



Writtle
University
College

Student Disciplinary Policy & Procedure

(incorporating the Student Code of Conduct)

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Introduction

- (1) Responsible student behaviour is important for everybody who lives, works and studies on University College campus, in the village of Writtle, in the city of Chelmsford or surrounding areas. Anti-social or criminal behaviour can adversely affect people, be they other students, staff or local residents. It creates a great deal of work to address, and can create worry and distress for victims, many of whom are reluctant to raise it for fear of reprisal.
- (2) This policy and procedure covers all students enrolled at Writtle University College including those enrolled and studying Higher Education (HE) and Further Education (FE) courses and programmes. It also encapsulates students engaged on short courses provided by the University College. The University College would expect any visiting students to adhere to this policy and for accompanying staff to ensure compliance. In cases of poor behaviour, the University College will make representation to the appropriate designated person from the visiting institution
- (3) The behaviour of the vast majority of students is exemplary - they are responsible and considerate. To deal with those who are not, the University College has a disciplinary system the purpose of which is to protect the University College and wider community and to deter those who interfere with its work and activities. Students agree to abide by the University College rules and regulations at the time they register and they apply not just on campus but within Writtle village and in Chelmsford as well. Parents, residents, staff and students all expect students to maintain a safe, orderly and peaceful environment – the University College takes this extremely seriously.
- (4) Higher Education students are also expected to fully commit to conditions and standards set out in the [Student Charter for HE students](#) which can be found on the [University College website](#).
- (5) FE students sign the University College and Learner Commitment which can be found in the [FE Student Handbook](#) on the University College VLE ([Moodle](#))

Purpose

This policy is designed to ensure:

- students are aware of the expectations of the University College;
 - fairness in the disciplinary process;
 - students are encouraged to meet acceptable standards of conduct whilst studying at the University College, whilst on University College premises and also when they are out in the local community or on University College visits and trips so as not to bring the University College into disrepute;
 - consistent and fair treatment for all regardless of age, ethnic origin, and gender, disability, sexual orientation, religion or belief;
 - all facts are established and, where appropriate, matters fully investigated *before* disciplinary action is taken.
- (2) Disciplinary offences at the University College may be committed by students who are under the influence of alcohol and/or drugs. The disciplinary system makes no allowance whatsoever for this and in many cases it will be seen as an aggravating factor.

Those incapacitated by alcohol and/or drugs may be more likely to become victims of violent or sexual assault, and they put their personal health and safety at risk, as well as others. Students who are under the age of 18 are strictly forbidden to be in possession of or under the influence of alcohol and/or drugs and those over 18 will be subject to disciplinary proceedings if they knowingly purchase alcohol for students under 18.

- (3) Staff, students, visitors or general members of the public are encouraged to report at the earliest opportunity any alleged breaches of the student code of conduct or alleged anti-social or criminal behaviour or behaviour which brings the University College into disrepute.
- (4) Once reported, the University College's staff (at an appropriate level depending on the nature of the offence) will take steps to investigate the alleged breach.
- (6) This policy outlines the process for dealing with allegations of inappropriate student behaviour. It is designed to ensure fair and equal treatment of students.

Principles

- (1) If there is an allegation that a student has breached or broken the Code of Conduct (defined in the next section), this Disciplinary Policy and Procedure will apply. The policy and procedure applies to students enrolled as Higher Education or Further Education students of the University College. Investigation will take place on a case by case basis.
- (2) Students under the age of 18 will normally be accompanied to a disciplinary interview or meeting by a parent or person with parental responsibility. Students over the age of 18 are entitled to be accompanied at a meeting by a Student Union representative or a chosen friend (who is not involved in the alleged incident) at any disciplinary interview or meeting. Any student aged under 18 whose parent or person with parental responsibility has confirmed to the University College that they refuse to accompany may instead be accompanied by a Student Union representative, a friend or a representative from Learner Services if appropriate.
- (3) Under this policy and procedure, the University College has the authority to discipline students and to suspend or exclude any student for just cause, or to ban or exclude any student from campus, specific Halls of Residence or specific buildings or to ban their vehicle from campus even where the misconduct takes place outside of the learning environment.
- (4) The definition of misconduct is outlined in the Code of Conduct and relates to behaviour that:
 - Contravenes University College regulations, or
 - Damages the University College or its reputation, and/or
 - Constitutes a criminal offence.
- (5) The Disciplinary Procedure seeks to ensure that in all decisions regarding student discipline, students are afforded a fair hearing and that penalties are appropriate. In the event that gross misconduct or criminal behaviour is committed, a student can be suspended temporarily or excluded from the University College permanently.

- (6) This procedure does not apply to HE academic-related offences, there is a separate policy covering academic offences which can be found on the University College Website under Academic Regulations and Procedures. Further Education student [FE Academic Regulations](#) policy can be found on the VLE ([Moodle](#)).

Code of Conduct

The Code of Conduct explains how students are expected to behave whilst on University College premises or where students are taking part in University College-related activities. The University College also reserves the right to investigate incidents which occur off-site. Students are responsible for the behaviour of guests they bring onto campus and should ensure their guests also comply with the Code of Conduct.

All Writtle University College Students:

- ✓ **Must Respect** the rights of others to a quiet, clean and orderly environment.
- ✓ **Must Respect** the property of other people and that of the University College and its premises.
- ✓ **Must Abide** by reasonable instructions issued by a member of the University College's staff in the normal course of University College business.
- ✓ **Must Abide** by the University College's Vehicle Regulations. This includes adhering to parking and speed restrictions, registering a vehicle with the Property department, and operating a vehicle lawfully and with full consideration for others. The [University College Vehicle & Parking Regulations](#) can be found on the University College's intranet "[MyWi](#)".
- ✓ **Must** Abide by the University College's Information Technology/ [IS Usage Policy](#) can also be found on the University College's intranet "[MyWi](#)"
- ✓ **Must Display** their ID card at all times whilst on University College, ensuring it is visible at all times.
- ✓ **Must Assist** with enquiries, attend a meeting or a hearing when requested to do so.

What Writtle Students **MUST NOT DO**:

- ✗ **Students under the age of 18 Must not** consume alcohol or any other illegal substances or be in possession of alcohol or any other illegal substances whilst on University College premises. Any student who is a resident and who is under the age of 18 must not consume, attempt to or buy alcohol or any other illegal substances whilst off site during a period of University College residency (including days taken off or non- teaching time such as bank holidays).
- ✗ **Must not** Discriminate against others. Students are expected to fully comply with the law on discrimination and with the University College's [Equality Policy](#). By way of examples (not exhaustive) bullying, racial or sexual harassment will not be tolerated.

- ✘ **Must not** Behave in ways that put their own or other people's health, safety or welfare at risk and must observe all directions and regulations in respect of Health and Safety.
- ✘ **Must not** Bring use or be in possession of or deal illegal or *controlled substances (drugs), legal highs or any other substance which may impair their performance on University College premises. The University College strictly operates a zero tolerance to illegal drugs. (NB *Medicinal drugs that are on the [Home Office's Controlled Drugs List](#) which are prescribed by a Medical Practitioner must be previously and voluntarily disclosed by a student to a Course Manager or Tutor or to a member of Learner Services). For further information, see the [University College Drugs Policy](#).
- ✘ **Must not** Smoke within University College buildings or in the grounds except in clearly signed designated areas, where containers supplied should be used for extinguishing all smoking materials.
- ✘ **Must not** Bring the reputation of the University College into disrepute through anti-social behaviour either on or off University College premises.
- ✘ **Must not** Use mobile phones at all in any form (including text and silent mode) during any sort of teaching and learning activity unless permission is given by a member of staff. Students are expected to turn mobile phones **off** and phones **must remain off** until teaching and learning has finished, except where they are required for teaching purposes and it has been agreed.
- ✘ **Must not** Display or circulate material which could cause offence or distress to others.
- ✘ **Must not** Use foul or abusive language.
- ✘ **Must not** Display violent, indecent, threatening or offensive behaviour towards staff, other students or visitors to the University College.
- ✘ **Must not** Carry or bring to the University College any offensive weapons or any objects which may be reasonably deemed as offensive by the University College.
- ✘ **Must not** Make derogatory, obscene, distressing, malicious, or indecent remarks about the University College, its staff or students in any form including email, letter, phone, text message or on Social Networking sites (for example, Facebook and Twitter).
- ✘ **Must not** Breach Halls and Accommodation rules and regulations.
- ✘ **Must not** Cause litter, deface or damage University College property in any way.
- ✘ **Must not** Impersonate other students or use their ID card to gain access to buildings, facilities or services.

Behaviour that contravenes the Code of Conduct will be dealt with through this Student Disciplinary Procedure.

The Disciplinary Procedure

The disciplinary procedure will be invoked where there are indications that the Code of Conduct has been breached. This policy applies to both resident and non-resident students and covers all:

- Buildings on any of the University College campuses or on any part of the estate owned by Writtle University College;
- Halls of Residence;
- Social and sporting activities;
- Activities in the Bar and Recreation Centre;
- Activities both on and off campus (including University College trips and activities) where an incident involves dangerous or antisocial behaviour or behaviour which may bring the University College into disrepute.

University College rules and related guidance can also be found in the following documents (or follow the hyperlink provided):

- Student Handbooks: [HE Student Handbook](#) and the [FE Student Information & Handbook](#) is to be found on the University College VLE Moodle;
- Regulations for Resident Students can be found in [The Residents' Booklet](#) located on the University College website;
- [Accommodation: Regulations for Students in Residence](#) can be found on Moodle;
- Campus [Vehicle & Parking Regulations](#) apply to students whilst at University College and can be found on MyWi;
- The Writtle University College [Health & Safety Policy](#) can be found on MyWi and on Moodle;
- The [IS Usage Policy](#) can be found on MyWi;
- The [HE Academic Offences Policy](#) can be found on the University College's VLE Moodle;
- [FE Academic Regulations](#) can be found in the FE Student Handbook on Moodle;
- [FE Assessment & Malpractice Policy](#) can be found in the FE Student Handbook on Moodle;
- [Complaints Procedure for Students and Members of the Public](#) can be found on MyWi and the University College website.

Suspension

For the purposes of this policy the term suspension should not be confused with the term exclusion.

Suspension can be used as a precursor to disciplinary action during the investigative phase. It can also be used where it is considered it would be detrimental for a student to remain where the health, safety and welfare of themselves or others is compromised. Particular attention will be paid to students resident on campus. The University College will make no unreasonable demands in this regard but resident students may need to make urgent and alternative accommodation arrangements in the event they are suspended, and the University College will not be liable for costs. A student suspended from Halls will remain liable for Hall Fees, in line with the Occupancy Agreement.

A period of suspension does not automatically presume guilt. A suspension should only be imposed where it is considered absolutely necessary, for example to enable an investigation to proceed unheeded where facts or evidence need to be gathered or where there is a safety consideration either for the student concerned or for others. Conditions may be attached to the period of suspension and if these are not adhered to, it is most likely to carry consequences for the student concerned if breached.

Only a member of staff of Head of School or Faculty level or equivalent or a member of the Senior Management Team has the authority to approve a suspension. A period of suspension must be time-limited and should be for no more than 4 weeks at the outset whilst an investigation takes place. The period must be kept under review by the person who approved the suspension. It can be extended but should be lifted once it is clear whether disciplinary action is to be taken or not. A longer period may be imposed if the matter is being investigated as a criminal offence by the Police or Enforcing Authority (such as the Health and Safety Executive).

The student concerned must be kept informed and should be provided with a named contact at the University College. The named contact should either be a person from the SU Executive, a person from Learner Services, their Tutor or Course Manager.

Disciplinary Stages

There are three stages plus an appeal stage. Students may only request an appeal to be heard against sanctions handed down at stages 2 and 3.

Disciplinary Warnings and Cause for Concern forms are recorded centrally by a member of the Registry team on Unit E Columbus so that staff can see whether any previous or current warnings have been issued and who issued it. This enables members of staff who are considering action to check whether any attempt has been made to correct previous misconduct and whether the previous warning/cause for concern should be taken into consideration.

Where action is taken, records are stored by student name, including all correspondence entered into and retained by Registry for a period of 6 years after the student has left.

Where a student is involved in more than one incident during their time at the University College, all records are stored together in one file under the student's name.

Stage 1- Informal

- (1) Offences involving minor breaches (usually minor misconduct or first minor incidents) will be dealt with informally by way of a Cause for Concern form. An example of this is where behaviour has fallen short of expectation which has caused only some small inconvenience to others.
- (2) In the case of unacceptable behaviour a lecturer, tutor, warden or other staff member should complete the Cause for Concern form at Appendix A and should take steps to ensure that the warning is recorded by a member of the Registry team on Unit E Columbus.

- (3) Where a bar, campus or building ban is given at stage 1, a record will be kept on Unit E Columbus. It too will be recorded by a member of the Registry team.
- (4) For any warning given at stage 1, the student will be provided with a copy of the disciplinary procedure as a reminder of the standards of behaviour expected. Although informal, a student may be requested to attend a guidance interview to discuss the matter and targets may be set to bring about improvement which will be monitored by University College staff.

Stage 2 – Formal

- (1) The procedure can be invoked at this stage:
 - (i) Where a student receives two or more Cause for Concern forms; or
 - (ii) Where the matter is deemed sufficiently serious in the eyes of the University College (NB for more serious or gross misconduct, the University College may proceed directly to stage 3).

Disciplinary Meeting

- (2) A letter (sent electronically and by post) will be issued requesting the student attends a formal disciplinary meeting. The letter will set out in brief but in sufficient detail for the student to understand the allegation to which they must respond. The letter should:
 - communicate the date/time/place of the meeting;
 - set out with sufficient detail, the allegation to which the student must respond;
 - include with it any statements or papers which the panel will receive and on which they will rely to arrive at their decision;
 - include a copy of the Student Disciplinary Procedure containing the Code of Conduct;
 - set out that the student may bring a representative to support them. The role of the representative is to assist the student to understand but must not answer questions put to them by a panel member. The representative can support and help to clarify. The only people who can be representatives are one of the following:
 - A member of the Student Union Executive committee;
 - A fellow student (i.e. a friend);
 - Parents or the person/s with parental responsibility. This can be in addition to one of the above if the student is under the age of 18.
- (3) Stage 2 meetings can be convened by the Head Warden, a Lecturer or a person more senior. There will be at least one other person on the panel who must be a staff member operating at a managerial level.
- (4) At the meeting the most senior panel member should:
 - Explain the purpose of the meeting;
 - Confirm with the student their receipt of a copy of the Disciplinary procedure and check their understanding of the Code of Conduct;
 - State whether any others will be in attendance to give evidence in person;
 - Explain that the panel intend to arrive at an outcome with minimal delay;

- Put the specifics of the allegation to them, then give the student the opportunity to put forward their version of events; and
 - Record salient points (or have pre-arranged for a note taker to be present)
- (5) **Only where the student is under 18** – the University College will inform the student’s parents (or person with parental responsibility) in advance of the meeting so that they have the opportunity to accompany their son/daughter/young person being cared for, to the meeting.
- (6) The failure by a student to attend a formal disciplinary meeting may result in a decision being taken in that student’s absence.

Conveying the Decision

- (7) If possible, it is recommended that the panel take an adjournment to enable members to discuss what was said in order to arrive at a swift decision as to whether misconduct has occurred, taking into account the student’s own version of events. Re-convene where possible and practicable shortly thereafter to convey the decision verbally.
- (8) A panel member should record any action to be taken on a Disciplinary Record form (see Appendix D), and have it signed by the student at the meeting if possible
- Copy the form, issue one to the student, retaining the other for the student’s file;
 - Make further copies (or scan the form electronically) to the student’s Course Manager, the Head of Learner Services (and only if the student concerned is resident in halls, the Senior Warden);
- (9) Normally within five working days, or as soon as practicable, of the meeting and once the above is complete, the student should be issued with a confirmation and formal outcome letter. Where the student is under 18, a copy of the letter should be sent to the student’s parent/person with parental responsibility.

Possible Outcomes

- (10) There are various possible outcomes at stage 2, (or alternatively it is decided that no action should be taken at all).

(a) Cause for Concern

Where a breach of the Code is not minor, or for a second minor offence/s, a “Cause for Concern” form will be completed (see appendix A). This will be placed on the student’s file and is followed up by the personal tutor as part of the on-going review of progress whilst the student is on their course.

In such instances, a panel member will:

- Complete and read out a Cause for Concern form, have the form signed by the student at the disciplinary meeting.
- Advise the student that, if any future misconduct of any kind occurs, they could be disciplined further, the consequences of which could lead to

further disciplinary sanctions and, ultimately, exclusion from the course and the University College

- Copy the form, issue one to the student, retaining the other on the student's file
- Make further copies (or scan the form electronically) to their Course manager, Registry, the Head of Learner Services, and the Senior Warden (if they are resident in halls).

(b) Written warning

A written warning may be considered where, after investigation, it is deemed that further misconduct has occurred or where behaviour has not improved. It may (but not necessarily) be after the student has been issued a Cause for Concern form or a verbal warning.

Alternatively, if the University College considers the misconduct to be sufficiently serious it may proceed directly to issuing a written warning at this stage. *NB* If the misconduct is deemed more serious or gross; the University College can proceed directly to stage 3.

Details of written warnings will from the date of issue remain on the student's record for the entire period they remain a student.

(c) Sanctions

Depending on what the offence is, the panel may consider a number of other sanctions either on their own or in addition to a Cause for Concern or Written Warning. The sanctions will usually depend on the nature of the offence including how and when it was committed plus consideration will be given to their previous conduct and academic achievement. If the student committing misconduct at stage 2 is under 18 the outcome will be conveyed to their parents/person with parental responsibility.

Other sanctions that can be applied are:

- A bar ban (please note: the Bar or Assistant Bar Manager as licensee has the authority to issue an immediate bar ban, which can be either temporary or permanent)
- Halls of residence ban (can be either temporary or permanent). Resident students excluded from halls remain liable for Hall Fees.
- A full campus ban (can be either temporary or permanent)
- A partial campus ban e.g. from the recreational centre facilities
- A time-limited exclusion from University College
- A vehicle campus ban (can be either temporary or permanent)
- A charge (see list of charges at Appendix C)
- University College Community Service

Further details of these other sanctions can be found in Appendix C.

Stage 3 Formal

- (1) If the alleged misconduct is serious or gross misconduct in the view of the University College, the University College may proceed directly to this stage. Alternatively, the University College may proceed to this stage where misconduct continues following a Stage 2 disciplinary. Examples of misconduct which the University College considers as serious or gross misconduct are listed in Appendix B. The examples shown are not exhaustive.
- (2) A disciplinary meeting should be convened in writing as per stage 2, however in this case the panel should consist of at least two people including a Head of School or Faculty or equivalent and a member of the Senior Management Team (SMT).

Possible Outcomes

- (3) In addition to the sanctions available at Stage 2, the following options are also available at stage 3:
 - (a) Final Written Warning
A Final Written Warning will remain on the student's record permanently during its study at the University College. Further acts of misconduct after this stage may lead directly to exclusion from the University College.
 - (b) Permanent exclusion from the University College.

Stage 4 – Appeal Stage

Request to be heard

- (1) A request for an appeal against a temporary bar, halls or campus ban imposed at stage 1 only must be made in writing to or by appointment with the Head Warden. There are usually only three grounds for appeal:
 - that the student was not provided with a fair hearing;
 - that there is new evidence that was unavailable at the earlier hearing or interview that would have affected the outcome; or
 - that the penalty imposed is disproportionate to the act of misconduct.

The Head Warden together with the Bar Manager, Accommodation Manager or another member of senior staff will determine whether the appeal may be allowed and may determine:

- that both the finding of guilt and the penalty imposed be upheld;
 - that the finding of guilt is confirmed but that the penalty is re-determined; or
 - that the finding of guilt is overruled
- (2) For disciplinary matters dealt with at Stage 2 or 3, a request for an appeal to be heard must be submitted within five working days of receipt of the disciplinary outcome letter. The request **must** be made in writing to the Vice Chancellor and must identify the grounds of appeal with the reasons. There are usually only three grounds for appeal:
 - that the student was not provided with a fair hearing;

- that there is new evidence that was unavailable at the earlier hearing or interview that would have affected the outcome; or
 - that the penalty imposed is disproportionate to the act of misconduct.
- (3) The Vice Chancellor or a deputy appointed by him/her will determine whether the grounds are sufficient to allow the appeal to be heard.
- (4) The Vice Chancellor or deputy will notify the appellant in writing whether or not to allow an appeal to be heard, which they will do within five working days of receipt of the appeal letter. An appeal hearing will normally take place within another five working days if the appeal request is allowed to proceed. Exceptions will be agreed by the Vice Chancellor (or their deputy) with the appellant/person with parental responsibility if the student concerned is under 18.

Appeal Hearing

- (5) Where an appeal is allowed to proceed, an Appeals Panel will be formed comprising the Vice Chancellor (or a person delegated by him/her) plus an independent person operating at a senior level within the institution and a student representative.

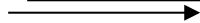

NB Only exceptionally and where the Vice Chancellor has been involved in the case prior, will a member of the Governing Body be appointed to take the Vice Chancellor's place in the Appeal process.

- (6) The Appeal Panel will take evidence from the student and review the findings of earlier disciplinary meetings. The student may be accompanied by a friend or representative other than the student representative on the panel and may request the attendance of other parties
- (7) The Appeals Panel will determine one of 3 outcomes:
- that both the finding of guilt and the penalty imposed be upheld;
 - that the finding of guilt is confirmed but that the penalty is re-determined; or
 - that the finding of guilt is overruled
- (8) There can be no further internal appeal against the decision of the Appeals Panel.
- (9) Once the internal procedures are exhausted, an HE student should be provided with a Completion of Procedures Letter as per Appendix E, should the student concerned wish to complain. If they do, they should contact the [Office of the Independent Adjudicator](#). This independent body was set up to review and deal with student complaints against Higher Education Institutions in England and Wales.
- (10) If an FE student remains unsatisfied, students aged 16-18 have the right to complain to the Education Funding Agency (formerly "YPLA") - For further details see [The Education Funding Agency](#) website. Those aged 19 or over have the right to complain to the Skills Funding Agency ("SFA") - For further details, please see [Skills Funding Agency - Complaints](#).

Table of Authority

The following table is a summary of the four stages, the possible outcomes and who has authority at each stage.

Table 1

Stages	Type	How Arrived At	Possible Outcome:	Can be Taken By:
Stage 1 (Informal)	First Misconduct (Minor)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">No meeting necessary</div> 	Verbal warning or Bar/Campus ban (temporary or permanent),	1 person - Any Lecturer, Any Warden, the Bar Manager, Assistant Bar Manager or any of their line managers
Stage 2 (Formal)	Further Misconduct or Repeated Misconduct or Serious Misconduct	Disciplinary panel meeting	Cause for Concern Form or Written Warning and/or other sanctions	2 people- Head Warden or a Lecturer or above + 1 other operating at a Managerial level
Stage 3 (Formal)	Further Misconduct or Repeated Misconduct; or Gross Misconduct	Disciplinary panel meeting	Final Written Warning or Permanent Exclusion and/or other sanctions	2 people - Head of School or Faculty, Director of FE or equivalent + 1 member of SMT
Stage 4 (Appeal) (applies only against decisions arrived at in stages 2 and 3)		Appeal hearing	Review of the formal decision (NB it could be to a lesser or a greater penalty)	2 people - Vice Chancellor or a person delegated by him/her + an Independent Manager operating at a senior level

Please note the stages set out in the table above do not have to be followed in sequence. If the allegation being investigated is considered by the University College to be sufficiently serious, it could be immediately considered at stage 2 or stage 3.

APPENDIX B

NB: This list is not designed to be exhaustive. It is intended as an aid to assist students and panels in understanding the possible outcomes and to ensure consistency of approach by decision makers. Where there are discrepancies between this and the full text above, the full text stands. Ultimately, the University College decides upon the seriousness of the misconduct based upon the facts of the case.

Examples of Misconduct	Stage 2	Stage 3 Serious or Gross Misconduct
Any conduct which constitutes a criminal offence	Not applicable	Any criminal offence
Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University College	Minor in nature, not widely viewed, and with limited impact on others or learning	Either major in nature or widely viewed and with some impact on others or learning
Obstruction, frustration or disruption of the functions, duties or activities of any student or member of staff of the University College, or any visitor to the University College;	Minor disruption caused	Major disruption with or without impact on learning
Violent, indecent, disorderly, threatening, intimidating defamatory, derogatory, offensive or otherwise inappropriate behaviour or language	Single incident Either inappropriate language or behaviour No injury suffered	Repeated Inappropriate language and behaviour including use of sexist or racist language Some injury caused or suffered
Bullying, sexual, racial or other harassment;	Single incident	Repeated Some injury cause or suffered
Fraud, deception or dishonesty and especially the falsification or misuse of the University College's name, logo, signatures or formal records including award certificates	Unsophisticated, single incident	Repeated Sophisticated Falsification of University College formal or important records
Theft, misappropriation or misuse of University College property including copyright and other intellectual property, or the property of the University College's staff, students or visitors	Low value (under £10) Property recovered Minor health and safety risk caused	High value (£10+) Property partly or not recovered Health and safety risk caused Proven repeat offences Impact on learning

Examples of Misconduct	Stage 2	Stage 3 Serious or Gross Misconduct
Misuse or unauthorised use of University College premises and equipment, including the unauthorised possession of a key or access to University College premises	Minor health and safety risk caused Low value damage caused	Health and safety risk caused Middle or high value damage caused Impact on learning
Damage to University College property, or the property of the University College's staff, students or visitors, caused intentionally or recklessly	Minor health and safety risk caused Low value damage caused	Health and safety risk caused Middle or high value damage caused Proven repeat offences Impact on learning
Action likely to cause injury or impair safety on University College premises, including misuse of safety equipment and infringement of safety requirements	Minor health and safety risk caused Low value damage caused	Health and safety risk caused Middle or high value damage caused Proven repeat offences Impact on learning
Breach of the provisions of any University College rule, regulation, policy, procedure or code of practice including those for Information Services, Learner Services and Accommodation Services, including any breach of a student accommodation contract not otherwise covered. In particular this includes any breach of the University College's IS Acceptable Use Policy and misuse of social media	Minor health and safety risk caused Minor disruption caused	Health and safety risk caused Major disruption or impact on other users/residents/learners Impact on learning Proven repeat offences
Illegal drugs (as defined in the Misuse of Drugs Act) covers possession, use and/or supply in any part of the University College estate	Not applicable	Use, possession or supply of any drug or any controlled substance
Failure to disclose personal details to a member of staff of the misconduct of other student/s	Single incident	Repeated Obstruction of an investigation
Failure to comply with any reasonable instruction(s) relating to discipline issues	Minor health and safety risk caused Minor disruption caused	Health and safety risk caused Major disruption to other users/residents Impact on learning
Making frivolous vexatious and/or malicious allegations or complaints	Minor in nature and not widely impacting Single incident	Either major in nature or widely impacting Repeated

Appendix C

List of Other Sanctions

If the student being reprimanded is under 18, a copy of the sanction letter will also be sent to the student's parents (or person with parental responsibility).

a) Charges

Charges are passed on where any damage is caused to the University College's property. It will be an amount to cover the full cost of any damage, including labour, materials and administration costs to repair, replace and/or renew fixtures, fittings, locks and equipment. In the event of damages to student accommodation, breaches of hall regulations and other University College regulations, there is a tariff of charges that will be administered. The tariff is set out in the halls regulations which can be found on Moodle. Vehicle Regulations can be found on MyWi under the Property Department tab. An anti-social behaviour charge of £25 may also be applied.

b) Vehicle Ban

Breaches in University College vehicle regulations may be considered in consultation with the Property & Facilities department. A vehicle ban will require a student to surrender their vehicle permit; they will not be permitted to use or bring a vehicle onto any part of the University College property, for the complete period of the ban.

c) Bar ban

This will be applied where conduct in the bar is considered anti-social or where unacceptable conduct is committed elsewhere as a result of drinking alcohol. NB Unacceptable behaviour which also results in willful and deliberate damage to University College property, or where violent, discriminatory or abusive behaviour is committed to staff or others is likely as a minimum to be considered at stage 2 Formal.

d) Recreation Centre ban

This will be applied where a student's conduct in the Recreation Centre is unacceptable. NB Unacceptable behaviour which results in willful and deliberate damage to University College property, or where violent, discriminatory or abusive behaviour is committed to staff or others is likely, as a minimum, to be considered at stage 2.

e) Short term, temporary halls or campus ban

This can apply to resident or non-resident students. Depending on the nature of the incident, a short-term temporary ban (of up to 2 weeks) from a specific hall or halls or a University College campus may be imposed. Where a student's behaviour causes a nuisance to other residents and/or damage to property, a disciplinary meeting will be held usually involving the Senior Warden by following the steps as set out under stage 2 or 3 as relevant.

Conditions may be applied and may include only visiting the campus during designated teaching and study times for the stated period of the ban, the buildings and areas of the campus, which can be visited. Conditions will be specified in the ban letter. Resident students will remain liable for Hall Fees during the period of any ban.

f) Permanent Exclusion from Halls of Residence

This will be applied in all instances of gross misconduct or where despite previous written warnings misconduct in halls or on campus persists. It will apply in particular for willful and deliberate destruction of University College property, violent, discriminatory or abusive behaviour to staff and other students.

Where a resident student receives a ban from hall(s), either temporally or permanently, they still remain liable for their fees as detailed in the Offer Letter

g) University College Community Service

University College Community Service may be considered as an alternative penalty for example to a time-limited exclusion or (but not exclusively) where a resident student who is from abroad is found guilty of misconduct where the panel consider a time-limited exclusion creates an unacceptable housing accommodation problem.

Community Service will be unpaid and will be imposed where the panel consider it relevant. Any service imposed will be appropriately risk assessed and the student provided with the training and equipment to complete the service. Service must be completed to the satisfaction of the panel Chair. If it is not, the panel may consider a further harsher penalty.

The types of service can vary but could include:

- litter picking
- general housekeeping
- assisting University College staff with routine low-risk tasks

These “other sanctions” can only be agreed by the persons stipulated in table 1 in the policy. Conditions may be placed on the students’ future return to University College.

Where a student breaches the conditions of their penalty for example when a time limited exclusion is given by being on University College premises without good reason, it is likely to escalate the sanction to the next level.

Appendix D

Disciplinary Record Form

This form incorporates action in relation to misconduct falling under the University College's Student Disciplinary process. This is for formal disciplinary action and not informal warnings or warnings related to minor misconduct, for which Cause for Concern forms are used.

<u>Name of student</u>		<u>Student Number</u>	
<u>Date of offence</u>			
<u>Course details</u>	Course:	Tutor:	
<u>Area of Offence</u> (Tick as appropriate)	Bar	Vehicle	Recreation centre
	Halls of residence	Campus	Teaching & Learning environment
<u>Offence</u> (detail)			
	<i>Disciplinary stage.</i>	<i>Tick</i>	<i>Comment/detail</i>
<u>Action taken</u> (relate to disciplinary process or residency guidance)	Written warning		
	Temporary hall/campus ban		
	Suspension		
	Exclusion		
	Other		
<u>Authorised signatory</u> (as appropriate)	Senior Warden: Head of Faculty/Head of School: Pro Vice-Chancellor		
<u>Student signature</u> (print name):		
<u>Date</u>	(day/month/year): / /		
<u>Checklist</u>	Copy of student disciplinary policy issued		
	Inform student further misconduct=written warning/suspension/exclusion/ban		
	Issue letter of written warning, suspension/exclusion, or ban from halls		
	Issue copy of this form and warning letter/letter of suspension, exclusion or ban, to parents or person with parental responsibility if under 18		

On completion of this form, please photocopy and pass to all the following: Learner Services / Student file (Registry) / The Student /Course Manager/Senior Warden

Appendix E
Completion of Procedures Letter Template

Please note - the format should be adjusted to meet the individual circumstances of a complaint providing that the key points below are included.

Dear [*Name of complainant*],

Completion of Procedures Letter

This letter confirms that the internal procedures of Writtle University College in relation to *your complaint / appeal etc** regarding [*please describe*] have been completed.

The issues that you raised in your *complaint / appeal etc** were [*details*]

The issue(s) that were considered in relation to *your complaint / appeal etc was / were**: [brief summary of the complaint etc].

The final decision of Writtle University College is* [*detail*] because [*reasons*].

*The procedures / regulations applied were**: [*details and date as supplied to the OIA's electronic Regulations Bank*].

[*For HE students only*] Under the Higher Education Act 2004 the Writtle University College subscribes to the independent scheme for the review of student complaints. If you are dissatisfied with the outcome you may be able to apply for a review of *your complaint / appeal etc** to the Office of the Independent Adjudicator for Higher Education (OIA) providing that the complaint you take to the OIA is eligible under its Rules.

Should you decide to make a complaint to the OIA, your OIA Complaint Form **must be received by the OIA** within **three months** of the date of this letter, that is, it must be received by the OIA **on or before** [*insert date - e.g. if the Completion of Procedures Letter is dated 7 January, this date should be 7 April*].

The OIA's leaflet, An Introduction to the OIA for Students can be downloaded from http://www.oiahe.org.uk/media/34396/oia_intro_leaflet.pdf [please check link] and a link to the OIA Complaint Form is available on page 8. Alternatively, you can telephone or write to the OIA for a form. **You should send a copy of this letter to the OIA with your OIA Complaint Form.**

Guidance on submitting a complaint to the OIA and the OIA Complaint Form can also be found on the OIA's website <http://www.oiahe.org.uk/making-a-complaint-to-the-oia.aspx>. You may also wish to seek advice from the Students' Union about taking your complaint to the OIA.

Please note that the OIA will normally only review issues that have been dealt with through the University College's internal procedures.

Yours sincerely,

[Authorised signatory]

**delete/amend words in italics as appropriate*