

## Student Disciplinary Policy

<b>Designation number</b>	LC015	<b>Title</b>	Student Disciplinary Policy
<b>Current Version number</b>	January 2023 v5	<b>Review date</b>	January 2024
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Student Handbook Academic Offences Academic Appeals Malpractice Policy Complaints Policy Grievance Procedures
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Quality			

### Scope and Purpose

To provide a policy and a set of procedures to ensure that students who fail to meet the expectations of the College are treated with consistency, whilst taking into account the individual circumstances of each student.

By signing the learning agreement at enrolment students accept the terms and conditions of this policy.

Scope and purpose of the Policy:

- The code applies to all College students, both full and part time.
- Through induction and on an ongoing basis, the College will provide students with a clear understanding of the commitments that they make to their studies, to the College community and its environment.
- To ensure that students adhere to key College policies and guidelines
- To allocate duties to College staff at an appropriate level of responsibility.
- To ensure that disciplinary actions are coupled with support for the students which takes into account their individual circumstances.
- To document all actions taken with students.

## **Expected Behaviour**

The College is a higher education institution for an adult (post 18 years old) learning environment and students are expected to behave in an appropriate manner when attending College.

Students should:

- Behave in a way that is respectful and sensitive to the needs of other members of the College community.

- Follow College rules and regulations.

- Meet the academic requirements of the course.

- Attend all classes, tutorials and exams as detailed in the College attendance policy.

## **Gross Misconduct**

To protect the learning environment, the College takes seriously any breaches of this code and should this happen, the College will follow the Student Disciplinary Procedure as detailed in this document.

Furthermore, the College's Student Disciplinary Procedure will be used in cases where students are involved in:

- theft of any kind;
- threatening behaviour or assault;
- bullying or harassment including by text or email;
- deliberate damage to property (College and personal property);
- endangering the health and safety of others;
- any potentially criminal activities affecting the College or other students;
- possession and/or use of alcohol;
- possession and/or use of illegal substances;
- cheating, plagiarism, forgery and gambling;
- inappropriate access to web material deemed unsuitable;
- inappropriate use of college e-mail.

This is not an exhaustive list and each incident will be reviewed individually.

Where student actions are deemed to be Gross Misconduct, the College will suspend the student pending a formal investigation. In all cases of Gross Misconduct the Principal will investigate the incident and may permanently exclude a student or place the student on a final warning as detailed in the College Student Disciplinary Procedures below. In all circumstances a letter will be issued to the student notifying them of the decision taken.

It is very likely that the police will be informed of actions related to illegal substance abuse, theft or violent behaviour.

## **Stages of the College Disciplinary Procedure**

### **Informal**

#### ***First Stage***

The first time that

## **Formal**

### ***Third Stage***

The formal procedure will be undertaken by a Programme Leader when informal procedures have been ineffective or the incident is more serious. The Programme Leader will issue the student with a formal written warning.

These warnings will usually have conditions attached which specify how the student's behaviour should improve.

If the student is sponsored by an employer and studying part-time, a copy of the disciplinary letter will also be sent to the employer.

At this stage, and at all subsequent stages the student will be made aware of the right

At the Disciplinary Panel a senior member of staff will outline what the student has done wrong, giving full details of the misconduct, including any letters or other documentation to evidence the previous warnings that the student has been given. In return, the student will be asked to give his or her side of the story and present other reasons or mitigating circumstances which might excuse some or all of the bad behaviour.

If the student does not turn up for the Disciplinary Panel meeting, the Panel will be re-arranged once. However, if the student fails to attend the second meeting it will be held without the student in attendance.

The Disciplinary Panel will make one of the following decisions:

Termination of studies at the College

Other formal disciplinary action **or**

The student may be allowed to rejoin the course with conditions attached.

The student will receive a letter informing him or her of the decision of the panel.

## **Right to Appeal**

Students have the right to appeal against the outcome of a disciplinary meeting.

An appeal will only be considered on the following grounds:

1. if new evidence is available that for good reason was not available at the time of the original meeting,
2. if it can be demonstrated that the correct procedures were not followed
3. if the consequence is out of proportion with the offence.

The appeal explaining the grounds for the submission must be submitted in writing within 10 working days of the communication of the outcome of the disciplinary meeting. Appeals should be submitted to the Principal.

The student will be advised within 5 working days of whether the request for a review has been accepted and if not, reasons why it has not been accepted.

If accepted, a Disciplinary Appeal Panel will be established. The Panel will consist of:

a member of the Senior Management Team (Chair)

2 members from either Academic Board or Quality Standards Committee.

No member of the Appeal Panel will have any prior experience of the matter.

The Student Disciplinary Appeal Panel will be given the written material presented to the disciplinary meeting, the notes of the proceedings and the decision of that meeting. No witness present at the disciplinary meeting will be recalled, nor will the evidence presented to the disciplinary meeting be reheard, unless the panel is satisfied that it is necessary in the interests of justice.

The student is entitled to attend a meeting with the panel in order to state their case, and to be accompanied in such a meeting by a friend, who is a student of the college, and, if the student is under 18 years of age, by their parent or guardian.

The outcome of the review will be to:

1. Confirm the original decision,
2. Annul the original decision or,
3. Amend the original decision which may include a reduction in the original penalty

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