



STUDENT DISCIPLINARY PROCEDURES

Approved by the Syndicate; 22 August 2021

Approved by the Board of Trustees: 5 September 2021

1. INTRODUCTION

1.1. The University has an obligation to care for its members and associates, and to maintain its reputation, values and standards.

1.2. The University seeks to operate fair, transparent, proportionate disciplinary procedures that promote the swift and confidential resolution of issues, whilst allowing reasonable time for investigation and for students to prepare their cases.

1.3. These procedures apply to all non-academic student cases. There are procedures for cases relating to harassment, bullying, abuse and ragging and procedures for other types of non-academic cases. Academic misconduct cases are covered by other procedures

1.4. Authority for disciplinary procedures.

The disciplinary procedure is not a judicial process, but the University has disciplinary authority deriving from each student's agreement to be bound by the regulations in force during the period of registration/enrolment. The University has responsibilities under the Private University Act - 2010 to maintain discipline.

2. Requirements for student conduct

2.1. Students are expected to:

- support the good name and reputation of the University and the fulfilment of its mission:
- meet their obligations to be aware of and comply with University regulations, policies and codes of conduct:
- Complete enrolment and registration procedures as required by the University.

3. Student Disciplinary Procedure

3.1. The Student Disciplinary Procedure may be used if a student is alleged to have committed any action that interferes with the achievement of the University's mission or legitimate business; adversely affects the safety or well-being of the staff and/or students; which may bring the University into disrepute, or which breaches university codes of conduct or policies, regulations or other requirements relating to conduct and behaviour.

3.2. There are several major categories of disciplinary policy and procedure:

- Bullying, harassment and ragging
- Non-academic disciplinary matters other than bullying, harassment and ragging:

- Academic misconduct

4. Examples of alleged breaches of discipline (this is not exhaustive)

4.1. Engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt:

- Learning, teaching or research carried out within the University or through field work or a placement or any other external activity or performance.
- The administration and management of the University
- The work of members of staff, other students or authorized visitors to the University;
- The holding or orderly conduct of any meeting or activity approved by the University

4.1.1. Failure to comply with approved codes of conduct and other published University regulations, policies, procedures and any other requirements relating to appropriate conduct and behaviour.

4.1.2. Behaviour which may bring the University or any member of the University into disrepute.

4.1.3. Obstructing or attempting to obstruct, the access of staff, students or members of the public (entering with the permission of the Trustees or authorised officers) to the premises; on the understanding that peaceful picketing within the law will not be regarded as obstruction or attempted obstruction.

4.1.4. Assaulting, harassing, bullying or otherwise threatening or insulting any fellow student, or member of the staff or an authorised visitor to the University, or otherwise contravening the University equality and diversity and harassment policies.

4.1.5. Misusing or damaging any learning materials (including computer misuse or unauthorised use), equipment, furniture, fittings, or other property belonging to or under the control of the University, or any student or member of staff of the University.

4.1.6. Misappropriating any funds or assets of the University, or of any member of the staff or student of the University).

4.1.7. Committing a breach of the regulations, rules, policies or codes of practice of the University, or disregarding a reasonable instruction from an authorised officer of the University.

4.1.8. Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the University, including information on the computer systems.

4.1.9. Conviction of any criminal offence that may damage the good name of the University, or behaving on the University's premises in a manner that would amount to a criminal offence had such behaviour occurred in a public place.

4.1.10. Any action likely to cause injury or distress to any person on the University's premises, or to impair the safety and security of people or the premises.

4.1.11. Defacement of, or deliberate damage to, any property of the University, or any property belonging to a member of the University (including damage resulting from negligence).

4.1.12. Taking part in any trespass against, or unauthorised occupation of, any part of the University's premises.

4.1.13. Committing, or being party to, a fraudulent or dishonest act in relation to the University or its staff. This includes unfounded and malicious allegations against members of staff raised through the complaint's procedure.

4.1.14. Failure to disclose information about a criminal record, prior to or during the enrolment period.

4.1.15. Possession or misuse of drugs which constitutes a legal offence

4.1.16. A breach of the conditions of a tenancy agreement relating to the University's residential accommodation or the student residence regulations.

4.1.17. Failure to follow library regulations

4.1.18. Breaching visa conditions

4.1.19. Attempting to obstruct or interfere or failure to co-operate with a university disciplinary investigation.

4.1.20. Failing to comply with a penalty imposed previously within the terms of the Disciplinary Procedures for Students.

5. Timescales for completion of procedures

The disciplinary procedures include timescales for the completion of action. The Proctor's Office will inform the parties when an extension to the timescale is required for unavoidable reasons, explaining the reasons and giving a revised timescale. Every effort should be made to implement the timescales published in these procedures.

6. Oversight

The University Disciplinary Committee is responsible to the Syndicate for exercising oversight of disciplinary procedures. The Committee will delegate responsibility for the resolution of cases to:

- student disciplinary panels for cases not involving allegations of harassment, ragging and bullying
- Sexual Harassment, Bullying, and Ragging Elimination Committee (SHBREC) for cases involving allegations on those matters
- Academic Misconduct Committee

The appeal process is under the oversight of the Vice Chancellor, Chairman of the Syndicate.

The University Disciplinary Committee will send periodic reports to the Syndicate on the operation of the disciplinary process.

Harassment, bullying, abuse and ragging case procedures



Raising concerns with the University

- with staff, eg. Persons of Trust, Faculty, Registry, the Office of the Proctor, Student Life etc.
- through SHBREC helpline



Formal complaints

- received by SHBREC Administrative Officer
- investigation
- minor issues to Persons of Trust etc. for informal resolution
- major issues formally investigated
- cases categorized by levels of seriousness
- minor issues resolved by SHBREC administration under committee oversight



Investigation reports for serious cases

- SHBREC review
- Report to SHBREC committee
- Decisions agreed



Decisions endorsed by Disciplinary Committee

- right of appeal for all parties



Final outcome

- endorsed by Syndicate with report to Board of Trustees

Disciplinary procedure:

Cases not involving academic misconduct, harassment, bullying, abuse or ragging



Preliminary stage investigation: Proctor's office

- informal resolution of minor issues
- dismissal of cases where there is a lack of evidence
- referral for higher level hearing



Formal Student Disciplinary Panel



Appeal stage



Confirmation by Disciplinary Committee and Syndicate and report to Board of Trustees