



Academic Quality Assurance and Enhancement
Policy Coversheet

Student Discipline Procedure

Author: Academic Registrar
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Date	Author	Summary of Changes	Version	Authorised
18/08/2024	Roohi Naz (Head of Ac Services)	Version 2 reviewed and amended to be approved by Academic Board on 21/08/2024	2.1	Academic Board
10/09/2025	Jagori Bandyopadhyay (Academic Registrar)	Amendments made to be approved by Academic Board on 17/09/2024	2.2	Academic Board
Policy Management and Responsibilities				
<p>Policy Owner: The policy is overseen by the Academic Registry Committee. Day-to-day implementation and communication responsibilities are delegated to SSTs (of relevant campuses) and lecturers and Academic Registry staff.</p> <p>Additional Responsible Parties: Everyone governed by this framework must engage with and comply with its provisions.</p>				
Assessment	Relevant Details			
Equality Analysis	Complies with UKMC's policy on Equality, Diversity and Inclusion			
Legal	Not Applicable			
Information Governance	Guidance given to integrate content into policy template on 09/06/2025			
Student Facing Procedures	Circulated to Executive Board and Head of Academic Services for feedback and comments			

Consultation	Relevant Contributions
Student association	Not Applicable
Students	Not Applicable
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Document Access and Communication	
Document Location:	UKMC website
Dissemination Plan:	The document will be distributed through staff communication channels, operational leadership meeting, relevant training events and student course handbooks

1. Introduction

UK Management College (UKMC) (hereafter the 'College') is committed to ensuring that the rights of individuals are respected and that each person is treated with dignity, respect and courtesy at all times. Students are expected to conduct themselves in accordance with this commitment and should show concern for the reputation of the College and the student body, and for the effect their behaviour may have on their fellow students and staff as well as others visiting the College. In this context, the College has the power to discipline students who fail to meet acceptable standards of behaviour and conduct, and to suspend, exclude or expel any student where there is good cause.

The College seeks to ensure that all students are aware of their obligations with regard to conduct and acceptable standards of behaviour, and of the likely consequences of failure to meet these obligations. Students have a responsibility to be aware of and comply with the College's policies, procedures and regulations, all of which are published on the College's website. On enrolment, all students are required to confirm that they accept the policies, procedures and regulations of the College (<https://ukmc.ac.uk/policies-and-legislation>)

2. Purpose

The purpose of the Student Discipline Procedure is to ensure the fair and consistent treatment of students by providing a clear and impartial process for dealing with allegations of misconduct or unacceptable behaviour within a reasonable timeframe and with due regard to the spirit of natural justice. Accordingly, it sets out the rights and duties of all those concerned in considering allegations of misconduct and the range of penalties that could be applied for breaches of acceptable standards of behaviour (Appendix 2)

This Procedure operates in accordance with the Office of the Independent Adjudicator (OIA) Good Practice Framework: Disciplinary procedures <https://www.oliahe.org.uk/media/qmrndaty/gpf-disciplinary-procedures.pdf>

3. Scope and Implication

The Student Discipline Procedure applies to all students enrolled on a course at UKMC. It applies to the behaviour and conduct of students whilst on the College's premises. It also applies to behaviour and conduct off-site during College activities such as placements and field trips, and those activities when the student may be regarded as representing the College as an individual or as part of a team or group.

The College will not normally take disciplinary action against students acting in their personal capacity in their own homes or in public places away from the College's premises (which includes social media) except where the student's behaviour is serious enough to warrant concern about the potential safety of students and/or staff of the College or where the alleged victim of the behaviour is the College itself or a student or employee of the College. Examples of this may include the police being called to an incident, serious assault on others, anti-social behaviour or where the student's behaviour may adversely impact the College's community or the College's reputation.

There is a separate procedure for dealing with allegations of academic misconduct, including allegations of plagiarism, collusion and cheating

<https://ukmc.ac.uk/policies-and-legislation>.

However, depending on the nature of the academic misconduct considered proven by the Student Academic Office (SAO) further action may be taken under this Student Discipline Procedure.

Where an investigation following an allegation of misconduct indicates that the student's behaviour may be due to physical, mental or emotional wellbeing difficulties, consideration should be given to whether to instead follow the Fitness to Study Procedure.

4. Definitions

Misconduct is behaviour which interferes with the proper functioning of the College and its activities or those who work and study at the College, or which has the potential to damage the reputation of the College or the student body.

The following list is indicative of behaviour which would constitute misconduct and is provided for guidance. It is neither exclusive nor exhaustive, and there may be other offences which also constitute misconduct.

- a) Disruption of, or improper interference with, the academic, administrative, sporting, social, or other activities of the College;
- b) Obstruction of, or improper interference with, the activities, functions or duties of any student, member of staff, or authorised visitor to the College, including failure to disclose name, student number or other relevant details to a member of College staff in circumstances when it is reasonable to require such information to be given;
- c) Violent, indecent, disorderly, threatening, aggressive or offensive behaviour or language, however expressed, towards any other student, member of staff, or visitor to the College;
- d) Bullying or harassment in any form of any member of the College's community (including students, members of staff, contractors, or other authorised visitors to the College);
- e) Inappropriate use of social media, including making offensive comments to or about members of the College's community and/or publishing audio or visual recordings of members of the College's community without their consent and with the intention to cause embarrassment, distress or

- harassment;
- f) Misuse or unauthorised use of College premises or items of property, including computer misuse or breaches of the College's acceptable use of IT policy;
 - g) Damage to, or defacement of, College property or the property of other students, caused intentionally or recklessly;
 - h) Theft or unauthorised removal of any property owned or leased by the College or property belonging to a student, member of staff, or authorised visitor to the College;
 - i) Behaviour that uses, or attempts to use, fraud, deceit, deception or 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, including the falsification of College records including letters, certificates and transcripts;
 - j) Actions which might cause injury or put at risk the health or safety of people on College premises or whilst on College activities;
 - k) Behaviour that jeopardises or damages the good order or reputation of the College, staff or the student body;
 - l) Drug use on College premises and/or attending classes or entering any other learning environment whilst under the influence of alcohol or drugs;
 - m) Possession of offensive weapons, possession of implements that are intended for use as weapons and possession of illegal substances on College premises, on College activities;
 - n) Conduct which constitutes a criminal offence when that conduct took place on College premises, or in the course of College activities, or against any member of the College community;
 - o) Conviction of a criminal offence, irrespective of where committed, where the consequences of the offence could impact on College staff, students or property;
 - p) Interfering with or intimidating witnesses in disciplinary proceedings;

- q) Failure to comply with a penalty and associated conditions previously imposed under this procedure;
- r) Malicious and/or vexatious allegations and complaints brought against a student, member of staff, or the College under the Student Complaints Procedure;
- s) Behaviour that breaches any other regulation, policy or rule of the College.

Examples of indicative offences are set out in Appendix 1. This list is provided for guidance only. It is neither exclusive nor exhaustive and there may be other offences not listed which will constitute misconduct.

5. Policy Statement and Principles

This policy aims to foster a community with an atmosphere of trust, harmony and mutual respect. Students should show proper concern in their behaviour generally and in particular where this might reflect on the reputation of the College and its members. UKMC's Student Code of Conduct underpins this policy.

This procedure is designed to help and to encourage students to achieve and maintain acceptable standards of behaviour by dealing with breaches of the College's rules, regulations and standards of conduct in a supportive manner through proper investigation and explanation.

The procedure is built on the principle that decision-making will be free from bias or conflict of interest. Any judgement made will be on the basis of the evidence provided by all parties.

Investigations into allegations of misconduct will be carried out in a timely, objective and thorough manner, with due regard to confidentiality.

An allegation will be found proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is blameworthy of the misconduct.

Any disciplinary action taken must satisfy the test of reasonableness in all the circumstances and be proportionate to the offence. Account will be taken of the student's previous record and any other relevant factors, including mitigation.

In considering any allegations, appropriate attention will be paid to the requirements of Equality, Diversity and Inclusion policy. In particular, reasonable adjustments will be made for those with disabilities, specific learning difficulties or long-term medical conditions to ensure that the procedure can be applied equitably to all students.

All proceedings should be conducted on the basis of strict confidentiality. All parties to the allegation and individuals who have been involved in any related investigation and/or the management and/or the administration of the case will observe the requirements for confidentiality. Whilst confidential information may need to be disclosed in order to appropriately consider and investigate the allegation, this will only be to those staff involved in or relevant to proceedings.

All documentation, correspondence and information in relation to student disciplinary investigations and proceedings will be treated as strictly confidential. The formal outcome and evidence on which decisions were reached will be retained by the Student Academic Office (SAO), pending any further action. These papers will be made available as required to bodies/individuals with the necessary authority to require disclosure. All copies of papers provided to those involved in proceedings will be returned to SAO and destroyed.

Students can access impartial and confidential advice from the Student Support Team (SST) at any stage in the procedure.

At every stage in the procedure, the student will be informed of the nature of the allegation against them. The student will be given the opportunity to respond to the allegation and state his or her case before any decision is made.

At every stage in the procedure, the student has the right to be accompanied by a friend. A friend is defined as a member of staff of the College, or a registered student of the College. The role of the friend is to act as an observer, give moral support and to assist the student to make their case. The friend should not also be a witness to the alleged incident. In addition, where reasonable adjustments are required, a student may be accompanied by a supporter e.g. a sign language

communicator or a note-taker, and a student with difficulty in understanding English may be accompanied by an interpreter.

Audio recordings of meetings will not normally be allowed, although reasonable adjustments may be made if required in accordance with the Equality and Diversity Policy. Requests for adjustments must be made in advance to SAO.

It is in the interests of all to resolve disciplinary matters as quickly as possible. Whilst every effort will be made to work within the published timescales, these may be subject to reasonable variation after discussion between the parties or if circumstances require. Where timescales are extended, all parties will be updated on the progress of the investigation on a regular basis.

If at any stage during the procedure the student is unable to attend a meeting through sickness or any other valid reason, reasonable efforts will be made to rearrange events to enable the student to be present or to participate via other means, for example by telephone or on TEAMs. However, in the interests of progressing the disciplinary action, where alternative arrangements cannot be made, a meeting may take place without the student present. In such cases, exceptionally, the student's friend may be authorised in writing by the student to attend in their absence.

If a student under the age of 18 is involved in any disciplinary action, their parent/guardian may be informed.

The College reserves the right to report any incident to the police where the alleged misconduct may constitute a criminal offence and has been committed against the College or where there is suspected terrorist activity.

6. Procedures and Provisions

Temporary Suspension

There are occasions when it is in the interests of an individual student, a group of students or the College generally, that a student should be suspended from the College. In these circumstances the Provost/Deputy Provost shall be notified as

soon as possible of the incident and if he considers the circumstances warrant it, may authorise the immediate suspension of a student. The student will be notified in writing of the suspension and the reasons for it. The student has the right to make representations against the suspension in writing to the Provost/Deputy Provost. The decision on the issue of continued suspension taken by the Provost/Deputy Provost, following such representations shall be final and shall be without prejudice to any subsequent disciplinary proceedings arising from the alleged incident(s) in respect of which the suspension was imposed. A suspension by the Provost/Deputy Provost shall be reviewed at intervals of one month or at the request of the student if relevant circumstances change. (ref: University of Wolverhampton: Student Code of Conduct). The review will be carried out by a member of the Executive Board who has not had any involvement in the case. Factors to be considered as part of the review include the reason(s) for the suspension, any altered circumstances, the stage of any investigation(s), the behaviour of the student since being suspended and the estimated timescale before the case is likely to be resolved. Those carrying out the review may also consult with the relevant course leader, and the student will also be given the opportunity to submit written representations and to make representations in person.

Should the outcome of the review be a recommendation to lift the suspension, consideration will be given to any terms that should be applied to the student's return to the College. The lifting of the suspension will not affect the disciplinary process. The suspension may be reinstated immediately if there are grounds for suspecting that the student is either seeking to influence the proceedings or if there is a further incident of misconduct, either related or unrelated to the original cause of suspension.

Should the suspension continue after the review, it shall remain under review and subject to review at four-weekly intervals until the conclusion of the formal stage proceedings.

Where a student is the subject of an allegation of misconduct, has a criminal charge pending or the subject of a police investigation, the College may take precautionary action pending the outcome of the disciplinary process or the

conclusion of the police investigation and/or any criminal proceedings. Such action may be considered necessary in order to ensure that a full and proper investigation can be carried out (either by the police or by the College), or to protect the alleged victim or others whilst the allegation is being dealt with.

Precautionary action may include imposing conditions requiring the student to have no contact with a named person or persons, or suspending the student from the College, with the suspension applying to placement elements, theory elements or both.

A student who is suspended may be wholly or partly prohibited from entering the College's premises and from participating in College activities, including exercising their duties of any office or committee membership in the College. The suspension may be subject to qualification, such as giving permission to attend an examination or submit an assignment, and depending on the nature of the alleged misconduct, the suspension may permit or deny access to online resources.

There are four Stages for disciplinary proceedings. Stage 1: is the informal stage for early intervention and informal resolution; Stage 2: the formal stage to be considered by the Academic Registrar/Nominee (Investigating Officer); Stage 3: the formal stage to be investigated by the Disciplinary Panel (consisting of the Dean and a senior academic); Stage 4: The review or appeal stage.

Stage 1:

Any allegations of misconduct should be reported to the Head of Academic Services (HAS) at the earliest opportunity using <https://forms.office.com/e/2mJBFRidPg> Allegations of misconduct may arise from a number of sources including observations by members of College staff, complaints from fellow students, reports from the police, and complaints from the public.

All members of College staff, including persons acting as agents of the College such as security staff, are empowered to take such action as may be necessary to prevent or bring an end to any conduct that may be in contravention of the College's rules and regulations and may be considered misconduct. In such cases,

for transparency and to ensure consistency and equitable treatment of all cases, all incidents should be reported at the earliest opportunity to SAO and/or the HAS or nominee.

Following receipt of an allegation of misconduct, the HAS, in consultation with the SAO/SST will determine whether the allegation can be dealt with at the informal stage or is of sufficient concern that formal stage proceedings should be instigated. In potentially serious cases, the HAS may recommend to the Provost/Deputy Provost that the student is suspended pending investigation.

There is likely to be less recourse to the formal stage if deficiencies in a student's conduct, including standards of behaviour, are brought to their attention at the earliest possible opportunity by their tutor or other appropriate member of staff and where appropriate help and support are offered to the student

It is expected that the Head of Academic Services (HAS) ensure that processes and appropriate recording mechanisms are in place locally to respond to minor incidents of misconduct in a timely and proportionate way through early intervention and informal resolution. This may include a compulsory meeting with the HAS, regular pastoral support and guidance with the student's lecturer or SST, or referral to Student Wellbeing for further specialised support and guidance.

If the student is required to attend a compulsory meeting with the HAS or nominee, the student may be accompanied at the meeting by a friend.

Where attempts have been made at early intervention and informal resolution but there are repeated incidents of misconduct or, as a result of discussion with the student, the matter is found to be more serious than it initially appeared, the HAS, in consultation with the Academic Registrar may initiate formal stage (Stage 2) proceedings.

Stage 2

On the instigation of formal stage proceedings, Academic Registrar/Nominee (the Investigating Officer) will carry out an investigation to establish whether there is sufficient evidence to support the allegation of misconduct and, if so, to determine

whether it should be classified as minor or major misconduct.

The Investigating Officer, via SAO/SST, will arrange a meeting with the student in order to discuss the allegation, normally within ten working days of receipt of the allegation. The student will be informed of the date, time and venue for the investigative meeting in writing by SAO at least three working days before the meeting, and will be provided with a summary of their alleged misconduct. The student will also be advised that they may be accompanied at the meeting by a friend. The Investigating Officer may also interview, or request written statements from, relevant staff and students as part of their investigation in order to establish the facts of the case. A representative from SAO or the SST will be present at all meetings held as part of the preliminary investigation to take minutes of the discussions. A copy of the minutes will be sent to the participants in the meeting(s) for approval as an accurate record of discussions.

Following the investigation, the Investigating Officer will produce a report providing:

- a summary of the allegation;
- an outline of the investigation carried out;
- a summary of the findings, including whether the student has admitted the misconduct;
- a conclusion on whether there is sufficient evidence to support the allegation;
- a summary of how the alleged misconduct may impact on an individual, a group, or the College as a whole;
- the category of misconduct (minor or major).

The Investigating Officer will discuss their report and findings with the Dean or nominee who will decide, based on the balance of probabilities, one of the following outcomes:

- there is no case to answer and no further action should be taken;
- there is a case to answer, but it should be pursued under another procedure (for example Fitness to Study procedure);
- the allegation should be considered under the formal proceedings by a Disciplinary Panel
- the allegation is frivolous, malicious or vexatious, in which case there is no case to

answer but action may be taken against the individual who made the allegation. The student will be notified by SAO/SST of the outcome of the investigation, normally within five working days of the decision. In all cases, the student will be provided with a rationale for the decision, and given clear information about what will happen next (where applicable).

Stage 3

When notified by SAO the outcome of the investigation, the student will be asked to submit a written statement in response to the allegation and any relevant supporting evidence for consideration by the Disciplinary Panel, normally consisting of the Dean, two Academics, the Investigating Officer (just to present the case) and a representative of SAO for taking minutes. It is good practice for the panel to be of mixed gender.

The student will be given a date by which to submit the written response, normally within five working days. The student will also be informed of the date, time and venue for the disciplinary meeting with the panel normally within fifteen working days and will be invited to attend a formal meeting with the disciplinary panel. The student may be accompanied at the disciplinary meeting by a friend.

The Disciplinary Panel will consider all statements, investigation reports and evidence prior to the meeting. An explanation of the purpose of the meeting and copies of the documentation being considered will be sent to the members of the Disciplinary Panel and to the student concerned, normally at least five working days before the meeting. The documentation will also include:

- the nature of the alleged misconduct
- membership of the Disciplinary Panel
- the name of the presenter of the case (normally the Investigating Officer)
- the date, time and place of the meeting

The Disciplinary Panel will operate on the principle of the balance of probability and the outcome will be determined by the Chair (Dean)

If a student is found guilty of misconduct, one or more of the penalties outlined in Appendix 2 may be imposed.

In determining the penalty to be imposed, consideration should be given to:

- the seriousness of the misconduct;
- the student's previous disciplinary record;
- whether the student admitted the misconduct;
- any mitigating factors

The student will be informed in writing by SAO of the outcome of the meeting along with the rationale for the decision within 5 working days. The student will also be informed of their right to appeal the decision. If the decision of the Disciplinary Panel is that the student is excluded or expelled, HAS will be informed to inform the student.

Exclusion: Only the Dean or their nominee can exclude a student. A student who is excluded from the College may have restricted rights to enter the College's premises or to take part in College activities. Exclusion may be subject to qualification, such as permission to take an examination or submit an assignment. An exclusion may also include a requirement that the student shall have no contact with a named person or persons. There will also be a time limit associated with the exclusion. The terms of the exclusion and the reasons for it will be notified to the student in writing by the Dean.

Expulsion: Only the Dean or nominee can expel a student. A student who is expelled from the College will normally have no rights to enter the College's premises or to take part in College activities. Expulsion will normally take immediate effect. The recommendation to expel the student should also include a recommendation to the Dean as to whether to withhold any exit award due to the student. An expelled student will not normally be accepted on to any future courses at the College. The terms of the expulsion and the reasons for it will be notified to the student in writing by the Dean.

Stage 4

A student may appeal against a finding of guilt and/or the penalty imposed by the Disciplinary Panel. The appeal must be submitted in writing to SAO within ten working days of the date of the letter informing the student of the outcome of the stage 3 proceedings.

The grounds on which an appeal can be considered are:

- that the penalty is disproportionate in the circumstances;
- that the Disciplinary Panel did not make reasonable efforts to acquire all relevant information;
- that new evidence has become available that could materially affect the Disciplinary Officer/Panel's decision or recommendation to the Dean;
- that there is evidence of procedural irregularity and/or prejudice and/or bias or the appearance of prejudice and/or bias in the conduct of the disciplinary process.

The Provost/nominee will review the appeal and determine whether there are valid grounds for the appeal that warrant further consideration. If the Provost or nominee determines that there are no grounds for further consideration of the appeal, the matter will be referred to a senior representative of the awarding institution for consideration. If the senior representative of the awarding institution agrees that there are no grounds for further consideration, the Provost/nominee will inform the student, in the form of a completion of procedures letter, within ten working days giving the reasons for that decision. This decision is final and there is no further right of appeal. Students may be able to seek a review by the Office of the Independent Adjudicator (OIA).

If the senior representative of the awarding institution determines that the appeal does warrant further consideration, the Provost will convene a Disciplinary Appeals Panel.

The Disciplinary Appeals Panel shall comprise of:

Provost or nominee (Chair)

A Member of Executive Board

Two senior members of staff (one of whom must be from the awarding institution)

A representative from SAO will be secretary to the Disciplinary Appeals Panel and record the Panel's decision and justification for that decision.

The Disciplinary Appeals Panel shall carry out a paper-based review of the

documentary evidence considered by the Disciplinary Panel and the report/minutes detailing their decision, together with the written statement submitted by the student setting out the grounds for the appeal. The Panel shall not proceed by way of a re-hearing but has the power to require the presentation of such further evidence as it deems necessary to reach an informed decision.

The student will be informed when the Disciplinary Appeals Panel will meet but will not normally be present. In exceptional cases, for example where reasonable adjustments are required or where the interpretation of evidence is disputed, a student may be permitted to attend the meeting to present evidence in person. The decision as to whether to permit a student to attend will be made by the Provost.

The Disciplinary Appeals Panel, having considered the evidence, will decide whether the appeal should be upheld, either fully or partially, or rejected. If the Disciplinary Appeals Panel rejects the appeal, the original penalty shall stand. If the Disciplinary Appeals Panel fully or partially upholds the appeal, the Panel may decide that the student is not guilty of misconduct, or confirm the finding of guilt but decide on a different penalty.

The student can expect to hear the outcome of the Disciplinary Appeals Panel, in writing via SAO, within five working days of the Panel meeting. The student will also be informed within that time if the complexity of the case prevents an outcome being reached and advised of the likely timescale for further action and notification of the outcome.

In all cases, regardless of whether the appeal was upheld, in full or in part, or rejected, the outcome letter will give a full and clear explanation of the decision and rationale.

The decision of the Disciplinary Appeals Panel is final and there is no further right to appeal within the College. Students may be able to seek a review by the OIA

If following an appeal against exclusion or expulsion a student is reinstated, the College shall make every reasonable effort to mitigate the effects, if any, of the

exclusion.

Students who are dissatisfied with the outcome of their appeal may be able to seek a review by the OIA should the case be eligible under the OIA's rules (see <http://www.oiahe.org.uk/>). Details will be provided in the completion of procedures letter advising the student of the final outcome of the appeal.

7. Compliance and Review

This policy/procedure will be reviewed every two years, or earlier when rules change or partner universities require something differently. Academic Registry Committee will have oversight of this Policy/Procedure working in liaison with SSTs and Lecturers. Compliance will be reported through an annual report to the Academic Registry Committee.

8. Roles and Responsibilities

Student Academic Office: Responsible for keeping the records at the all the different stages of the process, record minutes of the different meetings and liaise with the student regarding outcomes at the different stages of the process as outlined above.

Head of Academic Services: Responsible for Stage 1 of the procedure and provide information to Academic Registrar for Stage 2 of the procedure

Lecturers/SSTs: To work with HAS for Stage 1 and with the Academic Registrar for Stage 2 of the procedure

Academic Registrar (Investigating Officer): Responsible for Stage 2 of the procedure and provide SAO with the investigation report.

Dean: Responsible for Stage 3 of the procedure.

Provost: Responsible for Stage 4 of the procedure

9. Linked External Institutional Policies

University of Wolverhampton	https://www.wlv.ac.uk/media/departments/compliance-team-/Student-Code-of-Conduct-and-Disciplinary-
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	<u>Procedure.pdf</u>
Canterbury Christ Church University	<u>https://www.canterbury.ac.uk/asset-library/policy-zone/Student-Conduct-Procedures.pdf</u>

10. Related UKMC Policies

Related Policy Title	Link or Reference
Data Protection and Data Security Policy	<u>Data Protection and Data Security Policy</u>
Academic Misconduct Policy	<u>Academic Misconduct Policy And Procedure</u>
Equality, Diversity and Inclusion	<u>Equality, Diversity & Inclusion Policy</u>

11. External Reference Points

Office of the Independent Adjudicator	<u>https://www.oliahe.org.uk/media/qmrndaty/gpf-disciplinary-procedures.pdf</u> <u>https://www.oliahe.org.uk/resources-and-publications/good-practice-framework/disciplinary-procedures/part-b-non-academic-disciplinary-procedures/</u>

Appendix 1 (Ref: CCCU Student Conduct Procedures)

Types of Misconduct may include, but are not limited to, the following:

1. Any conduct that has resulted in a conviction by a criminal court or for which a caution has been accepted during the student's registration at the College
2. Bringing the College into actual or potential disrepute.
3. Obstruction or improper interference with the functions, duties or activities of any student, member of staff or visitor to the College.
4. Damage to, or defacement of, College property or the property of other members of the College community, students, staff, or visitors, whether caused intentionally or through negligence.
5. Misappropriation, unauthorised use, or misuse of College property, including intellectual property, services, equipment or resources, or the property belonging to a member of the College community, whether they be staff, students, visitors, placement providers, or external contractors.
6. Agreeing or attempting to persuade another member of the College to participate in actions that would breach this Procedure.
7. Assisting, encouraging, or advising another member of the College to participate in actions that would breach this Procedure.
8. Abusive or threatening behaviour towards a member of the UKMC community.
9. Behaviour likely to cause injury or to impair safety on College premises or as part of College activities.
10. Breach of the provisions of any UKMC's code, policy, rule, or regulation including but not limited to Student Code of Conduct or Premises rules.
11. Bullying using force, coercion, harmful teasing, threats, or abuse to aggressively dominate or intimidate, either as a sole perpetrator or part of a group directed at an individual or group.
12. Conduct which could constitute a criminal offence, where that conduct took place on College premises, affected other members of the College community, or damages the reputation of the College.
13. Possession of illegal substances on College premises.
14. Exchange of illegal substances for monetary or non-monetary gain on College premises.

15. Falsifying or altering documents or evidence with the intention to mislead or gain advantage.
16. Failure to comply with an instruction issued by a security officer or by a member of staff.
17. Deception, dishonesty or lying either overtly or by omission in relation to the College or its staff, students, or visitors.
18. Harassment of any student, member of staff or visitor, including but not limited to harassment related to one or more protected characteristics under the Equality Act 2010.
19. Interfering with fire equipment or purposefully activating fire alarms or equipment alarms.
20. Malicious or fabricated allegations against staff or fellow students.
21. Non-compliance with a precautionary action or an outcome already issued.
22. Sexual violence or misconduct, indecent, disorderly, threatening, or intimidating behaviour or language, including physical misconduct.
24. Use of, or threat to use a weapon.
25. Victimising any student, member of staff or visitor because of anything done or not done in connection with this Procedure (including making a complaint or giving evidence).

Appendix 2

Misconduct Penalties ((Ref: CCCU Student Conduct Procedures)

The list below provides an indication of the penalties likely to apply. An Investigation Panel may impose one or more of the following penalties:

1. A requirement for the student not to have any form of contact with other named students or members of staff for a specific period up to a maximum of the duration of student's studies.
2. A requirement to provide a written apology.
3. A requirement to provide a written reflective piece that demonstrates understanding of the learning and reflections of the conduct that took place.
4. Formal written warning.
5. Formal conditional warning.
6. Payment or replacement costs to the value of the damage or misappropriation of College Property
7. Suspension for a specified period of time up to the maximum of the remainder of the academic year.
8. Exclusion from specific facilities for a specified period up to a maximum of the duration of a student's studies.
9. Expulsion from the University. The student ceases to be a member of the College and loses all rights and privileges of membership. The student remains liable for any tuition fees due before expulsion and the College reserves the right to take action to recover the debt.
10. A suspended or deferred penalty, which will take effect if any breach the Student Conduct Procedure is substantiated during a specified period, up to a maximum of the duration of the student's studies.