

# Student Disciplinary Procedure

**effective from September 2021**

<b>Document Owner:</b>	Assistant Director, Student & Academic Services (Registry)
<b>Principal Contact:</b>	Jack Beresford-Zahra, Academic Registry Officer, SAS
<b>Approving Body:</b>	Academic Council
<b>Date of Approval:</b>	June 2020
<b>Date Effective From:</b>	1 September 2021
<b>Applies to:</b> <i>(delete as appropriate)</i>	New students Continuing students Partner provision
<b>Review Date:</b>	Every 3 years or earlier where required
<b>Version:</b>	v1.0 2021/22
<b>Public or internal access only</b> <i>(delete as appropriate)</i>	Public Access <del>Internal Access Only</del>
<b>Equality Impact Assessment</b>	NA/ Date completed
<b>Summary/Description:</b>	
This document details the clearly formulated and impartial process for dealing with allegations relating to non-academic student misconduct.	

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

## CONTENTS

1. SCOPE OF THESE PROCEDURES .....	1
2. GENERAL PRINCIPLES .....	2
3. AUTHORITY FOR DISCIPLINARY ACTION .....	2
4. TIMESCALES FOR THE CONSIDERATION OF MISCONDUCT.....	3
5. DEFINITION OF MISCONDUCT .....	3
6. MISCONDUCT THAT IS ALSO A CRIMINAL OFFENCE.....	4
7. PRECAUTIONARY ACTION PENDING INVESTIGATION.....	5
Types of Precautionary Action .....	5
8. RISK ASSESSMENT RELATING TO PRECAUTIONARY EXCLUSION/SUSPENSION.....	6
9. ANONYMITY AND WITNESSES.....	7
10. INVESTIGATION .....	7
Investigative Interview .....	7
Facts and Evidence .....	8
Outcome of the Investigation.....	8
11. UNIVERSITY DISCIPLINARY COMMITTEE .....	9
Arrangements for the meeting.....	9
Committee Procedure .....	11
12. OUTCOMES.....	12
13. FINAL REVIEW PROCEDURE.....	13
14. REPORTING, MONITORING AND REVIEW.....	13
15. ADVICE AND SUPPORT .....	14
16. RELATED PROCEDURES .....	14

## INTRODUCTION

As members of the University of Greenwich community all students are expected to conduct themselves with due regard for its good name and reputation. They 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:
- another member of the University in their activities as a member of the University community, and/or
  - University property, and/or
  - the interests and reputation of the University itself

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

- 1.2 Students will be responsible for their own conduct and for the conduct of those they invite onto University premises. The University will therefore assume the right to take disciplinary action against a student for an act of misconduct that could reasonably have been anticipated and which is, or is alleged to have been, committed by a person(s), not students of the University, whom the student has invited onto University premises.
- 1.3 Discipline of students within Students' Union premises shall be 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 Students studying for university awards at a Partner College or overseas collaborating institutions fall under the remit of their college disciplinary procedures unless the misconduct occurs on University premises, in which instance the misconduct will be considered under these Regulations.
- 1.5 At registration, all students are required to confirm that they accept the Rules, Regulations, Codes and Procedures of the University, which includes the Student Disciplinary Procedure.
- 1.6 The University has separate procedures to handle allegations of sexual violence, bullying and harassment. Where a student faces allegations raised under the *Sexual Violence Policy* or the *Bullying and Harassment Policy*, any such allegations may be considered under the Student Disciplinary Procedure. The University 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 confer on a student the right to know the case against them, the right to be given an opportunity to defend themselves, 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 the student is blameworthy of the misconduct.
- 2.2 If two or more students are thought to be involved in the same incident of alleged misconduct, the decision may be taken to hear their cases together.
- 2.3 In cases where the student's conduct creates serious concerns about their 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 the student's best interest to consider the matter under the Fitness to Study Procedure, then the incident may be considered under that procedure rather than the Student Disciplinary Procedure.

- 2.4 A student 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 a student's Fitness to Practise or which raise questions about their 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 student misconduct occurs this will initially be discussed informally with the student 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 of the University 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 a senior member of staff within the relevant area of the University. 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 The student should be informed by the member of staff at the time of the incident that the matter is being reported to an investigator in order that an investigation can be undertaken as detailed in Section 9.
- 3.5 The University reserves the right to report any incident to the Police.

#### **4. TIMESCALES FOR THE CONSIDERATION OF MISCONDUCT**

- 4.1 All timescales referred to in this document are measured in ‘calendar days’ which means every day of the week including Saturdays and Sundays, except for university closure days such as public holidays and Christmas closures. Full details of term dates and university closures can be found here <https://docs.gre.ac.uk/rep/sas/term-dates>
- 4.2 The University aims to conclude disciplinary cases, including any request to review the final decision within 90 days of an allegation being made to the student.
- 4.3 Occasions where it may be necessary to extend the 90 calendar day completion time include (but are not limited to) cases where:
- The case is particularly complex;
  - The student or witnesses are not immediately available;
  - Where the matter is subject to a criminal investigation;
  - Procedural factors prevent completion of the case
- 4.4 The full process may also take longer than 90 calendar days to conclude where the incident is raised around the Christmas period when the University is closed, at particularly busy times of year for the Student Casework team or in cases where the case is especially complicated.
- 4.5 All instances of delay at any stage of the procedure will be communicated to the student in writing with an explanation of the reasons for the delay and expected timeline.

#### **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) Making a false claim, or 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, the University may suspend the disciplinary process (at any stage) until such investigation/proceedings have been concluded. The disciplinary process may be resumed at any stage should the University 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 regulation is required.
- 6.3 When action is taken following a conviction that amounts to misconduct, conviction shall be taken as confirming the facts relevant to the complaint and shall not be open to challenge.
- 6.4 In accordance with the Principal Conditions of Registration, any student who is convicted in a criminal court and who is sentenced to imprisonment for one year or more, for a crime recognised under UK law, shall be withdrawn from the University. Such a student may be readmitted to the University only upon application to and with the permission of the Vice-Chancellor.
- 6.5 Where the student has 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 the University from conducting further investigations and/or instigating disciplinary proceedings in respect of outstanding matters of concern to the University that have not been addressed.

## **7. PRECAUTIONARY ACTION PENDING INVESTIGATION**

- 7.1 Where an allegation of misconduct by a student arises, the University has the power to take immediate precautionary action pending consideration of the allegation under this procedure.
- 7.2 Precautionary action may also be taken by the University 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 affected students.
- 7.4 Precautionary action in itself is not a penalty or sanction and will not form part of the case against a student.
- 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 the student against whom the allegation(s) has been raised, for example agreeing not to contact another student or member of staff and/or requiring the student 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 the student 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) is empowered to exclude or suspend a student with immediate effect. The circumstances will be reviewed within 7 calendar days. Written reasons for the decision will be recorded and made available to the student.

- 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.

Excluded students will be entitled to access the student portal and their student record, Moodle etc. Students will also have access to appropriate pastoral support by the University's student wellbeing services.

- b) Suspension is the total prohibition on attendance at or access to University facilities and on any participation in University activities. Suspended students will not be entitled to access the student portal and their student record, Moodle etc. Students under suspension will not be eligible to enrol or graduate.

7.8 The student is entitled to make a written representation to the Vice-Chancellor against exclusion or suspension within 7 calendar 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 the student within a week of reassessment.

### **8. RISK ASSESSMENT RELATING TO PRECAUTIONARY EXCLUSION/SUSPENSION**

8.1 The University reserves the right to take any steps under these procedures which it deems 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 the individual, other members of the University and to the University.



- 8.3 Where deemed necessary, the Assessor(s) may appoint an Investigating Officer to carry out an investigation into any potential risk. A student 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 the student may be accompanied.

## **9. ANONYMITY AND WITNESSES**

- 9.1 In instances of an allegation involving a student(s) against another student, it is expected that the Case Investigator will invite the student(s) reporting the allegation to be present at the Committee, either in person or by other reasonable means.
- 9.2 Attendance by other relevant witnesses relating to evidence which form part of the case against the student 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, the University 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 The University 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, an investigation will be carried out by a Case Investigator to determine whether the allegation of misconduct has substance. The Case Investigator may nominate a person to investigate the case in accordance with these procedures.
- 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 the student against whom the allegation has been made to discuss the issues raised, normally within 14 calendar days of notification of the allegation.
- 10.4 The student will be informed in writing of the time and date of the Investigative Interview not less than 7 calendar days prior to the proposed interview date and advised of the terms of any precautionary action.

- 10.5 Any evidence the Faculty may have as part of their investigation up until that time<sup>1</sup> should be shared with the student at least 5 calendar days before the meeting.
- 10.6 The student will also be informed that they 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 their choice.

### **Facts and Evidence**

- 10.7 The University recognises that it has a duty of care to any student who makes an allegation of misconduct against another student, and also to any student against whom an allegation has been made.
- 10.8 However, there may be occasions where the University is 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 two students and either:
- a) the facts are unclear/disputed by the parties, and/or
  - b) there is insufficient evidence to support either a summary outcome or consideration of the case by the University Disciplinary Committee

the University will seek, where possible, to facilitate both students in their 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 the two students involved regarding their future behaviour towards each other and any other person involved in the process, including witnesses.
- 10.10 This may entail one or both students making changes to their routine or moving accommodation. Students should be prepared to make compromises and concessions in order to reach an agreement.
- 10.11 In requesting or requiring a student to do so, the University makes no judgment on what may or may not have occurred or on the guilt or innocence of either party. The University will seek to protect both students and to provide an environment in which they both feel safe and can continue on their programme of study.

### **Outcome of the Investigation**

- 10.12 The student will be informed in writing of the outcome of the Investigative Interview and advised of any remedial or further action to be taken within 7 calendar 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).

---

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

Where a summary outcome is proposed, the student(s) concerned may accept it, or may request that the matter be brought before a University Disciplinary Committee.

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 the student will then be dealt with for both offences
- c) Issue a formal written warning to remain on the student's permanent record for the duration of their registration at the University, which will be taken into consideration if a further proven case of misconduct occurs at any time.
- d) Require the student to provide a written apology or a reflective piece of work on their behaviour
- e) Require the student 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 the students involved regarding their 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 7 calendar 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 their studies during the period of the investigation
- advise on the next stage of the process

10.16 Should the student 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 28 calendar 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 7 calendar 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 The student will normally be given no less than 14 calendar days advance notification of the date of the Disciplinary Committee meeting in writing (by email) to the current term-time contact details on the student's 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 The student will be informed that they may contact the Students' Union for guidance (see Section 9). The student may be accompanied by a friend or supporter of their choice or an adviser from the Students' Union. A student who intends to be accompanied will inform the Secretary of the name of the person accompanying them in writing in advance of the meeting. The accompanying person may not attend in a legal capacity (e.g. representing you as your solicitor).
- 11.6 The student must provide to the Secretary a written statement admitting or disputing the allegation and enclosing such documents or making such representations as they may wish to be considered by the Disciplinary Committee at the meeting. This statement must be received no later than 7 calendar days prior to the meeting date in order that it may be circulated to the Disciplinary Committee members in advance.
- 11.7 The student may invite witnesses to present evidence at the meeting. The names and contact details of any such witnesses must be made available to the Secretary no later than 7 calendar days before the meeting.
- 11.8 The Case Investigator will be required to present the case against the student. They may nominate a member of academic or senior staff to present the case in their absence.
- 11.9 The Faculty may invite witnesses to present evidence at the meeting. The names and contact details of any such witnesses will be made available to the Secretary no later than 7 calendar 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 the absence of the student if the student fails to appear without reasonable excuse or notifies the Secretary that they do not wish to appear. The Chair will have discretion as to what constitutes a 'reasonable explanation'.
- 11.12 The Order of Proceedings shall normally be as follows:
- a) Introduction of those present.
  - b) The case against the student will be presented by the Case Investigator (or their nominee). In presenting the case against the student, such person will advise the Committee of the allegation as set out in the notice to the student.
  - c) The student shall respond to the allegations and shall have the opportunity to question the case presenter at the discretion of the Chair.
  - d) The Committee shall have the opportunity to question both the case presenter and the student.
  - e) Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Committee or the other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses shall be required to withdraw.
  - f) The case presenter shall sum up the allegations. New evidence is not admissible at this time.
  - g) The student shall sum up. New evidence is not admissible at this time.
  - h) The case presenter and the student shall withdraw whilst the Committee reaches its decision in private.
- 11.13 The Committee may impose time limits on oral addresses and submissions.
- 11.14 The Committee shall 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 28 calendar 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 the student in writing by email to the current term-time contact details on the student's Bannerweb profile normally within 7 calendar days of the decision being reached. The communication will detail the reasons for the decision and any applied outcome in accordance with Section 11.

The student will be informed of their right to request a final review of the outcome of the Student Disciplinary process under the [Final Review Procedure](#) (see Section 12).

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 The student has a right to request a final review of the outcome of the disciplinary process as set out in Section 15.

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

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

12.4 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 the student's permanent record for the duration of their registration, which will be taken into consideration if a further proven case of misconduct occurs at any time.	Yes	Yes
Require the student to provide a written apology or a reflective piece of work on their behaviour.	Yes	Yes
Require the student 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 the student 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 the student's studies will be sufficiently affected by the suspension, the student will be formally interrupted from their 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, the University 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, the University reserves the right to exclude the student from University accommodation and reserves the right to move a student 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 a student has 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 writing to the Director of Student & Academic Services within 14 calendar 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.

### **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 will be 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 Greenwich Students' Union.

Greenwich Students' Union:

Email: [suadvice@gre.ac.uk](mailto:suadvice@gre.ac.uk)

Web: [www.greenwichsu.co.uk/advice](http://www.greenwichsu.co.uk/advice)

Online contact form: [www.greenwichsu.co.uk/advice/triageform](http://www.greenwichsu.co.uk/advice/triageform)

For students at Medway, please visit: [www.greenwichsu.co.uk/medway/advice](http://www.greenwichsu.co.uk/medway/advice)

## 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](#)
- [Personal Code of Conduct – IT & Library Services](#)

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://www.gre.ac.uk/policies>