

## Student Disciplinary Regulations

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Originator: Director of Governance and Compliance

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### Summary/ Description:

These regulations specify the University's arrangements where an allegation of non-academic misconduct is made against a student.

These Regulations have been written in accordance with the approach approved by ULTAC to enhance clarity (Quality Handbook section A2) involving the following terminology:  
**must** = mandatory                      **should** = advisable                      **may** = desirable.  
 Where these terms are used they are emphasised in bold.

**This document is available in alternative formats from the  
Deputy Director of Governance and Compliance**

### Contents

		Page
PART I	General principles and definitions	1
PART II	Procedure for initiating an investigation into any case of suspected misconduct	5
PART III	Process for investigating and hearing cases of Minor Misconduct	9
PART IV	Process for investigating and hearing cases of Serious Misconduct	10
PART V	Penalties	13
PART VI	Appeals	15
PART VII	Information sharing and retention	17
PART VIII	Miscellaneous provision	17
APPENDIX A	Persons to be notified of any student suspension or exclusion	18
APPENDIX B	Code of Student Conduct	19

## PART I: GENERAL PRINCIPLES AND DEFINITIONS

### 1. Purpose and authority

- a) These Regulations are made under Ordinance 11 of the University of Hull. Their purpose is to provide a mechanism through which student misconduct can be regulated.
- b) The Director of Governance and Compliance is the final arbiter of the application and interpretation of these Regulations.

### 2. Definition of misconduct

- a) For the purposes of these Regulations, misconduct is behaviour by a student which:

- obstructs, disrupts or adversely affects the functioning or activities or wellbeing of the University, its staff, students, visitors, or any other members of the University community; or
- otherwise damages the University or its reputation; or
- contravenes any University regulation, code, rule or policy.

Where a student is under investigation by the Police, where criminal proceedings have been initiated, or where a student has been convicted of a criminal offence, it is the responsibility of the student to report this to the University. Failure to disclose any information in this regard will constitute an offence under these Regulations.

- b) Examples of the kinds of behaviour which constitute 'misconduct' are provided in the Code of Student Conduct, a copy of which is attached at Appendix B.

### 3. Scope of these Regulations

- a) These Regulations apply to all students registered at the University of Hull. For the avoidance of doubt, this includes:
- i. students who have suspended their studies at the University; and
  - ii. students who have completed their studies but are yet to graduate from the University.
- b) The University's jurisdiction under these Regulations is not limited to its own premises, nor to behaviour which occurs in the UK. As such, these Regulations cover behaviour both on and off campus wherever it may occur; provided the alleged victim is the University itself, a student or employee of the University, or others visiting, working or studying at the University, and to alleged misconduct occurring during University activities.
- c) The taking of disciplinary action by Hull University Union under its disciplinary procedures does not prevent action being taken under these Regulations in respect of the same misconduct.
- d) These Regulations do not apply to:
- i. offences which fall within the scope of the Academic Regulations (such as plagiarism, collusion, and examination offences);
  - ii. offences which fall under the scope of the University's Regulations for handling misconduct within University accommodation;
  - iii. research misconduct;
  - iv. students undertaking a programme at the Hull York Medical School (HYMS) who are registered at the University of York;
  - v. students registered at partner institutions (i.e. other organisations or bodies undertaking the delivery of provision which leads to credit or an award of the University of Hull). Such students are subject to the disciplinary procedures of the partner institution;
  - vi. behaviour in respect of which action is taken under the Regulations for Use of Library Services;

- vii. offences relating to car parking; or
- viii. action to be taken against students following failure to meet academic requirements.

#### 4. Definitions

- a) Unless otherwise expressly stated in these Regulations, the following terms are as defined below:

Exclusion	Restriction of access to: <ul style="list-style-type: none"> <li>• All or specified parts of the University's premises; and/or</li> <li>• All or specified University services<sup>1</sup>.</li> </ul> This <b>may</b> include a requirement that a student must have no contact with a named person or persons. The student may be excluded from all activities or may be allowed to undertake specified activities such as attending for an examination or assessment.
Expulsion	The cessation of a student's membership of the University and loss of all rights and privileges of membership <sup>2</sup> .
Suspension	The barring of a student from attending any activities or teaching arranged by the University or held on its premises. This includes associated practice placements. <sup>3</sup>
Minor offence	Misconduct which, if proven, would not reasonably be expected to lead to exclusion, suspension or expulsion.
Serious offence	i. Misconduct which, if proven, might reasonably be expected to lead to exclusion, suspension or expulsion. ii. Where the student contends via the Misconduct Investigation Form that the alleged misconduct was a legitimate exercise of the right to freedom of speech.
Absolute discharge	This penalty is appropriate where misconduct is proven, but the Case Officer / panel does not attach blame to the accused for his/her action
Written caution	A written caution is issued as a means to formally signal to the student that their behaviour is unacceptable. It provides an opportunity for the student to learn from the incident to minimise the likelihood of such behaviour reoccurring in future. It will remain on the student's file. No immediate punishment is imposed, but if the student is found to have committed misconduct on a subsequent occasion within 12 months of the date of the written caution being imposed, he/she <b>may</b> then be given a penalty for both instances of misconduct.
University service	Work specified by the Case Officer / panel which will benefit the University Community. The Case Officer / panel will specify the length and nature of service.
Working day	Any day that is a Monday, Tuesday, Wednesday, Thursday, or Friday and that is not: <ul style="list-style-type: none"> <li>• A public holiday; or</li> <li>• 24 December; or</li> <li>• 27 December; or</li> <li>• 28 December; or</li> <li>• 29 December; or</li> <li>• 30 December; or</li> <li>• 31 December.</li> </ul>

#### 5. Roles and responsibilities

- a) These regulations refer to the following roles:

Case Officer	A person who has received training on handling student disciplinary investigations and who is included on the list of Case Officers maintained by the Deputy Director of Governance and Compliance.
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<sup>1</sup> Hull University Union **may**, at its discretion, suspend or remove membership or access to its services for a student who has been excluded by the University; however, this is at HUU's discretion.

<sup>2</sup> A student who is expelled will also lose his/her membership of Hull University Union.

<sup>3</sup> Hull University Union **may**, at its discretion, suspend or remove membership or access to its services for a student who has been suspended by the University; however, this is at HUU's discretion.

## 6. Supporting documents

- a) Guidance for staff and students and the forms referred to in these regulations will be published periodically by the Deputy Director of Governance and Compliance and are available [here](#).

## 7. Burden and standard of proof

- a) Those making findings **must** do so on the balance of probabilities. In order to find that an event occurred they **must** therefore be satisfied that it is more likely than not that the event in question occurred.
- b) The burden of proof lies with whoever is making the assertion in question.

## 8. Natural justice

- a) All allegations of misconduct covered by these regulations **must** be investigated in accordance with the principles of natural justice<sup>4</sup>.

## 9. Delegation

- a) Any role or function given to the University Registrar and Secretary, the Director of Governance and Compliance, and/or the Deputy Director of Governance and Compliance under these regulations **may** be delegated, during periods of his/her absence, to any person he or she deems appropriate.
- b) Any role or function given to the Vice-Chancellor under these Regulations is delegated to the Acting Vice-Chancellor during periods when the Vice-Chancellor is absent.

## 10. Safeguarding students

- a) If at any stage of proceedings under these Regulations it appears that any student is at risk of imminent harm, this **must** be reported to the Deputy Director of Governance and Compliance immediately via [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk). Upon receipt of this information, the Deputy Director **must** adhere to the Safeguarding Policy, reporting any concerns in accordance with that Policy if appropriate. Advice **should** be sought from Student Wellbeing, Welfare and Learning Support if necessary.
- b) At all stages of any proceedings under these Regulations consideration **must** be given to whether any student is at risk of harm or might otherwise benefit from additional pastoral support. Where it is believed that a student **may** be at risk of harm or might otherwise benefit from pastoral support the student **must** be encouraged and supported to contact Student Wellbeing, Learning and Welfare Support.
- c) Correspondence with all students under these Regulations **should** include reference to the availability of advice and support from Student Wellbeing, Learning and Welfare Support.

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<sup>4</sup> The principles of natural justice are, in essence, broad principles of fairness which anyone who decides anything must follow. In short, a fair hearing must be provided and the process must be impartial and free from bias. Students must therefore be told clearly the nature of the allegations against them, in advance; they must be given the chance to put forward their own case; the decision-taking panel/person must be unbiased; and procedures must be followed consistently in all cases. In terms of bias, both actual and reasonably perceived bias must be avoided; the test to consider is whether a reasonable and fair-minded person knowing all the relevant facts would have a reasonable suspicion that a fair trial was not possible. Overall, decisions must be reached carefully and fairly, and fair play must be ensured. Justice should both be done and be seen to have been done.

## 11. Students who are sentenced to or serve custodial sentences during their studies

- a) Where a student is sentenced to or serves a custodial sentence during his/her studies, it **may** not be reasonably practicable to investigate alleged misconduct under these Regulations.
- b) Where the alleged misconduct would, if proven, constitute a serious offence under these regulations (in general terms, a serious offence would only be regarded as one likely to attract a custodial sentence on conviction), a Case Officer **should** submit any evidence of the serious offence to the Deputy Director of Governance and Compliance with a request that the student's registration be withdrawn. The views of the Dean of the student's faculty **must** also be obtained and sent to the Deputy Director of Governance and Compliance.
- c) Such cases **must** be considered by the University Registrar and Secretary who **may** direct that the student's registration be withdrawn or that the proceedings under these regulations be commenced on the student's release from custody. The student will be informed of the decision in writing by letter to his/her last known address. There is no internal right of appeal against the University Registrar and Secretary's decision.

## PART II: PROCEDURE FOR INITIATING AN INVESTIGATION INTO ANY CASE OF SUSPECTED MISCONDUCT

### 12. Determining whether an allegation of misconduct should be investigated

- a) Reports of alleged misconduct can originate from a wide variety of sources, including press reports, complaints from fellow students, from staff, or from other individuals.
- b) Where any member of staff receives a complaint of alleged student misconduct they **must** ask the person making the complaint if they want the allegation to be submitted for investigation as a case of misconduct under these Regulations.
- c) An allegation of student misconduct **must** be submitted for investigation if:
  - i. The person making the complaint wants the allegation to be investigated; or
  - ii. If the staff member receiving the complaint considers, having exercised his/her judgement, that it is in a student's or students' best interests for the allegation to be investigated.
- d) For any allegation of student misconduct which is to be submitted for investigation the member of staff who received the complaint **must** complete the Misconduct Report Form (available [here](#)) and submit a copy of the form to [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk) within 2 working days of receiving the complaint.

### 13. Consideration of whether informal investigation and resolution is appropriate

- a) Upon receipt of a Misconduct Report Form, the Deputy Director of Governance and Compliance will consider whether the allegation(s) falls within scope of the Regulations. If the alleged misconduct is deemed to be within scope, the Deputy Director of Governance and Compliance will assign a Case Officer to consider the allegation(s). The Case Officer **should** not be in the same school (or equivalent) as the student (or, where reasonably practicable, any known witnesses), unless subject-specific academic knowledge is essential to proper investigation of the case.
- b) Once a case has been assigned, the Case Officer will review the Misconduct Report Form and will consider whether informal investigation and resolution might reasonably resolve the problem to the satisfaction of all parties involved without the need for formal

disciplinary proceedings to be instigated. Where informal resolution is considered to be an appropriate option, the Case Officer will notify the Deputy Director of Governance and Compliance and **must** then explore this with the individuals involved.

- c) If all parties are agreeable to informal resolution, the matter will proceed no further under these Regulations. The Case Officer **must** record this decision on the Misconduct Report Form and send a copy to the Deputy Director of Governance and Compliance via [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk).
- d) An Acceptable Behaviour Contract **may** be put in place as a means of informal resolution. The permission of the Director of Governance and Compliance is required before any such contract **may** be put in place.

#### 14. Cases which are not suitable for informal resolution

- a) If informal resolution is not appropriate, the Case Officer **must** address the following issues and record his/her conclusions on the Misconduct Report Form:
  - i. whether suspension or exclusion is appropriate;
  - ii. whether the alleged misconduct is likely to be a criminal offence; and
  - iii. if the alleged misconduct is likely to be a criminal offence, whether any alleged victim of the misconduct is a student or staff member at the University of Hull. If so, he/she **must** be encouraged and facilitated by the Case Officer to report suspected criminal offences to the police.
- b) The Case Officer **must** send copies of the completed form to:
  - iv. the Deputy Director of Governance and Compliance via [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk) ; and
  - v. the student's Head of School.

#### 15. Precautionary suspension and exclusion

- a) Precautionary suspension and/or exclusion **must** only be used where necessary to:
  - i. protect members of the University community;
  - ii. protect others; or
  - iii. ensure that evidence related to the case is not prejudiced.
- b) In any case where the Case Officer has indicated that suspension or exclusion appears to be appropriate, the Case Officer, with assistance from the Director of Governance and Compliance's Office will complete a Risk Assessment Form and a Suspension and Exclusion Form, setting out the allegation(s) against the student and the reasons why the suspension and/or exclusion is necessary.
- c) The Risk Assessment Form, Suspension and Exclusion Form and the Misconduct Report Form will be sent to the Deputy Director of Governance and Compliance, who will present the forms for consideration to the University Registrar and Secretary.
- d) The University Registrar and Secretary **may** exclude and/or suspend the student, or **may** decline to do so. The University Registrar and Secretary **must** complete the Suspension and Exclusion Form accordingly.

- e) The University Registrar and Secretary, in considering exclusion pending a hearing, **should** consult the student's Head of School on the potential impact upon the student's studies. A student excluded in this manner should contact their Head of School, if permitted within the terms of their exclusion, to consider how they might best continue their studies.
- f) Where a suspension or exclusion is approved, the Deputy Director of Governance and Compliance will inform the Case Officer and notify the student in writing, providing the student with a copy of the Suspension and Exclusion Form.
- g) Any student who is suspended and/or excluded **may** send written representations to the Deputy Director of Governance and Compliance, who will ask the University Registrar and Secretary to review the suspension and/or exclusion as soon as practicable thereafter (and, in any event, within 10 working days). Any suspension and/or exclusion **must** be reviewed by the University Registrar and Secretary every 20 working days.
- h) The Deputy Director of Governance and Compliance will ensure that any suspension or exclusion is reported to the persons listed in Appendix A.
- i) A student may appeal a precautionary suspension and exclusion by writing to the Deputy Director of Governance and Compliance. Upon receipt of the appeal, the written representations previously submitted by the student, the Risk Assessment Form, the Suspension and Exclusion Form, the Misconduct Report Form, and the notification in writing to the student of the exclusion, will be presented to the Vice-Chancellor for consideration. His/her decision will be final.

#### 16. Reporting conduct which is a criminal offence to the police

- a) Upon receiving a Misconduct Report Form detailing alleged misconduct which, if proven, is likely to constitute an offence under criminal law the Deputy Director of Governance and Compliance will inform the Director of Governance and Compliance, who will notify the University Registrar and Secretary.
- b) Where the alleged misconduct is likely to be a criminal offence and is committed against the University, such as vandalism or theft, it will be for the University Registrar and Secretary's discretion as to whether to report an incident to the police.
- c) Where alleged misconduct is likely to be a criminal offence and the alleged victim is a student or staff member at the University of Hull, but does not wish to report the matter to the police, the University Registrar and Secretary **should** normally respect the alleged victim's wishes, but **may** report any suspected offence to the police in exceptional circumstances. The circumstances in which such a report may be justified is if the disclosure of the information is necessary to protect the reporting student (or others) from harm, or to prevent a further crime taking place<sup>5</sup>.
- d) If the alleged victim does not wish to report the matter to the police, the Case Officer **must** encourage him/her to do so, and advise that any subsequent investigation which may be carried out under the University's Regulations, will be dealt with as a breach of discipline and not as a criminal offence. The alleged victim **must** also be informed of the limitations of internal investigations with regard to evidence gathering and any potential outcomes, when compared with a criminal investigation.

- e) In all cases, the University Registrar and Secretary's decision regarding whether to take action under these regulations is final. He/she will take into account the University's investigative capabilities and its ability to do justice to all parties.

#### **17. Professional unsuitability and professional misconduct**

- a) Where a Head of School receives a Misconduct Report Form he/she **must** consider whether the circumstances of the case are such that proceedings relating to the same incident or set of circumstances might be or might already have been instigated against the student under the Regulations Governing Professional Misconduct or Unsuitability.
- b) In any case where the Head of School considers that such proceedings might be or might already have been instigated he/she **must** liaise with the nominated Professional Lead<sup>6</sup> and immediately alert the Case Officer and the Deputy Director of Governance and Compliance if:
  - i. proceedings relating to the same incident or set of circumstances have been, or are likely to be, instigated against the student under the Regulations Governing Professional Misconduct or Unsuitability; or
  - ii. the Head of School believes that the alleged misconduct would be more appropriately dealt with under those regulations.
- c) In such cases the Head of School and the Case Officer **must** notify the Deputy Director of Governance and Compliance and seek to agree with the Head of School whether the alleged misconduct **should** be handled under these Student Disciplinary Regulations or under the Regulations Governing Professional Misconduct or Unsuitability. In the event that they are unable to reach agreement the matter **must** be referred to the University Registrar and Secretary who will determine which set(s) of regulations **should** be applied. His/her decision will be final.
- d) Where it is decided that the matter **should** be handled under the Regulations Governing Professional Misconduct or Unsuitability, the Case Officer **must** inform the Deputy Director of Governance and Compliance in order that the proceedings under these Regulations can be closed.

#### **18. Where the student is also an employee of the University**

- a) Where a disciplinary investigation is initiated against a student in accordance with these Regulations, and that student is also an employee of the University, the Case Officer should notify the line manager of the allegation. The line manager will then be responsible for considering whether any further action is required under the student's contract of employment.
- b) Any such action taken by the line manager will not affect an investigation under these Regulations. However, a Case Officer / disciplinary panel may take the outcome of any additional action taken by the University in relation to the same offence into account during consideration of an appropriate penalty

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<sup>6</sup> As defined in the Regulations governing the investigation and determination of allegations of Professional Unsuitability and Professional Misconduct  
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### **19. Suspension of the student disciplinary process pending conclusion of police enquiries and prosecution**

- a) An investigation under these Regulations **should** normally be deferred until any police action and criminal proceedings have been concluded.
- b) Where an offence has been reported to the police, the Case Officer **must** liaise with the Deputy Director of Governance and Compliance regarding the suspension of the process under these regulations pending the conclusion of police action and any criminal proceedings, and the subsequent resumption of proceedings. The decision to suspend the procedure will then be taken by the Director of Governance and Compliance. This decision will be final.

### **20. Obtaining the student's response to the allegations**

- a) The Case Officer **must** make such enquiries as he/she deems necessary and proportionate to understand the nature of the allegation(s) against the student. In some cases, this **may** include obtaining further information from any witnesses to, or victims of, the misconduct.
- b) The Case Officer **must** keep a record of all enquiries.
- c) The Case Officer **must** set out the allegations against the student clearly in writing, using Section 1 of the Misconduct Investigation Form.
- d) The Case Officer **must** provide the student with a copy of the Misconduct Investigation Form (either in person or by sending it to the student's University email account) and must ask the student to complete Section 2 of the Form.
- e) The student **must** ensure that the Misconduct Investigation Form (with Section 2 completed) is received by the Case Officer within 5 working days of the date on which it is provided to the student.

### **21. The Case Officer's preliminary classification of the allegation**

- a) The Case Officer **must** determine whether the alleged misconduct would, if proven, constitute:
  - a minor offence; or
  - a serious offence,

as defined in paragraph 4 above, and **must** classify the case as a minor case or a serious case, recording his/her decision on the Misconduct Investigation Form.

- b) Examples of the normal classifications for different types of behaviour are contained within the Code of Student Conduct, attached at Appendix B. These classifications are indicative, however, and it will be for the Case Officer to determine the appropriate classification.
- c) In any case where the Case Officer has recorded on the Misconduct Report Form that suspension or exclusion appears to be appropriate, the Case Officer **must** classify the case as a serious case.
- d) In any case where a student contends via the Misconduct Investigation Form that the alleged misconduct was a legitimate exercise of the right to freedom of speech the Case Officer **must** classify the case as a serious case.

## PART III: PROCESS FOR INVESTIGATING AND HEARING CASES OF MINOR MISCONDUCT

### 22. Escalation

- a) At any stage of the process set out below the Case Officer **may** determine that a case **should** be re-classified as a serious case. In such an instance the Case Officer **must** commence the process set out in Part IV below and inform the following persons of that decision within 2 working days:
  - i. the student, by email to his/her University email account; and
  - ii. the Deputy Director of Governance and Compliance.

### 23. Where a student admits the allegations in full

- a) Where the student has indicated on Section 2 of the Form that he/she admits the allegation(s), the Case Officer **must** proceed to consider the appropriate penalty pursuant to Part V.

### 24. Where a student partially denies the allegations

- a) Where the student has indicated on Part 2 of the Form that he/she partially denies the allegation(s) the Case Officer **must** consider whether the elements of the allegation(s) that are denied would, if proven, materially affect the likely penalty. Where the likely penalty would be materially affected, or in any other case where the Case Officer sees fit, the denied elements of the allegation(s) **must** be determined in accordance with 25 below, before the overall penalty for misconduct is determined in accordance with Part V.

### 25. Where a student fails to respond or denies the allegations

- a) Where the student has failed to respond, or has indicated on Part 2 of the Form that he/she denies the allegation(s), the Case Officer **must** undertake a proportionate investigation and make such enquiries as he/she deems appropriate.
- b) When that investigation is complete the Case Officer **must** arrange a hearing with the student, at which the Case Officer will determine whether the allegation is proven.
- c) Where practicable, efforts will be made to agree with the student a mutually convenient time for the meeting. In any event, 5 working days' written notice of the meeting **must** be provided to the student by sending written confirmation of the date to the student's University email address.
- d) A copy of any written evidence which the Case Officer will consider at the meeting **must** be sent to the student's University email address no less than 5 working days before the meeting.
- e) Another member of University staff **must** be present to take notes. Where practicable, this person will not be from the student's school.
- f) The Case Officer **must** consider written or oral evidence as he/she thinks fit. Where oral evidence is heard the student **must** have the opportunity to ask questions of the witness. Where a witness (including a complainant) is vulnerable, the Case Officer **may**, with the Deputy Director of Governance and Compliance's approval, permit the witness to give oral evidence via video-link.
- g) The student **must** have an opportunity to speak in his/her own defence.

- h) The student **may** be accompanied by a friend, family member, or HUU Staff Member, who is not involved in the case.
- i) Where a student fails to attend, the meeting **may** go ahead in his/her absence or **may** be rescheduled. This decision is at the discretion of the Case Officer. The Case Officer **should** take into account the reasonableness of any explanation given by the student for his/her non-attendance and the student's engagement with the disciplinary process to date.
- j) At the conclusion of the meeting the Case Officer **must**:
  - i. pronounce whether he/she finds the misconduct proven or not proven, and proceed to consider appropriate penalty (see Part V below); or
  - ii. confirm that he/she will inform the student in writing:
    - whether he/she finds the misconduct proven or not proven; and
    - if the misconduct is proven, what penalty will be imposed.
- k) In all cases the Case Officer **must** confirm the outcome of the meeting in writing to the student's University email address within 5 working days and **must** send a copy to the Deputy Director of Governance and Compliance.

#### 26. Time limits

- a) Cases of minor misconduct **should** be resolved as expeditiously as possible and in any event **should** normally be resolved within 40 working days of the date of the alleged misconduct.

## PART IV: PROCESS FOR INVESTIGATING AND HEARING CASES OF SERIOUS MISCONDUCT

#### 27. Where a student admits the allegations in full

- a) Where the student has indicated on Section 2 of the Form that he/she admits the allegation(s), the Case Officer should arrange to meet with the student, with another member of staff present to take notes, to confirm the student's response and to outline the next stage of the process. The Case Officer **must** then ask the Deputy Director of Governance and Compliance to convene a disciplinary panel to determine the appropriate penalty pursuant to Part V.

#### 28. Where a student partially denies the allegations

- a) Where the student has indicated on Part 2 of the Form that he/she partially denies the allegation(s), the Case Officer **must** consider whether the elements of the allegation(s) that are denied would, if proven, materially affect the likely penalty. Where the likely penalty would not be materially affected, then Case Officer should meet with the student in accordance with paragraph 27, above. Where the likely penalty would be materially affected, or in any other case where the Case Officer sees fit, the denied elements of the allegation(s) **must** be determined in accordance with paragraphs 29-35, before the overall penalty for misconduct is determined in accordance with Part V.

#### 29. Where a student fails to respond or denies the allegations

- a) The Case Officer **must** undertake an investigation, the scale and scope of which **must** be proportionate to the gravity and complexity of the alleged misconduct.

- b) This will normally involve the following steps, which will usually occur in the order set out below:
- i. the taking of signed statements from witnesses;
  - ii. an interview with the student, at which another member of staff is also present to take notes, and at which the allegations are put to the student to give him/her a chance to respond;
  - iii. the taking of signed statements from any additional witnesses that the student names;
  - iv. a review/collation of any additional evidence; and
  - v. the production of a summary report summarising any additional information that **may** assist a disciplinary panel.
- c) The Case Officer **must** notify the Deputy Director of Governance and Compliance when the investigation is complete in order that a disciplinary panel may be convened.
- d) Where a student fails to attend an interview regarding alleged misconduct, the interview **may** be rescheduled at the discretion of the Case Officer, taking into account the reasonableness of any explanation offered by the student and his/her compliance with the disciplinary process to date. Where the Case Officer declines a request to reschedule the interview this **must** be recorded in his/her summary report.

### 30. Disciplinary panel membership

- a) A panel **must** be convened by the Deputy Director of Governance and Compliance, members of which will be drawn from a list established for the purpose by the Deputy Director of Governance and Compliance. The panel **should** normally comprise:
- i. a member of academic staff;
  - ii. a member of professional services staff; and
  - iii. a senior (by status or length of service) member of academic or professional services staff.
- b) The Deputy Director of Governance and Compliance will normally act as the secretary for the panel. The secretary is responsible for providing impartial advice regarding the regulations and overall procedure to the panel and keeping the minutes of the proceedings of the panel but **must** not otherwise participate in the making of decisions by the panel.
- c) No person who has been involved in the making, witnessing or investigation of the allegation shall be a member of the panel.
- d) No panel member **should** be from the school<sup>7</sup> in which the student is registered unless subject-specific academic knowledge not held by others outside the school is essential to proper investigation of the case; in which case, one panel member with appropriate subject-specific academic knowledge **may** be from the school in which the student is registered.

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<sup>7</sup> Or subject area (in HUBS) or other equivalent where alternative nomenclatures are in place.

- e) The chair of the panel will be appointed by the Deputy Director of Governance and Compliance.

### 31. Informing the student of the hearing and of the evidence against him/her

- a) At least 10 working days before the panel hearing, the student **must** be sent the following information in writing by the Deputy Director of Governance and Compliance:
  - i. the time, date and venue of the hearing of the panel;
  - ii. the name and position of the panel members;
  - iii. the Case Officer's summary report;
  - iv. a copy of any written evidence that will be received by the panel; and
  - v. a list of any witnesses obtained by the Case Officer who will be giving oral evidence (whose statements **must** be included in the documents referred to in (ii) above).
- b) Upon receipt of this information, the student will be asked to submit a statement, using the form provided, and to submit any supporting evidence, including contact information for witnesses. This information, including the student's confirmation of attendance at the panel hearing **must** be submitted to the Deputy Director of Governance and Compliance within 7 working days of the hearing.
- c) If the student responds indicating a legitimate reason for being unable to attend on the specified date, the hearing **should** be rearranged. If no legitimate reason (as determined by the Director of Governance and Compliance) is given for not attending, the hearing **should** take place on the date notified.
- d) Upon receipt of the student's submission, the Deputy Director of Governance and Compliance will contact any witnesses using the contact details provided by the student, in order to obtain a written statement, or to arrange their attendance at the hearing. In order for any witness evidence to be considered by the panel, it **should** normally be distributed within the panel information pack 5 working days in advance of the hearing. The panel information pack **must** contain:
  - i. confirmation of the names of the panel members, the secretary and any other individuals permitted to attend the hearing;
  - ii. an agenda for the hearing;
  - iii. the names of any witnesses supplied by either the Case Officer of the student, who will be invited to speak;
  - iv. any witness statements submitted in advance;
  - v. the Case Officer's summary report, including any additional evidence; and
  - vi. the student's submission, including any additional evidence.

### 32. Objections to panel membership by the student

- a) The student **may** object in writing to the proposed panel membership by emailing [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk) no later than 7 working days before the hearing, with details of the grounds for his/her objection(s).
- b) Any such objection will be considered by the chair of the panel, or, if the objection relates to the chair, by the Director of Governance and Compliance. The chair or Director of Governance and Compliance has discretion to determine the validity of such objections, and **may** direct that the panel proceed with the proposed membership or direct that an alternative panel member be sought. The hearing **may** be postponed where necessary to facilitate this. The student **must** be informed in writing of the decision.

### 33. Conducting the Panel hearing

- a) The student **must** attend the hearing.
- b) The student **must** have the opportunity to be heard in person by the panel, and to be accompanied by a fellow student, a HUU Staff Member, a member of staff (of the student's own choosing) or a family member. That person **should** not speak on behalf of the student or otherwise participate in the hearing, unless invited to do so by the chair of the panel.
- c) The student is not permitted to be accompanied by a practicing member of the legal profession, employed to act on his/her behalf at the meeting. The University's procedures are not intended to emulate the legal justice system and such representation is deemed unnecessary for both the student and the University.
- d) The hearing **must** be conducted in accordance with the guidance issued by the Director of Governance and Compliance from time to time, which is available [here](#).
- e) Where a witness (including a complainant) is vulnerable, the chair **may** permit the witness to give oral evidence via video-link.
- f) Once the panel is satisfied that sufficient evidence has been presented and that the student has been given fair and reasonable opportunity to respond, the panel **must** consider its decision in private both as to whether the allegation has been proven and, if so, the penalty or penalties to be imposed.
- g) The decision of the panel **should** be unanimous, but a majority decision is acceptable if unanimity cannot be achieved.
- h) If the allegation is not proven, the matter **must** be deemed closed.
- i) The secretary **must** inform the candidate in writing of the decision, a summary of the reasons for it, and any penalties imposed. This information **should** be confirmed by the chair and provided within three working days.
- j) All proceedings of the panel **must** be minuted by the secretary. The student is entitled to request a copy of the minutes for his/her own records.

### 34. Other Evidence

- a) Evidence that a similar allegation has been made or proved previously **may** be put forward by the Case Officer for consideration by the panel, only where it indicates a propensity for the type of misconduct in question. Such evidence **must** not form the sole or main evidence offered.

### 35. Failure to attend

- a) Where a student fails to attend a hearing, in breach of paragraph 33(a) above, the hearing **may** be conducted in his/her absence, at the discretion of the chair. The chair **must** consider the guidance that accompanies these Regulations in considering whether to proceed in the student's absence.

### 36. Time limits

- a) Cases of serious misconduct **should** be resolved as expeditiously as possible and in any event **should** normally be resolved within 60 working days of the date of the alleged misconduct.

## PART V: PENALTIES

### 37. Penalties: general principles

- a) If the Case Officer or the disciplinary panel is satisfied that it is more likely than not that the alleged misconduct occurred, the allegation is proven. In all such cases the Case Officer or disciplinary panel **must** proceed to determine whether to impose a penalty in respect of the misconduct.
- b) The following penalties **may** be imposed by Case Officers, disciplinary panels and appeal panels:
  - i. absolute discharge, to acknowledge that although misconduct may technically have been committed, no blame is attached to the student;
  - ii. an Acceptable Behaviour Contract, if the student agrees to such a contract being put in place;
  - iii. a written caution issued by the Case Officer/panel;
  - iv. a requirement to send one or more letters of apology to, or to engage in another suitable form of restorative communication with, to any person affected by the misconduct;
  - v. a requirement to complete University service (work specified by the Case Officer/panel which will benefit the University community); and
  - vi. a requirement upon the student to pay for any damage or loss incurred as a result of his/her misconduct.
- c) The following penalties **may** be imposed by disciplinary panels or appeal panels:
  - i. the requirement to attend a specified course or programme and to pay the reasonable cost of that course or programme (as determined at the relevant time by the disciplinary panel);
  - ii. exclusion for a fixed period (subject to formal approval from a Pro Vice-Chancellor);
  - iii. suspension for a fixed period (subject to formal approval from a Pro Vice-Chancellor);and
  - iv. expulsion from the University (subject to formal approval from a Pro Vice-Chancellor).

- d) For the avoidance of doubt, more than one of the penalties listed above **may** be imposed in any case of misconduct.
- e) In any case where it appears to the Case Officer or disciplinary panel that a penalty **may** already have been imposed by Hull University Union in respect of the same incident of misconduct the Case Officer or disciplinary panel **may** request details of the penalty imposed.
- f) Where a Pro Vice-Chancellor's approval is sought under paragraphs 37(c)(iii)-(v) he/she **may**:
  - i. approve the exclusion, suspension or expulsion; or
  - ii. remit the matter to the panel with a request that the proposed penalty be reconsidered.

### **38. Previous misconduct**

- a) In all cases the Case Officer **may** contact the Deputy Director of Governance and Compliance to establish whether the student has previously been subject to disciplinary proceedings under these regulations.

### **39. Consideration of a proportionate penalty**

- a) The Case Officer or panel **should** turn their minds to the following factors in determining the penalty to be applied:
  - i. The degree of culpability: was there intent, recklessness, or knowledge of the risks entailed by misconduct? What was the motivation for committing the misconduct?
  - ii. The degree of harm *actually* caused, *intended to be* caused, or that *might foreseeably have been* caused as a result of the misconduct.
  - iii. Whether the misconduct was premeditated or spontaneous.
  - iv. Any abuse of power involved in the misconduct (for example, if the student was in a position of responsibility).
  - v. Any admission of guilt, and the stage at which guilt was admitted.
  - vi. Any remorse shown by the student.
  - vii. Any restorative action taken by the student and notified to the Case Officer or panel.
  - viii. Any personal circumstances advanced by or on behalf of the student as a mitigating factor and notified to the Case Officer or panel.
  - ix. Any misconduct previously admitted or found proven under these Regulations.
  - x. Any statement by way of explanation or mitigation offered by the student, and the extent to which this statement is corroborated by documentary or other evidence.
  - xi. Any penalty already imposed by HUU in respect of the same incident of misconduct.

- xii. The outcome of any criminal investigation relating to the act of misconduct.
- b) The Case Officer or panel is referred to paragraph 10 above in respect of safeguarding students.

#### 40. Precedents

- a) The Deputy Director of Governance and Compliance will maintain a log of precedents of misconduct penalties applied in past cases of minor misconduct and serious misconduct. Entries will be anonymised. The log **should** be used as a reference source to ensure consistency in decision-making when faced with similar cases. It will be made available to Case Officers and panels on request and will be shared with Hull University Union Sabbatical Officers and the Chief Executive of Hull University Union on an annual basis.

## PART VI - APPEALS

#### 41. Right of appeal

- a) A student **may** appeal against:

- i. a finding that misconduct is proven; or
- ii. the penalty imposed by a Case Officer or disciplinary panel,

on one or more of the following grounds:

- i. the availability of new evidence which could not reasonably have been expected to be presented to the original hearing and which might reasonably be expected to have materially affected its decision;
  - ii. procedural irregularities; or
  - iii. the disproportionate nature of the penalty imposed.
- b) Any appeal by a student **must** be sent to [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk), using the Appeal Form, within 10 working days of the date of the finding or penalty being communicated to the student.
  - c) Any supporting evidence **must** be attached to the Appeal Form.
  - d) Appeals submitted outside this time limit will not be considered other than in exceptional circumstances. The University Registrar and Secretary is the final arbiter of whether an appeal is within scope and whether exceptional circumstances exist.

#### 42. The conduct of an appeal

- a) The Deputy Director of Governance and Compliance will convene an appeal panel which will normally comprise:
  - i. a member of academic staff;
  - ii. a member of professional services staff; and
  - iii. the Vice-Chancellor or Deputy Vice-Chancellor.
- b) The Deputy Director of Governance and Compliance will normally be the secretary for the appeal panel. The secretary is responsible for providing advice to the panel on the

regulations and procedural matters, and keeping the minutes of the proceedings of the panel, but **must** not otherwise participate in the making of decisions by the panel.

- c) No panel member **should** be from the school<sup>8</sup> in which the student is registered unless subject-specific academic knowledge not held by others outside the school is essential to proper investigation of the case, in which case one panel member with appropriate subject-specific academic knowledge **may** be from the school in which the student is registered.
- d) The chair will be appointed by the Deputy Director of Governance and Compliance.
- e) No person who has been involved in the making, witnessing or investigation of the allegation, or who was involved in the disciplinary panel hearing, shall be a member of the appeal panel.
- f) The panel will not rehear the case afresh but will meet to undertake a review based on documentary evidence. The panel **may**, at its discretion, invite the Case Officer and student to attend, in which case both the Case Officer and student will have an opportunity to address the panel.
- g) The panel **may**, in respect of an appeal against findings that misconduct was proven:
  - i. dismiss the appeal, and confirm the findings previously made; or
  - ii. allow the appeal, set aside the findings previously made, and order a fresh hearing (of all or part of the matter) by a newly constituted disciplinary panel.
- h) The panel **may**, in respect of an appeal against a penalty:
  - i. dismiss the appeal and confirm the penalty previously imposed; or
  - ii. allow the appeal, and vary or dismiss the penalty previously imposed.
- i) For the avoidance of doubt, where a student appeals against a penalty, the appeal panel **may**, if the appeal is allowed, impose a penalty more or less severe than that originally imposed.
- j) The secretary **must** notify the student of the outcome of the appeal and the reasons for it in writing within 5 working days of the date of the appeal panel considering the issue.
- k) The decision of the appeal panel is final and there is no further opportunity for appeal against that decision within the University.
- l) A student who remains dissatisfied with the outcome of the decision of the appeal panel **may** be entitled to complain to the Office of the Independent Adjudicator for Higher Education (OIA). The Deputy Director of Governance and Compliance will issue a Completion of Procedures letter at the close of the appeal stage to indicate that the student has exhausted the University's internal procedures. The letter will provide guidance on how to submit an appeal to the OIA.

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<sup>8</sup> Or subject area (in HUBS) or other equivalent where alternative nomenclatures are in place.

## Part VII: Information sharing and retention

### 43. Conclusion or cessation of proceedings

- a) Where it has been found or admitted that misconduct occurred, a copy of the Case Officer/panel's decision **must** be sent by the Case Officer to:
  - i. the student's Head of School; and
  - ii. the Deputy Director of Governance and Compliance.
- b) At the conclusion of any case of alleged misconduct the Case Officer **must** within 5 working days provide an electronic copy of all statements, forms, notes, letters, investigatory reports and other documents relating to the investigation to the Deputy Director of Governance and Compliance via [studentmisconduct@hull.ac.uk](mailto:studentmisconduct@hull.ac.uk) for recording, archiving and secure storage.
- c) The record of the hearing and all proceedings will be kept by the Director of Governance and Compliance's Office. This will normally be retained for six years after the student ceases to be a registered student at the University, but may be retained for a longer period in more serious cases, if deemed necessary.

## Part VIII: Miscellaneous provisions

### 44. Audio Recording

- a) The audio recording of meetings or hearings under this procedure is normally prohibited, unless this forms part of a request for a reasonable adjustment in accordance with the Equality Act 2010

### 45. Students domiciled outside the United Kingdom at the date of the investigation, hearing or appeal

- a) For students whose country of domicile is outside the United Kingdom at the date of the investigation, hearing or appeal, arrangements **may** be made for the investigation, hearing or appeal to be conducted with the aid of appropriate forms of technology, such as video or telephone conferencing, where practicable.

### 46. Suspension of proceedings

- a) At any stage of disciplinary proceedings against a student under these Regulations, the Director of Governance and Compliance **may** direct that the proceedings be suspended to enable the possibility of reconciliation between parties to be explored.
- b) In such cases the Director of Governance and Compliance **may** direct that proceedings be resumed if the matter cannot be informally resolved to the satisfaction of all parties.

### 47. Dismissal of proceedings

- a) At any stage of disciplinary proceedings against a student under these Regulations the Director of Governance and Compliance **may** direct that the proceedings be dismissed.

### 48. Monitoring by the University Executive Group

- a) The Director of Governance and Compliance **must** provide the University Executive Group and the President and Chief Executive Officer of Hull University Union with a monitoring report annually. The report **must** include details of the number of cases initiated, the number of allegations found proven/not proven, the range of penalties imposed, the number of appeals lodged/upheld, the number of cases investigated/upheld by the OIA, and related equality and diversity data.

## **APPENDIX A: Persons to be notified of any student suspension, exclusion, or expulsion**

- Head of Student Wellbeing, Learning and Welfare Support
- Head of Operations and Registry Services
- Head of Accommodation Office
- Security and Portering Services Manager
- Head of the student's academic school
- Faculty Business Manager in the student's faculty
- University Librarian
- Head of Service Assurance (ICTD)
- Principal of the Scarborough Campus (where student is based in Scarborough)
- President of HUU
- Chief Executive of HUU.

# Code of Student Conduct

## Introduction

1. This code sets out the standards and behaviours all students are expected to exhibit whilst studying at the University of Hull in order to support the University in its commitment to advancing knowledge and education for the benefit of individuals and the wider society.
2. In accepting an offer to study at the University of Hull, students agree to be bound by the University's terms and conditions, including all regulations, policies, codes and rules, including this Code of Student Conduct.

## Scope

3. The Code of Student Conduct applies to all students registered at the University of Hull, including students who have suspended their studies, and students who have completed their studies but are yet to graduate from the University.
4. This Code applies in relation to students' conduct on or off campus, where a student is engaged with activities, services or facilities as a student of the University, or where conduct may adversely affect the University's interests or bring the University into disrepute.

## Relationship to other procedures and codes of practice

5. An alleged violation of the standards set out within the Code of Student Conduct may result in the University taking action under the Student Disciplinary Regulations, and / or any other regulations, policies, procedures, codes, or rules deemed appropriate by the University, including, but not limited to:
  - Regulations Governing Academic Misconduct
  - Academic Discipline
  - Professional suitability or fitness to practice
  - Safeguarding Policy and Code of Practice
  - Fitness to Study Policy and Procedure
  - IT Regulations and Guidance Notes
  - The University's diversity and inclusion codes and policies
  - Policy Statement on Prevention of Harassment
  - University Policy on Smoking
  - University Policy on Drug Taking in University Residences

## University's responsibilities

6. The University of Hull outlines its commitment to providing an excellent student experience, and describes more broadly what students can expect from the University, within the Student Charter.
7. In addition to the expectations set out within the Student Charter, the University of Hull will:

- ensure all relevant regulations, policies and codes, particularly those relating to student conduct are available to all students;
- handle any investigation into a student's conduct in a timely, proportionate and transparent manner, following the processes set out within the University's regulations, policies, procedures and codes; and
- respect the need for confidentiality and right to privacy, in accordance with the Data Protection Act 1998.

### **Students' responsibilities**

8. In accepting an offer to study at the University of Hull, students become an ambassador of the University and are expected to behave in a manner which reflects the University's values and culture, as set out within the Student Charter. The following list is indicative (but not exhaustive) of the type of behaviours expected from University of Hull students:
  - i. respecting and celebrating diversity;
  - ii. acting with honesty and integrity;
  - iii. respecting all others, and being considerate and courteous;
  - iv. being punctual for classes, seminars and any other appointments within the University;
  - v. notifying a member of staff or other relevant person if you are unable to attend an appointment
  - vi. respecting the campus and general environment;
  - vii. respect for University and personal property;
  - viii. recycling and disposing of litter properly;
  - ix. demonstrating a respect for health and safety;
  - x. engaging positively with the local community; and
  - xi. acting in accordance with all of the University's regulations, policies, procedures, code of practice and guidance.
9. The University of Hull has a zero tolerance approach to violence and harassment in all its forms.
10. Members of the University are responsible for the conduct of their guest's whilst on University premises. No person who has been excluded from the University may be invited onto University premises as a guest.
11. The list below is indicative (but not exhaustive) of the type of behaviour that would constitute misconduct, and the likely sanctions associated with such behaviours. The indication of the sanctions which may be applied if certain behaviour is found to have taken place is illustrative only and a full list of the sanctions which may be imposed by the University are set out within the University's Student Disciplinary Regulations.
12. One or more sanctions may be issued for any given offence.
13. It should be noted that there will be instances when certain behaviours which would usually be considered to be minor are in fact very serious and will require a more serious sanction. There will also be instances when certain behaviours which would usually be considered to be serious are in fact minor and will require a less serious sanction.

14. Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings may be taken into account when determining what sanction should be imposed.
15. The definition of misconduct and further details and definitions of the types of sanctions are contained within the Student Disciplinary Regulations.
16. The Student Disciplinary Regulations contain processes for dealing with cases of minor misconduct and processes for dealing with cases of serious misconduct. Although the University will determine the level of misconduct alleged to have been committed, the table below indicates the likely classification of misconduct; with examples of serious misconduct highlighted red, and likely minor misconduct highlighted orange.

People		
Disciplinary Offence	Examples Of Unacceptable Behaviour	Examples Of Sanctions
Physical Misconduct	<ul style="list-style-type: none"> <li>• Punching</li> <li>• Kicking</li> <li>• Slapping</li> <li>• Pulling hair</li> <li>• Restraining someone innappropriately</li> <li>• Biting</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension / exclusion</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> <li>• Absolute Discharge</li> </ul>
	<ul style="list-style-type: none"> <li>• Pushing</li> <li>• Shoving</li> </ul>	<ul style="list-style-type: none"> <li>• Written Caution</li> <li>• Letter of Apology</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> </ul>
Sexual Misconduct	<ul style="list-style-type: none"> <li>• Sexual intercourse or engaging in a sexual act without consent<sup>1</sup></li> <li>• Attempting to engage in sexual intercourse or engaging in a sexual act without consent</li> <li>• Taking and/or sharing private sexual materials of another person without consent</li> <li>• Inappropriately showing sexual organs to another person</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension / exclusion</li> <li>• Acceptable Behaviour Contract</li> </ul>
	<ul style="list-style-type: none"> <li>• Touching inappropriately through clothes without consent</li> <li>• Kissing without consent</li> <li>• Repeatedly following another person without good reason<sup>2</sup></li> <li>• Making unwanted remarks of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>• Written Caution</li> <li>• Letter of Apology</li> <li>• Acceptable Behaviour Contract</li> </ul>

<sup>1</sup> a person consents if he/she agrees by choice and has the freedom and capacity to make that choice.

<sup>2</sup> This allegation may be dealt with as minor misconduct in the first instance, to ensure the student has been informed that their behavior is unacceptable and given the opportunity to stop. Should the behavior continue, then as, with all repeat offences or failures to comply with a sanction under the Student Disciplinary Procedures, the case may be reclassified.

## Abusive Behaviour

- organisation of or participation in 'initiation' ceremonies<sup>3</sup> or similar events;
- Any behaviour which could constitute discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion or belief, disability, or age, including racist, sexist, homophobic, transphobic or disablist behaviour<sup>4</sup>
- Threats to hurt another person
- Acting in an intimidating and hostile manner
- The distribution or production of inappropriate literature

- Use of inappropriate language
- Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person
- excessive noise, nuisance or anti-social behaviour, which significantly and adversely affects students or staff over a prolonged period of time

- Expulsion
- Suspension / exclusion
- Acceptable Behaviour Contract
- University Service

- Written Caution
- Letter of Apology
- Acceptable Behaviour Contract
- University Service

## Property

### Disciplinary offence

### Examples Of Unacceptable Behaviour

### Examples Of Sanctions

### Damage To Property

- Causing significant damage to / defacing property belonging to or under the control of the University, or any of its placement providers, or the property of any student, member of staff or visitor

- Causing minor damage to property belonging to or under the control of the University, or any of its placement providers, or the property of any student, member of staff or visitor

- Expulsion
- Suspension / exclusion
- University Service
- Acceptable Behaviour Contract
- Requirement to pay for damage

- Written Caution
- Letter of Apology
- University Service
- Acceptable Behaviour Contract
- Requirement to pay for damage

<sup>3</sup> For the purposes of these regulations 'Initiation' ceremonies are defined as any instance where a person is required, expected, or encouraged to perform (or submit to) a task, action, or other activity as a means of gaining or retaining credibility, status, or membership of a club, society, or other group. It may involve explicit or implicit peer pressure. It may compromise a person's dignity by requiring, expecting or encouraging them to behave in a way that could reasonably be perceived as humiliating, demeaning or degrading. It may involve requiring, expecting or encouraging a person to drink alcohol or take other legal or illegal substances (which may include food).

<sup>4</sup> Whether expressed orally, in writing or electronically, including via blogs, social networking websites, mobile devices and other electronic means, or in other ways

<p><b>Unauthorised Taking Or Use Of Property</b></p>	<ul style="list-style-type: none"> <li>• Unauthorised entry onto or unauthorised use of University premises</li> <li>• failure to leave any premises of the University or the Students' Union when reasonably required to do so</li> <li>• Taking property belonging to another without permission</li> <li>• Unauthorised procurement of goods or services in the name of the University or its systems</li> <li>• Misappropriation of any funds or assets of the University, the Students' Union or of any member of the University</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension / exclusion</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> <li>• Requirement to pay for loss</li> </ul>
	<ul style="list-style-type: none"> <li>• Misuse of University property (for example computers and laboratory equipment)</li> </ul>	<ul style="list-style-type: none"> <li>• Written caution</li> <li>• Letter of Apology</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> <li>• Requirement to pay for damage</li> </ul>
<p><b>Causing A Health Or Safety Concern</b></p>	<ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused serious harm on University premises or during University activities (for example, possessing/supplying controlled drugs)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension / exclusion</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> <li>• Requirement to pay for damage</li> </ul>
	<ul style="list-style-type: none"> <li>• Act/omission that did cause, or could have caused, a health and safety concern on University premises (for example, smoking cigarettes in non-designated areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Written caution</li> <li>• Letter of Apology</li> <li>• University Service</li> <li>• Acceptable Behaviour Contract</li> <li>• Requirement to pay for damage</li> </ul>

**University**

Disciplinary Offence	Examples Of Unacceptable Behaviour	Examples Of Sanctions
<p><b>Reputational Damage</b></p>	<ul style="list-style-type: none"> <li>• Behaviour which has caused serious damage or could have caused serious damage to the reputation of the University</li> <li>• Behaviour which has damaged or could have damaged the reputation of the University</li> <li>• Excessive noise, nuisance or anti-social behaviour on the University's premises, or which significantly and adversely affects the local community to the extent that it brings the institution into disrepute</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension / exclusion</li> <li>• Written caution</li> <li>• Letter of apology</li> <li>• University service</li> <li>• Acceptable Behaviour Contract</li> </ul>

## Operational Obstruction

- Behaviour which constitutes a failure to comply with a previously-imposed penalty or reasonable instruction under:
  - (i) this regulation; or
  - (ii) any other university regulation, code, rule or policy
- Failure to abide by the rules, policies, procedures and requirements of associated practice placements
- Failure to disclose criminal investigation whilst as an applicant of the university or whilst registered as a student
- Criminal or other activities that have a bearing on a student's participation in the University or provide a risk to other students, staff or other users of the University's services
- Bribery or attempted bribery
- Conduct which:
  - (i) obstructs or attempts to obstruct the free movement of staff, students or visitors from any University building or premises, or
  - (ii) might prejudice the freedom of speech of any individual (taking account of the University's Freedom of Speech Policy)
- Communication of information confidential to the University or to its members to anyone outside the University

- Behaviour which is in breach of an Acceptable Behaviour Contract
- Improper interference with the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere
- Improper interference with the functions, duties or activities of any student or employee of the University or any authorised visitor to the University
- Failure to produce appropriate identification within a reasonable period of time on reasonable request from any member of staff, including placement providers' staff
- Failure to comply with any reasonable request or instructions from any member of staff

- Expulsion
- Suspension / exclusion
- University Service
- Acceptable Behaviour Contract

- Written caution
- Letter of apology
- University service
- Acceptable Behaviour Contract

<sup>5</sup> Including but not limited to offering or giving money, gifts or any other advantage to any member of the University community or any visitor with the intention of inducing that person to perform his/her role improperly or of rewarding that person for doing so