

# Student Disciplinary Policy

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**Approved by:** *Academic Committee*  
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## Policy version tracking

Version Number	Date	Revision Description	Editor	Status
1.0	06/07/2022	General update to the Policy.	Matthew Clark (Senior Registry Officer)	Approved

## **Student Disciplinary Policy**

### **1. Purpose and Scope**

- 1.1 The University aims to provide fair and consistent treatment for all students, staff and visitors. It also has a duty to take reasonable steps to protect the learning environment from harm. To fulfil these, there is a necessary expectation in relation to student conduct.
- 1.2 The University splits student discipline into 2 broad areas, academic and non-academic discipline. The below refers to non-academic discipline and the related procedures and penalties.
- 1.3 The University has the authority to prescribe rules of discipline. Where a student falls short of expectations the University will take disciplinary action that is primarily corrective but also reasonably punitive where deemed necessary.
- 1.4 The policy applies to all students who are enrolled or provisionally enrolled on a course of study offered by Regent's University London. This includes courses which are externally validated, as well as courses leading to a Regent's University London award. The policy is applicable in any circumstance and in any location in which the student has been granted access by virtue of their status as a member of Regent's, or is acting as a representative of the University. This includes social media, online platforms and on IT networks.
- 1.5 Students registered into courses leading to a membership of a professional body should demonstrate appropriate behaviour and standards required for entry into that profession. Matters that fall short of this may be considered under the Fitness to Practise Policy.

### **2. Definitions**

- 2.1 Discipline means obeying the rules and professional standards of the University as a community.
- 2.2 Behaviour means the physical, verbal, social and mental conduct of members of the community and the effects of this behaviour on themselves and others, including planned and unconscious or accidental actions.

### **3. General Principles**

- 3.1 The University encourages a culture in which all members of our community feel empowered and confident to challenge and/or to report unacceptable behaviour.
- 3.2 Possible breaches of these regulations may be reported by other students, staff or external sources such as members of the public. Where a third part reports information, they may be informed that the matter has been investigated but they will not be given details of the actions taken.
- 3.3 Where it is determined that there is insufficient evidence, the University reserves the right not to pursue a reported breach.
- 3.4 The University will take a sensitive approach in enacting this policy and will ensure reasonable effort is made to maintain confidentiality.

- 3.5 The University will not tolerate frivolous or malicious reporting. Students or staff suspected of doing this will be subjected to an investigation of a breach under these regulations or the relevant staff policy.
- 3.6 Reasonable effort will be made to communicate these regulations and all students are expected to be familiar with them. For avoidance of doubt, ignorance of these regulations will not be deemed as an acceptable excuse.
- 3.7 The University reserves the right to refer matters to the police where it is considered they may constitute a criminal offence.
- 3.8 Students may be accompanied to a disciplinary meeting and are encouraged to make use of the advice services provided by the Student Union. It is expected that students speak for themselves in disciplinary meetings or hearings, and that those who accompany them will be there for support.
- 3.9 Decision will be made on the balance of probability and take full account of the principles of natural justice, fairness and equity.

#### **4. Examples**

- 4.1 Acts or omissions that may be considered as breaches under this policy include (this is not an exhaustive list):
  - a. Unacceptable behaviour towards students, staff or members of the public, including verbal or written abuse in any media, bullying of any kind, or harassment as defined under the Equalities Act;
  - b. Failure to respect the rights of others to freedom of speech, belief, orientation or practices;
  - c. Misuse or unauthorised use of University property, facilities or name;
  - d. Disruption, interference or obstruction of the academic, administrative and other activities of the University;
  - e. Anti-social behaviour, including noise disruption;
  - f. Failure to disclose name and other relevant details to an employee of the University where doing so would be a reasonable expectation;
  - g. Fraud, deception or dishonesty;
  - h. Failing to adhere to policies and procedures whilst completing a work placement;
  - i. Possessing, consuming or supplying controlled substances;
  - j. Inappropriate behaviour relating to the excessive consumption of alcohol or other substances;
  - k. Any acts or omissions that bring or have the potential to bring the University into disrepute;
  - l. Any conduct that leads to a criminal investigation or constitutes a criminal offence;
  - m. Failure to comply with any previously imposed requirement or penalty under these regulations, including failure to attend a disciplinary meeting or hearing.

#### **5. Disciplinary Procedures**

- 5.1 Reports of possible breaches of this policy may be reported by students, staff or external parties such as visitors, members of the public and should be made in writing to the Head of Student Support.

- 5.2 Upon receipt of an alleged breach, an investigating officer will be appointed to conduct an investigation into the matters raised. They reserve the right to confirm the parameters of the investigation.
- 5.3 The investigating officer will normally contact the student to gain their view on the incident and whether they accept or contest the allegation.
- 5.4 If the allegations or information disclosed by the accused indicates a risk to the student, other students, staff members, or the general public, then actions to mitigate/suppress the risk should be taken as a matter of urgency. Where there is actual imminent threat, action to remove that threat should be taken immediately.
- 5.5 Upon conclusion of the investigation the following could occur:
  - a. Allegations not proven, no further action;
  - b. Referral to Fitness to Practise policy (when necessary, due to the course of study);
  - c. Referral to a formal meeting between the student and a senior member of staff;
  - d. Referral to a hearing of the Student Disciplinary Panel.

## **6. Formal Meeting**

- 6.1 The matter will normally be referred to a formal meeting on the following conditions:
  - a. The student has accepted the allegation and has shown insight and learning to prevent further occurrences; and
  - b. There is only one incident; and
  - c. There is no risk of harm to the student or others;
- 6.2 The student will be given at least 3 working days' notice of the meeting date and will be provided with the following:
  - a. Confirmation of the allegation;
  - b. The right to be accompanied by a friend or Student Union representative;
  - c. Provided with copies of the evidence which will be considered.
- 6.3 The meeting will normally be held by the Head of Student Support or Director (Content).
- 6.4 If the student fails to attend, without acceptable reasons, the meeting may proceed and be concluded in their absence.
- 6.5 A decision and penalty will be imposed based on the balance of probability and take full account of the principles of natural justice, fairness and equity.
- 6.6 The following are available penalties following the meeting:
  - a. Allegations not proven, no further action;
  - b. Formal warning, which will be taken into consideration in any subsequent procedure;
  - c. A requirement to pay for any damages or cleaning charges incurred;
  - d. A ban from a communal area, e.g., bar;
  - e. A confiscation of equipment or items causing unreasonable disturbance to others or damage to property;

- f. A requirement to submit a written apology to those affected;
- g. A requirement to undertake relevant training and/or development (with the student paying the associated fee/charge);
- h. Referral to the Student Disciplinary Panel, Fitness to Study Policy, Fitness to Practise Policy;
- i. Any other penalty deemed appropriate as long as it does not exceed the authority of the formal meeting stage; or
- j. Any combination of the above.

6.7 The student will be provided with the outcome, in writing, within 5 working days of the meeting. The letter will confirm the available next steps.

## **7. Student Disciplinary Hearing**

7.1 The Hearing will be made up of a minimum of 3 members of the University. Both academic and non-academic members of staff may be members.

7.2 The student will be provided with at least 5 working days' notice of the hearing and will be provided with the following:

- a. Confirmation of the allegation;
- b. The date, time and location of the hearing (which may be held via video conferencing);
- c. The right to be accompanied by a friend or Student Union representative;
- d. Provided with copies of the evidence which will be considered;
- e. A reminder that there is no automatic right to postpone and seek an alternative date and if the date is not convenient the student has a right to provide written submissions.

7.3 If the student fails to attend, without acceptable reasons, the meeting may proceed and be concluded in their absence.

7.4 All panel members will be provided with all the evidence from the allegation and investigation.

7.5 A decision and penalty will be imposed based on the balance of probability and take full account of the principles of natural justice, fairness and equity.

7.6 Following a Student Disciplinary Panel, the Panel can impose the following:

- a. Allegation not proven, no further action;
- b. Formal warning, which will be taken into consideration for any subsequent procedure;
- c. A requirement to pay for any damages or cleaning charges incurred;
- d. A ban from a communal area, e.g., bar;
- e. A confiscation of equipment or items causing unreasonable disturbance to others or damage to property;
- f. A requirement to submit a written apology to those affected;
- g. A requirement to undertake relevant training and/or development (with the student paying the associated fee/charge);
- h. To exclude the student either permanently or for a period of time from the course. Following a permanent exclusion under this regulation a student will not be eligible to be admitted onto any course of study at Regent's University London.

- i. Any other penalty deemed appropriate and commensurate with the breach;
- j. Any combination of the above.

7.7 The student will be provided with the outcome, in writing, within 5 working days of the hearing. The letter will confirm the available next steps.

## **8. Appeal**

8.1 The student can submit an appeal if they are dissatisfied with the outcome and believe their circumstances meet the available appeal grounds, as set out in the Academic Appeal regulations. A student has 10 working days, from the date of the outcome, to submit an appeal application.