

Student Disciplinary Procedure

With effect from September 2020

STUDENT DISCIPLINARY PROCEDURE

INTRODUCTION

As members of the University of Greenwich community we expect you to conduct yourself with due regard for our good name and reputation. You are required to comply with the current University Rules, Regulations, Policies, Procedures and Codes of Practice at all times including those related to University Accommodation. Matters relating to academic misconduct will be dealt with under the University's [Assessment Misconduct Procedure](#).

The Student Disciplinary Procedure is intended to provide a clearly formulated and impartial process for dealing with allegations relating to student misconduct on University premises, or online, within a reasonable timescale having due regard to the spirit of natural justice.

1. SCOPE OF THESE PROCEDURES

1.1 It applies to behaviour by registered students wherever and whenever it may have taken place when it is considered by the University to be detrimental to:

- a) another member of the University in your activities as a member of the University community, and/or
- b) University property, and/or
- c) the interests and reputation of the University itself

This also includes behaviour arising at any time when you may be regarded as representing the University as an individual or as part of a team or group and when you are at a location away from the University e.g. as part of your study or following an arrangement made through the University or activities online.

1.2 You will be responsible for your own conduct and for the conduct of those you invite onto University premises. We will therefore assume the right to take disciplinary action against you for an act of misconduct that could reasonably have been anticipated and which is, or is alleged to have been, committed by someone that you have invited onto University premises even if they are not themselves a student of the University.

1.3 Discipline within Students' Union premises is the responsibility of nominated officials of the Greenwich Students' Union. Where an alleged breach of discipline is deemed serious, the Students' Union may refer the case for consideration by the University under its own regulations.

1.4 if you are studying for a university award at a Partner College or overseas collaborating institution, the college/institution's disciplinary procedures will be applied unless the misconduct occurs on University premises, in which instance the misconduct will be considered under this procedure.

1.5 At registration, you are required to confirm that you accept the Rules, Regulations, Codes and Procedures of the University, which includes the Student Disciplinary Procedure.

1.6 We have separate procedures to handle allegations of sexual violence, bullying and harassment. If you face an allegation raised under the *Sexual Violence Policy* or the

Bullying and Harassment Policy, the allegation may be considered under the Student Disciplinary Procedure. We will determine how such allegations are dealt with in line with the principles and procedures of the policy under which the allegations are initially raised.

- 1.7 In the interests of fairness, no single incident of misconduct for any individual student shall be considered under more than one set of University Rules or Regulations.
- 1.8 The Procedure complies with the rules of natural justice, which give you the right to know the case against you, the right to be given an opportunity to defend yourself, and the right for the case to be considered independently.

2. GENERAL PRINCIPLES

- 2.1 All conclusions at any level of investigation will find an allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that you are blameworthy of the misconduct.
- 2.2 If you are thought to be involved in the same incident of alleged misconduct with one or more other student(s), the decision may be taken to hear the cases together.
- 2.3 In cases where the your conduct creates serious concerns about your welfare, the *Health, Wellbeing and Fitness to Study Procedure* may be used by as an alternative to Student Disciplinary Procedures.

If at any stage of the Student Disciplinary Procedure information comes to light that there are genuine and compelling reasons to believe that it would be in your best interest to consider the matter under the Fitness to Study Procedure, then the incident may be considered under that procedure in place of the Student Disciplinary Procedure.

- 2.4 You may not be granted an award, obtain certification of an award or attend a graduation ceremony whilst a case of alleged misconduct is still in the process of being dealt with under these procedures.
- 2.5 Any incidents of alleged misconduct which may have a bearing on your Fitness to Practise or which raise questions about your suitability to be placed on a professional register after qualification may be considered under the *Fitness to Practise Procedure*. The decision to hear a case under the Fitness to Practise Procedure will be made at the Investigation stage.
- 2.6 It is implicit in this procedure that if a minor incidence of misconduct occurs, this will initially be discussed informally with you in order to effect immediate constructive remedial action prior to the instigation of any formal disciplinary procedure.

3. AUTHORITY FOR DISCIPLINARY ACTION

- 3.1 Under the Articles of Government of the University, the Vice Chancellor is responsible for the discipline of students in the University and may suspend or exclude students on disciplinary grounds.

The Vice Chancellor may delegate this responsibility to other staff in the University to implement disciplinary procedures.

- 3.2 Nothing in these regulations and procedures should prevent the making of local rules of conduct and behaviour relating to particular facilities or areas of the University (e.g. student accommodation, laboratories, sports facilities), provided that such rules are consistent with the Memorandum and Articles of Association of the University and regulations and procedures approved by the Court or Academic Council as appropriate.
- 3.3 All members of staff including persons acting as agents of the University, such as security staff, are empowered to take such action as may be necessary to prevent or bring to an end any contravention of the Rules and Regulations of the University. The incident will be reported at the earliest opportunity, directly to the relevant Faculty Director of Student Experience or to the Director of the relevant University office or your nominee.

All incidents will be reported in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.

- 3.4 You should be informed by the member of staff at the time of the incident that the matter is being reported to the Director of Student Experience in order that an investigation can be undertaken as detailed in Section 9.
- 3.5 We reserve the right to report any incident to the Police.

4. TIMESCALES FOR THE CONSIDERATION OF MISCONDUCT

- 4.1 We aim to conclude disciplinary cases, including any request to review the final decision, within 90 days of an allegation being made to the student.
- 4.2 In some cases it can be necessary to exceed the 90-day completion time, for example where:
- The complexities of the case warrant extended scrutiny.
 - The student or witnesses are not immediately available for valid reasons.
 - Where the matter is subject to a criminal investigation.

- 4.4 All instances of delay at any stage of the procedure will be communicated to you in writing with an adjusted timeline and the reason for the delay.

5. DEFINITION OF MISCONDUCT

The following list is indicative (but not exhaustive) of the type of offences which would constitute misconduct:

- a) Failure to disclose personal details to a member of staff of the University or persons acting as agents of the University, in circumstances in which it is reasonable to require such information to be given;
- b) Disruption of, or improper interference with, the academic, administrative, sporting, social, or other activities of the University;

- c) Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff of the University or visitor to the University and/or its campuses;
- d) Violent, indecent, disorderly, threatening, aggressive or offensive behaviour or language, however expressed, towards any other student, member of staff. This also applies to visitors to the University and/or its campuses;
- e) Offences which are covered by the *Sexual Violence Policy* or the *Bullying and Harassment Policy*.
- f) Misuse or unauthorised use of University premises or items of property, including computer misuse; damage to, or defacement of, University property or the property of other students or staff, caused intentionally or recklessly;
- g) Theft or unauthorised removal of any property owned or leased by the University or property belonging to a student, any member of staff of the University or an authorised visitor to the University;
- h) Behaviour that uses or attempts to use, fraud, deceit, deception or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University;
- i) Behaviour that jeopardises or damages the good order or the reputation of the University;
- j) Failure to comply with a penalty previously imposed under these procedures;
- k) Interfering with or intimidating witnesses in disciplinary proceedings;
- l) Serious breaches of accommodation regulations;
- m) Breach of the University's Policy Statement on Alcohol & Drugs;
- n) Behaviour that breaches any other regulation, policy or rule of the University;
- o) Conduct which constitutes a criminal offence in the course of University activities or against any member of the University; conviction of a criminal offence, irrespective of where committed, where the consequences of the offence could impact on University staff, students or property (see 6. for further details);
- p) Use of falsified documents to gain academic advantage, such as evidence provided as part of a claim for extenuating circumstances or an academic appeal.
- q) Inappropriate use of social media or online forums; posting of obscene/offensive language and/or imagery in the Virtual Learning Environment (VLE); bullying, intimidating, and/or harassing behaviour towards others online; and/or deliberate attempts to hack other user accounts/commit fraud/disrupt the VLE.

6. MISCONDUCT THAT IS ALSO A CRIMINAL OFFENCE

The following procedures apply where the alleged misconduct would also constitute an offence under criminal law if proved in a court of law:

- 6.1 Where a police investigation or criminal proceedings have been or are likely to be initiated in relation to the alleged act of misconduct, we may suspend the disciplinary process (at any stage) until the investigation/proceedings have been concluded. The disciplinary process may be resumed at any stage should we deem that to be necessary in the circumstances.
- 6.2 Where criminal proceedings have been initiated and concluded, the University Secretary will make a decision on whether further action under this procedure is required.

- 6.3 When action is taken following a conviction that amounts to misconduct, conviction will be taken as confirming the facts relevant to the complaint and will not be open to challenge.
- 6.4 In accordance with the Principal Conditions of Registration, if you are convicted in a criminal court and are sentenced to imprisonment for one year or more for a crime recognised under UK law, you will be withdrawn from the University. You may only be readmitted to the University upon application to, and with the permission of, the Vice-Chancellor.
- 6.5 If you have been acquitted, the University will take into account the decision of the court. However, it may be the case that it is reasonable and within the University's interests to pursue outstanding matters of concern to the University that have not been addressed.
- 6.6 Where, following an initial investigation, a decision has been taken not to proceed to a criminal trial, this does not preclude us from conducting further investigations and/or instigating disciplinary proceedings in respect of outstanding matters of concern under this procedure.

7. PRECAUTIONARY ACTION PENDING INVESTIGATION

- 7.1 Where an allegation of misconduct is made against you, we have the power to take immediate precautionary action pending consideration of the allegation under this procedure.
- 7.2 We may also take precautionary action pending consideration of an allegation by a third party such as the police, CPS or other official authority.
- 7.3 Any precautionary action taken should be both reasonable and proportionate and, as far as is reasonably practicable, balance the rights of all parties involved including the University. Where possible, measures will be put in place to minimise the impact of the precautionary action on you.
- 7.4 Precautionary action in itself is not a penalty or sanction, and will not form part of the case against you.
- 7.5 The consequence of not complying with any imposed precautionary action may result in further precautionary action being taken, which may be taken into account during the disciplinary proceedings.

Types of Precautionary Action

- 7.6 Conditions of behaviour
- i) Specific conditions may be imposed on you, for example agreeing not to contact another student or member of staff and/or requiring you to move to alternate accommodation.
 - ii) The conditions will be determined by the Case Investigator in consultation with the relevant Faculty Pro Vice-Chancellor.
 - iii) Written confirmation of any conditions will be provided to you by the Case Investigator within three calendar days of the allegation being made.

- iv) The conditions will remain in place until the disciplinary case has been concluded.

7.7 Exclusion and Suspension

In cases of great urgency, particularly in cases where the safety and/or wellbeing of others is perceived to be at risk, the Vice-Chancellor (or designated senior staff member) is empowered to exclude or suspend a student with immediate effect. The circumstances will be reviewed within five working days. Written reasons for the decision will be recorded and made available to you.

- a) Exclusion is the selective restriction on attendance at or access to the University (or to specified University premises) or access to University facilities or prohibition on exercising the functions or duties of any office or committee membership in the University or the Students' Union, the exact details to be specified in writing. Exclusion may be subject to qualification, such as permission to attend for the purpose of an examination.

You will be entitled to access the student portal and your student record, Moodle etc. You will also have access to appropriate pastoral support by student wellbeing services.

- b) Suspension is the total prohibition on attendance at or access to University facilities and on any participation in University activities.

You will not be entitled to access the student portal or your student record, Moodle etc. You will not be eligible to enrol or graduate.

- 7.8 You are entitled to make a written representation to the Vice-Chancellor against exclusion or suspension within five working days of notification, which will be considered as part of the first review.

- 7.9 All exclusions and suspensions will be reassessed every four weeks. Confirmation of either the continuation or the lifting of the exclusion/suspension will be provided in writing to you within a week of reassessment.

8. RISK ASSESSMENT RELATING TO PRECAUTIONARY EXCLUSION/SUSPENSION

- 8.1 We reserve the right to take any steps under these procedures which we deem to be necessary and appropriate, including imposing a precautionary exclusion or suspension.

- 8.2 An assessor (or assessors) will be appointed by the Director of Student & Academic Services to carry out a risk assessment. The risk assessment will consider the potential risks to you, other members of the University and to the University itself.

- 8.3 Where deemed necessary, the Assessor(s) may appoint an Investigating Officer to carry out an investigation into any potential risk. You may be invited to attend a meeting with the Investigating Officer in order that information can be gathered and considered as part of the overall risk assessment and potential imposition of a precautionary exclusion or suspension. A note-taker will attend the meeting and you may be accompanied.

9. ANONYMITY AND WITNESSES

- 9.1 In instances of an allegation made against you by another student (the ‘reporting student’), it is expected that the Case Investigator will invite the reporting student to be present at the Committee, either in person or via video conferencing.
- 9.2 Attendance by other relevant witnesses relating to evidence which forms part of the case against you will be at the discretion of the Case Investigator in consultation with the Academic Registry. The Committee may accept written witness statements in evidence where it is impracticable for the witness to attend.
- 9.3 If the reporting student or other witnesses have legitimate concerns about their identity being disclosed, they should make those concerns known to the Case Investigator during the process of reporting and investigating the allegation.
- 9.4 If there are genuine concerns about the identity of a witness being revealed, before deciding whether to allow anonymous evidence to be used in a disciplinary investigation, we will carefully consider the credibility of that evidence and whether there are sufficient safeguards in place to make the process fair to all affected parties.
- 9.5 We may withhold personal information about individuals involved in a case from other parties if, and when, it is considered appropriate and does not have a negative effect on the intention to ensure ‘natural justice’ (1.8).

10. INVESTIGATION

- 10.1 On receiving the report of an alleged offence against you, an investigation will be carried out by your Faculty’s Director of Student Experience [the ‘Case Investigator’] to determine whether the allegation of misconduct has substance.
- The Faculty Director of Student Experience may nominate a person, normally, within the Faculty, to investigate the case in accordance with these procedures. Accordingly, all references to the Case Investigator within these procedures will include the Faculty Director of Student Experience or your nominee.
- 10.2 The Case Investigator may decide that the allegation is serious enough for a precautionary action to be considered by the University in accordance with Section 7.

Investigative Interview

- 10.3 The Case Investigator will arrange for an Investigative Interview to take place with you to discuss the issues raised, normally within 10 working days of notification of the allegation.
- 10.4 You will be informed in writing of the time and date of the Investigative Interview no less than 5 working days prior to the proposed interview date, and be advised of the terms of any precautionary action.
- 10.5 Any evidence the Faculty may have as part of the investigation up until that time¹ should be shared with the you at least 3 working days before the meeting.

¹ Should additional pertinent evidence become available, it will be provided to the student and, where necessary, a further investigative interview may be undertaken.

- 10.6 You will also be informed that you may contact the Students' Union for guidance and may be accompanied at the meeting by an adviser from the Students' Union or by a friend/supporter of your choice.

Facts and Evidence

- 10.7 We recognise that we have a duty of care both to you and also to any student who makes an allegation of misconduct against you.
- 10.8 However, there may be occasions where we are unable to take the case forward for further consideration due to a lack of evidence on which a fair outcome, under the required burden of proof of balance of probabilities, can be based. Where it appears that an alleged incident may have occurred between you and another student, and either:
- a) the facts are unclear/disputed by both parties, and/or
 - b) there is insufficient evidence to support either a summary outcome or consideration of the case by the University Disciplinary Committee

we will seek, where possible, to facilitate both you and the other student in your continued attendance at University and the use of University facilities, including University accommodation, through the implementation of a Future Conduct Agreement.

- 10.9 The Future Conduct Agreement will set out any agreement by both you and the other student regarding your future behaviour towards each other and, where relevant, any other person involved in the process, including witnesses.
- 10.10 This may entail just you or both of you and the other student making changes to your routine or moving accommodation. Both you and the other student should be prepared to make compromises and concessions in order to reach an agreement.
- 10.11 In requesting or requiring a student to agree to a Future Conduct Agreement, we make no judgment on what may or may not have occurred or on the guilt or innocence of either party. We will seek to protect both you and any other student, and to provide an environment in which you both feel safe and can continue on your programme of study.

Outcome of the Investigation

- 10.12 You will be informed in writing of the outcome of the Investigative Interview and advised of any remedial or further action to be taken within 5 working days of the Investigative Interview.
- 10.13 Following the investigation the case investigator may decide to:
- a) dismiss the allegation
 - b) propose a summary outcome
 - c) refer the matter to the University Disciplinary Committee
 - d) determine there is insufficient evidence to pursue the allegation (see 10.8).

Where a summary outcome is proposed, you may accept it, or may request that the matter be brought before a University Disciplinary Committee for further consideration.

10.14 A summary outcome may include:

- a) Refer the matter for consideration under the Fitness to Study Procedure.
- b) Issue a reprimand, which means that no immediate punishment is imposed but if a further case of misconduct occurs within the following six months both offences will be considered
- c) Issue a formal written warning to remain on your permanent record for the duration of your registration at the University, which will be taken into consideration if a further proven case of misconduct occurs at any time.
- d) Require you to provide a written apology or a reflective piece of work on your behaviour
- e) Require you to pay for, or otherwise make good, any damage caused, or other costs incurred by the University as a direct consequence of the misconduct up to a maximum of £500.
- f) Temporary exclusion from specified parts or facilities of the University including Halls of Residence
- g) A Future Conduct Agreement setting out any agreement by you and other student(s) involved regarding your future behaviour towards each other and any other person involved in the allegation, including witnesses.

10.15 If the Case Investigator determines that the allegations are serious enough, the case will be referred to the Academic Registry (Student & Academic Services) at the earliest opportunity to arrange for the case to be considered by the University Disciplinary Committee.

The Academic Registry Manager will appoint a Secretary [the 'Secretary'] from within Student & Academic Services, who will write to the student within 5 working days of a referral to:

- clarify the details of the allegation misconduct
- confirm any precautionary action put in place by the Vice-Chancellor and any conditions placed upon your studies during the period of the investigation
- advise on the next stage of the process

10.16 Should you persistently fail to attend an investigative interview without good cause, the Case Investigator may escalate the matter, and the failure to engage with the process may be considered at any future stage.

10.17 Where a referral has been made following an investigation under the *Halls of Residence Code of Behaviour* (Section 11 of the Accommodation Licence Agreement), the investigation of the misconduct will be considered to constitute the Student Disciplinary Procedures investigation stage and the case will proceed directly to a meeting of the University Disciplinary Committee.

11. UNIVERSITY DISCIPLINARY COMMITTEE

Arrangements for the meeting

11.1 A meeting of the University Disciplinary Committee will be arranged as soon as practicable after the investigation has been completed and normally within 20 working days. Timescales may need to be extended during busy periods and the student will be kept informed of any delay in proceedings.

11.2 The Case Investigator must provide the Secretary with a written report in support of the allegations of misconduct, including any written witness statements and other supporting documentation, within 5 working days of the referral to the Academic Registry Manager. All evidence submitted to the Secretary will be included in the papers presented at the meeting.

11.3 All cases referred by the Case Investigator will be dealt with by the University Disciplinary Committee. The Disciplinary Committee will consist of three members from a group of staff approved by the Vice Chancellor, one of whom must be A representative nominated by the Students' Union. The Secretary will appoint a member of the Committee as Chair. No person shall sit on the Disciplinary Committee if they are directly associated with the student's studies.

11.4 You will normally be given no less than 10 working days advance notification of the date of the Disciplinary Committee meeting to the current term-time contact details on your Bannerweb profile. Correspondence sent will be assumed to have been received.

The notice of the meeting will be accompanied by copies of all documentation to be used in consideration of the case and will confirm details of any suspension that may be in place.

11.5 You will be informed that you may contact the Students' Union for guidance (see Section 9). You may be accompanied by a friend or supporter of your choice or an adviser from the Students' Union. You must inform the Secretary of the name of the person accompanying you in writing in advance of the meeting. The accompanying person may not attend in a legal capacity.

11.6 You must provide to the Secretary a written statement admitting or disputing the allegation and enclosing any documents or making any representations that you wish to be considered by the Disciplinary Committee at the meeting. This statement must be received no later than 5 working days prior to the meeting date in order that it may be circulated to the Disciplinary Committee members in advance.

11.7 You may invite witnesses to present evidence at the meeting. The names and contact details of your witnesses must be made available to the Secretary no later than 5 working days before the meeting.

11.8 The Case Investigator will present the case against you. They may nominate a member of academic or senior staff to present the case in your absence.

11.9 The Case Investigator may invite witnesses to present evidence at the meeting. The names and contact details of any witnesses will be made available to the Secretary no later than 5 working days before the meeting.

11.10 All information submitted in relation to the Disciplinary Committee meeting will be dealt with confidentially and will only be disclosed to those parties involved in the investigation and judgement of the complaint, or as necessary to monitor compliance with any conditions or sanctions imposed, or as required by law.

Committee Procedure

- 11.11 The Committee may deal with the case in your absence if you fail to appear without reasonable excuse or notify the Secretary that you do not wish to appear. The Chair will have discretion as to what constitutes a 'reasonable explanation'.
- 11.12 The Order of Proceedings will normally be as follows:
- a) Introduction of those present.
 - b) The Case Investigator will confirm the allegation against you and presented the outcome of their investigation to the Committee.
 - c) You will be asked to respond to the allegations and will have the opportunity to question the case presenter at the discretion of the Chair.
 - d) The Committee will have the opportunity to question both you and the Case Investigator.
 - e) Both you and the Case Investigator may call witnesses who will attend only to present evidence and to answer questions from the Committee or that other party may put to them through the Chair. Once your evidence has been heard and there are no more questions, witnesses will be required to withdraw.
 - f) The Case Investigator will sum up the allegation against you. New evidence is not admissible at this time.
 - g) You will be asked to sum up your response. New evidence is not admissible at this time.
 - h) Both you and the Case Investigator will leave the meeting for the Committee to reach its decision in private.
- 11.13 The Committee may impose time limits on oral addresses and submissions.
- 11.14 The Committee will rely only on evidence presented verbally at the hearing or in written format beforehand.
- 11.15 The Committee may adjourn proceedings for a period not exceeding 20 working days in the first instance, and its findings or decision deferred accordingly.
- 11.16 The Committee may adjourn the meeting to discuss privately if the matter would, based on disclosures made, be better dealt with under the Fitness to Study Procedure. The student will be verbally informed and if appropriate the meeting will be concluded; the Secretary will make the appropriate recommendations/referrals and keep the student informed.
- 11.17 The Committee will normally find the allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is blameworthy of the misconduct. The outcome will be determined by a simple majority.
- 11.18 The Committee's decision will be communicated to you in writing to the current term-time contact details on the your Bannerweb profile, normally within five working days of the decision being reached. The communication will detail the reasons for the decision and any applied outcome in accordance with Section 11.

You will be informed of your right to request a final review of the outcome of the Student Disciplinary process under the Final Review Procedure (see Section 13).

11.19 The Secretary to the Committee will take notes and provide a summary record of the meeting, the decision of the Committee and any outcome imposed.

12. OUTCOMES

12.1 The University Disciplinary Committee will have the power to impose one, or a combination of, the outcomes available as set out in 12.4. The University will ensure that, where relevant, a broadly consistent approach is taken to the issuing of outcomes.

12.2 When determining the outcome to be applied in cases of proven misconduct, consideration will be given to:

- a) The seriousness of the misconduct
- b) Your previous disciplinary record
- c) Your behaviour following the misconduct
- d) If the misconduct has been admitted
- e) Any mitigating factors as applicable

12.3 One or a combination of the range of penalties detailed in the following table may be imposed as applicable:

OUTCOME	LEVEL OF APPLICATION	
	Investigation Summary Outcome	Disciplinary Committee
Dismiss the allegation of misconduct, in which case the matter is closed and no record is retained of the allegation.	Yes	Yes
Refer the matter for consideration under the Fitness to Study Policy & Procedure. In this case the Disciplinary matter is closed.	Yes	Yes
Issue a reprimand - no immediate penalty is imposed but if a further allegation of misconduct is made within the following six months, both cases will be considered.	Yes	Yes
Issue a formal written warning to remain on your permanent record for the duration of your registration, which will be taken into consideration if a further proven case of misconduct occurs at any time.	Yes	Yes
Require you to provide a written apology or a reflective piece of work on your behaviour.	Yes	Yes
Require you to pay for, or otherwise make good, any damaged caused, or other costs incurred by the University as a direct consequence of the misconduct.	Up to a maximum of £500	Unlimited
Temporary exclusion from specified parts or facilities of the University including Halls of Residence.	Up to the end of the current academic year	Up to a maximum of 12 calendar months

Temporary suspension from the University for a period not to exceed 12 calendar months, which will prevent you from entering any campus of the University or making use of any University facilities or participating in any University activities.	No	Yes
Permanent exclusion from University Halls of Residence.	No	Yes
Recommendation to the Vice-Chancellor of permanent expulsion from the University. The decision to withhold any exit award due will also form part of the Committee's recommendations to the Vice-Chancellor.	No	Yes

- 12.5 In cases of temporary suspension where it is deemed that your studies will be sufficiently affected by the suspension, you will be formally interrupted from your programme of study. Return from temporary suspension may also include conditions which must be met before return to study is approved by the University Disciplinary Committee.
- 12.6 Where fraud has occurred or where costs for repair/replacement/cleaning are incurred, we will take all necessary steps to recover any moneys obtained fraudulently or unpaid costs due.
- 12.7 Where an offence has been committed in University accommodation, we reserves the right to exclude you from University accommodation and reserve the right to move you to alternative accommodation where it considers that this might resolve a problem.
- 12.8 The Secretary will provide the reporting student with such details of the outcome that the Academic Registry Manager, in consultation with the University's Information Officer, deems appropriate and relevant to disclose.

13. FINAL REVIEW PROCEDURE

- 13.1 Where you have received a formal decision under this procedure, a final review of that decision may be requested in accordance with the University's *Final Review Policy & Procedure*.
- 13.2 Requests for a final review must be made in within 15 working days from the date of notification of the formal decision imposed on the *Request for Final Review Form*, which is available to download via the Student Portal. Requests for a final review received later than this will not normally be considered.
- 13.3 Full details of the [Final Review Policy & Procedure](#) are on the 'Student regulations, policies and procedures' pages of the university web site.

14. REPORTING, MONITORING AND REVIEW

- 14.1 The Academic Registry will maintain a database of Student Disciplinary cases for each academic session and provide an annual report to the Student Experience Committee. It will be the responsibility of the Student Experience Committee to monitor the data and make recommendations to Faculty Boards as appropriate.

- 14.2 It is the responsibility of the Academic Registry to review the Student Disciplinary Procedure and its effectiveness and to make recommendations for changes, where appropriate, to be considered by the Student Experience Committee.

15. ADVICE AND SUPPORT

Free independent advice and advocacy is available from the Greenwich Students' Union and GK Unions Advice Service.

The Greenwich Students' Union:

Advice line: 020 8331 8267

Email: suadvice@gre.ac.uk

Web: <https://www.greenwichsu.co.uk/advice>

Medway-based students can contact the GK Unions Advice Service:

Advice line: 01634 88 88 55

Email: advice@gkunions.co.uk

Web: <https://www.gkunions.co.uk/advice/aboutus/>

16. RELATED PROCEDURES

- [Fitness to Practise Procedure](#)
- [Fitness to Study Policy & Procedure](#)
- [Final Review Procedure](#)
- [Principal Conditions of Registration](#)
- [Sexual Violence Policy](#)
- [Bullying and Harassment Policy](#)
- [Use of information and communications technology](#)
- [Student Social Media Policy](#)
- [Student Charter](#)
- [Accommodation Licence Agreement](#)

Full details of all student related procedures and policies can be found on the 'Student regulations, policies and procedures' page of the university web site <http://www2.gre.ac.uk/current-students/regs>.