentation either before entry to the College, 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 College, while on College premises or engaged in College 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 College, whether on College premises or elsewhere.</p> <p>Failure to disclose personal details to a member of staff of the College 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 College, while on College premises or engaged in College activity.</p>	<p>Formal warning</p> <p>Attendance at a workshop</p> <p>Written apology</p>
Physical Misconduct	<p>Punching, kicking, slapping, pulling hair, biting.</p>	<p>Restrictions/conditions</p> <p>Suspension</p> <p>Exclusion</p>
	<p>Pushing, shoving.</p>	<p>Formal warning</p> <p>Attendance at a workshop</p> <p>Written apology</p>
Sexual Misconduct	<p>Sexual assault.</p> <p>Sharing private sexual materials of another person without consent.</p> <p>Repeatedly following another person without good reason.</p> <p>Making unwanted remarks of a sexual nature.</p>	<p>Expulsion</p> <p>Suspension</p> <p>Restrictions/Conditions</p> <p>Formal Warning</p>

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

	Examples of Misconduct (not exhaustive)	Examples of Penalty
	For mobility students breach of Title IX	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 College premises or engaged in any College activity, including that committed by electronic means using email from a College account or other account accessed via the College network. Harassment of any kind, including sexual or racial harassment of any student, member of staff or any authorised visitor to the College, 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 Written Apology
Damage to Property	Causing significant damage to College property or the property of students or employees of the College or visitors to the College. Significant damage or defacement of any property of the College.	Expulsion Suspension/Exclusion Restrictions/Conditions Requirement to make good the damage caused at his/her expense
	Causing minor damage to College property or the property of students or employees of the College or visitors to the College. Minor damage or defacement of any property of the College.	Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology

STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

	Examples of Misconduct (not exhaustive)	Examples of Penalty
Dishonesty	Significant dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College, which includes failing to pay all and any fees.	Restrictions/conditions Suspension Exclusion
	Minor dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College, 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 College premises. Taking College property or that belonging to another without permission.	Restrictions/conditions Suspension Exclusion
	Misuse of College property (for example computers and laboratory equipment).	Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology
Causing a Health or Safety Concern	Act/omission that did cause or could have caused serious harm on College premises or during College activities (for example, disabling fire extinguishers or possessing/supplying/using illicit substances). Acts which constitute a criminal offence. Action likely to cause serious injury or impair safety either on College premises or on any other sites associated with the College through its programmes. 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 College or any authorised visitor to the College. Attend any College activities under the adverse influence of substances.	Restrictions/conditions Suspension Exclusion Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology
	Act/omission that did cause or could have caused a health and safety concern on College premises (for example, smoking in non-designated areas). Action likely to cause injury or impair safety either on College premises or on any other sites associated with the College through its programmes.	Formal Warning Compulsory attendance at a workshop/ coaching session Written Apology