

# Student Disciplinary Procedure

## 1. Introduction

The University is committed to conducting a fair process when considering student discipline issues. When it is alleged that a student has committed a breach of the Codes of Conduct (as set out below) the student will be referred to this procedure. This procedure does not cover allegations of academic misconduct, for example cheating or plagiarism, which will be considered under the Procedures relating to Academic Misconduct.

This procedure applies to all registered students of the University as defined by Ordinance. Local variations may apply where a student is studying at another institution, or is studying at the University whilst visiting from another institution. In all instances, the Student Complaints and Discipline Officer is able to advise on the local arrangements.

This procedure has been implemented following consultation with the Reading University Students Union (RUSU).

## 2. Definition of misconduct

The University may take disciplinary action in response to any misconduct that occurs on University owned or operated premises and facilities, and during any University related activities. This includes (but is not limited to) work placements, fieldtrips and study abroad.

The University also reserves the right to investigate allegations which occur off its campuses if it is deemed that a student's action may impact the wider University community or the reputation of the University. However, the University cannot act in the place of a private landlord or the police.

If a student is alleged to have breached the Codes of Conduct, the allegation will be considered under the Student Disciplinary procedure. The Codes of Conduct include the following, as updated from time to time:

- The Regulations for Student Conduct (appendix A);
- Student Terms and Conditions;
- The Rules for the Use of the University Library;
- The Rules for the Use of University Sports Facilities;
- The Regulations for the Use of the University of Reading's IT Facilities and Systems;
- Freedom of Speech: Code of Practice;
- Relevant University Health and Safety Policies;
- Equal Opportunities Policy;
- Drugs and Alcohol Policy;
- Procedures for managing unacceptable behaviour when dealing with student complaints and appeals of results;
- Harassment and Bullying Policy;
- Social Media Policy;
- Code of Good Practice on Research; or
- Any other policy notified to students from time to time.

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A student shall not be exempt from a disciplinary penalty by acting as part of a group when breaching the Codes of Conduct.

### **3. Categories of misconduct**

All allegations of breaches of the University's Codes of Conduct will be categorised as 'misconduct' or 'serious misconduct' depending on the severity of the allegation.

At first instance, alleged breaches of the Codes of Conduct will be categorised as 'misconduct' and minor conduct issues can often be resolved informally or via fixed penalties. A note of any informal discussions, including any guidance given, may be made.

The member of staff considering the allegation may refer the allegation to the Student Complaints and Discipline Officer for it to be categorised as 'serious misconduct' where it is reasonable to do so. The investigating member of staff may seek advice from the Student Complaints and Discipline Officer before referring the case.

### **4. Criminal investigations**

The University may report suspicions of any criminal offence to the Police and may defer any internal investigation of the alleged misconduct which is the direct subject of Police investigation until the conclusion of any Police investigations and/or the courts have dealt with the matter, or confirmed that the University may proceed with its own internal investigations. If the University does proceed with an investigation in these circumstances, and a student is unable to or is advised not to attend a meeting or participate in any way with the investigation, a decision may be taken by the University on the evidence available to it.

### **5. Suspension or restriction of activity**

A student who is the subject of an allegation of serious misconduct, or against whom a criminal charge is pending, or who is the subject of police investigation, may be suspended from the University by the Deputy-Vice-Chancellor or their nominee or have some restriction placed on their University related activity, pending the conclusion of the internal disciplinary process or any external proceedings.

Suspensions or restrictions will only be put in place where failure to do so could impede the University's investigation or there is a reasonably held belief that a failure to do so could present a risk to other students or staff.

A student who is suspended from the University has restricted rights to enter University premises and to take part in University activities. Restrictions short of suspension may be imposed where appropriate. The terms of the suspension or restrictions will be notified in writing to the student and may include a requirement that the student shall have no contact with a specified person or persons.

A suspension or restriction of activity will be put in place for no longer than is necessary and will be kept under review. The student who is subject to the suspension or restriction will be kept reasonably updated on the progress of the investigation and the likely length the suspension or restriction will be kept in place.

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### 6. Allegations of misconduct

#### 6.1. Investigation

All allegations of misconduct will first be investigated by the appropriate member of University staff as set out below:

- If the alleged misconduct occurred in University Accommodation, it will be considered by the Warden of the relevant Hall or their nominee;
- If the alleged misconduct is a breach of the Rules for the Use of the University Library, it will be considered by the University Librarian or their nominee;
- If the alleged misconduct is a breach of the Rules for the Use of University Sports Facilities, it will be considered by the Director of the Sports Park or their nominee;
- If the alleged misconduct occurred on campus or in the community, and the Student is a resident in University Accommodation, it will be considered by the Warden of the relevant Hall or their nominee;
- If the alleged misconduct occurred on campus or in the community, and the Student is not a resident in University Accommodation, it will be considered by the Director of Student Services or their nominee.
- The Director of Student Services may also delegate their authority to academic members of staff in the event that misconduct occurs during a residential/field trip as part of an academic programme.

The staff member responsible for considering the allegation, or their nominee, will notify the student of the allegation(s) via the student's University email account.

In the event that the allegation is confirmed to be a strict liability breach of the Codes of Conduct and no detailed investigation is required, the staff member may immediately impose a penalty in line with Section 6.2.

In the event that the allegation requires a detailed investigation or does not relate to a strict liability breach, the appropriate staff member as set out above will interview the student and at that meeting the student will be given the opportunity to respond to the allegation. The meeting will be scheduled at a reasonable time and the student will be notified of their entitlement to be accompanied by a "friend" to any such meetings, as set out in Section 9.1.

Notes, or a summary of the discussion, will be kept of any meetings held with the student during the course of the investigation and a copy of such notes or summary will be made available to the student via email.

The investigating staff member may interview anyone who they believe can provide information that is material to considering whether the student has breached the Regulations for Student Conduct and in determining the appropriate penalty. Staff and students asked to attend an interview or to provide other information or documents are required to co-operate with the University in its conduct of the investigation.

The investigating staff member may gather any evidence they consider is necessary for considering the allegation with due regards to the guidance on confidentiality as set out in Section 9.4 of this procedure.

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In very exceptional circumstances, the advice of the Head of Counselling and Wellbeing Service and/or an appropriate professional may be requested where concerns are raised about a student's health, in order to conduct the process. Where a student does not consent to medical information being provided to the University, the investigation will proceed on the basis of the information available to the University at the time.

### 6.2. Penalties for misconduct

If the investigating staff member, having considered all of the circumstances including any mitigating circumstances submitted by the student, finds that on the balance of probabilities the student has committed an offence of misconduct, they may impose one or more of the following penalties:

- A formal warning;
- Require the student to write a letter of apology;
- Require any costs or compensation arising from the misconduct to be recovered from the student;
- Impose a fine not exceeding £500, some or all of which may be suspended;
- Exclude a student from any part of the University premises for a maximum of three months;
- Exclude a student from any University licensed premises or RUSU licensed premises for a maximum of three months. *Note – a ban from licensed premises can also be issued directly by the venue license holder under the Licensing Act, independently of this procedure;* and
- Recommend that a student is prohibited from taking part in any RUSU activity or representation.

Should the staff member considering this matter deem the misconduct to require a penalty greater than those set out above, the case may be escalated to the Student Complaints and Discipline Officer as one of serious misconduct.

Should any element of the case be more appropriately considered under another University process, the person responsible for investigating the case may refer the matter accordingly via the Student Complaints and Discipline Officer. Other processes include, but are not limited to:

- Disciplinary Procedures for Staff (where the conduct is related to the Student's employment with the University);
- Fitness to Study;
- Academic Misconduct;
- Fitness to Practise. *Note - students registered on professionally accredited programmes will automatically be referred to the Fitness to Practise procedure for misconduct offences, at the conclusion of any investigations.*

The staff member considering this matter will notify the student in writing of the decision, the reason for it and any penalty to be applied, normally within 10 working days of the hearing/meeting. This notification will set out the student's right to appeal (see section 8 below).

## 7. Allegations of serious misconduct

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### 7.1. Investigation

Where a misconduct case is referred to the Student Complaints and Discipline Officer as one of Serious misconduct, an appropriate Investigating Officer will be appointed. This will be a member of staff with no previous involvement in the matter and may be, but not exclusively, one of the following:

- A Hall Warden;
- An appropriate member of academic staff;
- An appropriate member of professional staff.

The Investigating Officer will write to the student involved via their University email account to notify them of the investigation and will normally inform the student of the nature of the allegation that has been raised. They will provide a copy of this procedure and inform the student that if they do not engage with the investigation, including attending any meetings when required, the investigation will continue in the student's absence.

The Investigating Officer will normally request to meet with the student on one or more occasions during the course of investigation and will normally inform the student of the purpose of any such meetings in advance. The Investigating Officer will normally give the student at least 5 working days' notice of any such meetings and inform the student of their entitlement to be accompanied by a "friend" (see section 9.1) to any such meetings.

Notes will be kept of any meetings held with the student during the course of the investigation and a copy of such notes will be made available to the student. Where appropriate, the Investigating Officer may invite the student to provide a written response to the concerns and to present any supporting information.

At the conclusion of the investigation, the Investigating Officer will provide an investigation report to the Student Complaints and Discipline Officer which will include the following:

- A summary of the situation;
- The steps taken to investigate the matter;
- All evidence considered as part of the investigation; and
- A recommendation on whether there is sufficient evidence for there to be case of the student to formally answer at a hearing.

The Student Complaints and Discipline Officer will, if appropriate based on the recommendation, then refer the case to the Student Disciplinary Committee. A copy of the Investigating Officer's report will be made available to the student.

### 7.2. Student Disciplinary Committee

When a serious misconduct investigation report is submitted to the Student Complaints and Discipline Officer, the Student Disciplinary Committee will be convened at the earliest opportunity. The membership of the Student Disciplinary Committee is:

- A designated Teaching and Learning Dean as the Chair (with the other Teaching and Learning Deans serving as alternates);
- A School Director of Teaching and Learning who is not from of the School in which the student is registered; and

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- A RUSU Student Officer.

There will be a Secretary to the Committee nominated by the University Secretary.

The Student Disciplinary Committee will meet at the earliest opportunity. Exceptionally, the Committee may proceed with two members where postponing would not be in the best interest of the parties. If a student fails to attend a meeting or is excluded because of their or their “friend’s” disruptive conduct, at the discretion of the Chair of the Committee the hearing may continue in the student’s absence if it is fair and reasonable to do so.

Before the hearing the Secretary to the Committee will write to the student and the investigator to invite them to the hearing, normally at least five working days before the meeting. If the student demonstrates a good reason for being unable to attend in person, they may be permitted to attend via telephone or Skype. Exceptionally, the meeting may be postponed at the discretion of the Chair of the Committee.

The student, investigator and the Committee shall receive a copy of all the evidence relevant to the case in advance of the meeting. In addition to this, the student shall be informed of the following in advance of the meeting:

- How to access advice from RUSU Advice Service;
- The student’s right to reply to the allegation in writing in advance of the meeting, as well as any additional evidence or witnesses that the student wishes to bring to the attention of the Committee. This should normally be issued to the Committee members in advance of the meeting. *See section 9 for more information relating to witnesses;* and
- The student’s right to be accompanied by a ‘friend’ (see section 9).

If the student has any special requirements to allow them to attend and/or participate fully in the hearing they should notify the Secretary in advance of the meeting to allow the University to make appropriate reasonable adjustments.

At the disciplinary hearing the Committee will go through the allegations against the student and the evidence that has been gathered. The student will be able to respond and present any evidence of their own. The student will have the opportunity to ask questions of clarification concerning the process and findings of the investigation.

The Committee may adjourn if it is determined that any further investigation is required, such as re-interviewing witnesses in the light of any new points raised at the hearing. The student will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

The student, the ‘friend’ and the investigator will normally be present throughout the hearing of evidence, but the Chair may ask them all to withdraw at any stage of the proceedings if the Committee wishes to consider privately any matter or point. If any person obstructs the proceedings, the Chair may require all or any of those present to leave the meeting.

After hearing the evidence, the Committee will consider the case without the student, “friend”, investigator or any witnesses in attendance and may impose an appropriate penalty in accordance with Section 7.3 of this procedure.

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### 7.3. Penalties for serious misconduct

If the Student Disciplinary Committee, having considered all of the circumstances including any mitigating circumstances submitted by the student, finds that the student has committed an offence of serious misconduct they may impose one or more of the following penalties:

- A formal warning;
- Require the student to write a letter of apology;
- Require any costs or compensation arising from the misconduct to be recovered from the student;
- Impose a fine not exceeding £2500, some or all of which may be suspended;
- Exclude a student from any part University premises for a reasonable period, up to the end of their studies;
- Exclude a student from any University licensed premises or RUSU licensed premises for a reasonable period;
- Recommend that a student is prohibited from taking part in any RUSU activity or representation;
- Evict a student from University Halls of Residence;
- Suspend a student from their studies for a reasonable period, up to 12 months;
- Withdraw a student from membership of the University; and
- Withdraw, subject to subsequent confirmation by the Senate, any degree, diploma, certificate, or other distinction already conferred on the student.

The Chair of the Committee will notify the student in writing of the decision, the reason for it and any penalty to be applied, normally within 10 working days of the hearing. This notification will set out the student's right to appeal (see section 8 below).

## 8. Appeals

### 8.1. Misconduct Appeal

The student will have the right to appeal against the penalty imposed under section 6.2 of this procedure to the Misconduct Appeals Committee. The student must email a statement of appeal to [studentappeals@reading.ac.uk](mailto:studentappeals@reading.ac.uk) within 5 working days of receiving the formal written outcome. The appeal statement shall set out the grounds for appeal, providing reasons and details of supporting evidence. The student can appeal on the following grounds:

- There has been a procedural error; or
- New and relevant evidence is available that was not known at the time; or
- The decision-making Committee acted unreasonably, or the impact of the sanction imposed was unreasonably disproportionate.

The appeal will then be reviewed by the Head of Governance to determine whether the appeal is within one of the above grounds. If the appeal meets the required grounds for consideration it will be deemed eligible and proceed to the Misconduct Appeals Committee. If the appeal does not meet the grounds for consideration it will be deemed ineligible and a Completion of Procedures letter will be issued, as per section 8.3.

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The membership of the Misconduct Appeals Committee is:

- A designated Teaching and Learning Dean as the Chair (with the other Teaching and Learning Deans serving as alternates)
- A School Director of Teaching and Learning who is not from of the School in which the student is registered
- A RUSU Student Officer
- A Secretary nominated by the University Secretary.

The Misconduct Appeals Committee will meet at the earliest opportunity and be comprised of members who have no previous involvement in the case. Exceptionally, the Committee may proceed with two members where postponing would not be in the best interest of the parties. If a student fails to attend a meeting or is excluded because of their or their “friend’s” disruptive conduct, at the discretion of the Chair of the Committee the hearing may continue in the student’s absence if it is fair and reasonable to do so.

Before the hearing the Secretary to the Committee will write to the student to invite them to the hearing, normally at least five working days before the meeting. If the student demonstrates a good reason for being unable to attend in person, they may be permitted to attend via telephone or Skype. The member of staff who imposed the original penalty will also be invited to attend.

The student, the staff member who imposed the penalty and the Committee shall receive a copy of all the evidence relevant to the case in advance of the meeting. In addition to this, the student shall be informed of the following in advance of the meeting:

- How to access advice from RUSU Advice Service;
- The student’s right to be accompanied by a ‘friend’ (see section 9).

If the student has any special requirements to allow them to attend and/or participate fully in the hearing they should notify the Secretary in advance of the meeting to allow the University to make appropriate reasonable adjustments.

At the appeals hearing the Committee will consider the grounds of the appeal and review the case. The role of the appeals committee is not to re-investigate or re-hear the matter, but to consider the grounds of appeal. The student will be able to present their appeal (including any permitted new evidence) and to respond to representations made by the original decision maker. The student will have the opportunity to ask questions of clarification concerning the previous hearing and decision-making process.

The Committee may adjourn if it is determined that any further investigation is required, such as re-interviewing witnesses in the light of any new points raised at the hearing. The student will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.

The student, the ‘friend’ and the staff member responsible for imposing the original penalty will normally be present throughout the hearing, but the Chair may ask them all to withdraw at any stage of the proceedings if the Committee wishes to consider privately any matter or point. If any person obstructs the proceedings, the Chair may require all or any of those present to leave the meeting.

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After hearing the evidence, the Committee will consider the case without the student, “friend”, and the staff member responsible for imposing the original penalty. The Misconduct Appeals Committee will have the power to:

- Overturn the finding that the student has been found to have breached the Codes of Conduct, or;
- Confirm or reduce the penalty that has been imposed for the breach of the Regulations for Student Conduct. *Note - When reducing the penalty, the Committee may only reduce the penalties originally applied as set out in Section 6.2 of this procedure. No new penalties will be applied.*

The Chair of the Committee will notify the student in writing of the decision and the reason for it, normally within 10 working days of the hearing. This notification will include a Completion of Procedures letter (see section 8.3 below).

### 8.2. Serious Misconduct Appeal

The student will have the right to appeal against the penalty imposed under section 7.3 of this procedure to the Student Appeals Committee. The student must email a statement of appeal to [studentappeals@reading.ac.uk](mailto:studentappeals@reading.ac.uk) within 5 working days of receiving the formal written outcome. The appeal statement shall set out the grounds for appeal, providing reasons and details of supporting evidence. The student can appeal on the following grounds:

- There has been a procedural error; or
- New and relevant evidence is available that was not known at the time; or
- The decision-making Committee acted unreasonably, or the impact of the sanction imposed was unreasonably disproportionate.

The appeal will then be reviewed by the Head of Governance to determine whether the appeal is within one of the above grounds. If the appeal meets the required grounds for consideration it will be deemed eligible and proceed to the Student Appeals Committee. If the appeal does not meet the grounds for consideration it will be deemed ineligible and a Completion of Procedures letter will be issued, as per section 8.3.

The full procedures relating to the Student Appeals Committee can be found here: <http://student.reading.ac.uk/~media/files/essentials/pdfandfiles/procedures%20relating%20to%20the%20student%20appeals%20committee.ashx?la=en>

### 8.3. Completion of Procedures

An appeal to the Misconduct Appeals Committee or to the Student Appeals Committee concludes the University’s procedures and will result in the issue of a Completion of Procedures Letter. If the student remains dissatisfied with the outcome of the procedures the student may submit a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) providing that the complaint is eligible under the OIA rules. Students who wish to do so must submit a complaint to the OIA within twelve months of the date of the University’s Completion of Procedures letter.

## 9. Procedural matters

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### 9.1. Friend

A student may bring a “friend” to any disciplinary or appeal meeting under this procedure and must provide the name of the “friend” to either the staff member considering the matter or the Student Complaints and Discipline Officer. For the purpose of this procedure, a ‘friend’ is defined as:

- an adviser from Reading University Students’ Union Advice Service team;
- a current member of staff of the University of Reading;
- a current registered student of the University of Reading; or
- a University of Reading Students’ Union Student Officer.

Any student who wishes to be accompanied by a person who does not fall within these categories will be required to contact the Student Complaints and Discipline Officer in the first instance, with details of the alternative person the student wishes to attend and the reasons for this, at least two working days before the hearing. Reasons for an alternative person, or any additional “friend” may include help to overcome a disability or if the student has difficulty understanding English.

The role of the ‘friend’ is to support the student in preparation for the meeting and accompany the student at the meeting. The ‘friend’ may speak on the behalf of a student, with the permission of the staff member considering the allegation but may not answer questions on the student’s behalf. It is not the role of the ‘friend’ to present the student’s case on their behalf, except in the most exceptional circumstances. A student may talk privately with their “friend” at any time during a disciplinary or appeal hearing.

### 9.2. Fines tariff (appendix B)

A tariff of fines will be reviewed and approved annually by the University Board for Teaching and Learning. These will be applied in accordance with this procedure.

### 9.3. Record keeping

At the conclusion of a disciplinary matter, a formal record of the penalty imposed on the student for ‘misconduct’ and ‘serious misconduct’ offences will be retained. This record will be held by the Student Complaints and Discipline Officer in accordance with the University’s policies on data protection and in line with its retention schedules. This information may also be shared with relevant staff members when necessary.

### 9.4. Confidentiality

It is the University’s aim to deal with conduct matters sensitively and with due respect for the privacy of any individuals involved. All parties must treat as confidential any information communicated to them in connection with a matter which is subject to this procedure, subject to the need to seek appropriate advice and guidance. The University will, during or at the conclusion of the procedure, inform such members of its staff as it considers necessary, having due regard to all the relevant circumstances.

In cases where the University holds personal data relating to individuals as a result of this procedure, the University will comply with the provisions of the Data Protection Act 2018,

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and all associated legislation at all times. This includes, but is not limited to, ensuring that any personal data held on such individuals is:

- not excessive but relevant and limited to the purpose for which it is held;
- held securely (and in accordance with the university policies);
- not shared with any other third parties (unless this can be lawfully shared in accordance with data protection legislation); and
- not held for longer than is necessary and in line with our retention schedules.

### 9.5. Audio/Visual Recordings

It is not the University's normal procedure for meetings or hearings to be recorded by either party unless there are exceptional reasons why this should be considered. However, from time to time there may be a request to record a meeting or hearing. The decision to do so will be taken by the Student Complaints and Discipline Officer in advance of the meeting. A recording may be made only where all parties agree to the use of recording.

### 9.6. Witnesses

At any stage of the process the student will normally be told the names of any witnesses whose evidence is relevant to their disciplinary hearing, unless the person responsible for considering the allegation exceptionally and reasonably believes that a witness's identity should remain confidential. There should be no normal expectation that the identity of witnesses will be kept confidential and witnesses should understand that evidence provided by them will, other than in exceptional circumstances, be provided to the student who is subject to disciplinary proceedings.

During the hearing of the Student Disciplinary Committee, the student or the Investigating Officer may ask that relevant witnesses appear at the hearing, which will be permitted provided that it is reasonable for such witnesses to appear and provided the student or the Investigating Officer give the University sufficient advance notice to arrange their attendance, which will normally be five working days before any hearing.

The student and the Investigating Officer will be given the opportunity to respond to any information given by a witness. In appropriate circumstances, where the Chair of the disciplinary hearing decides that it is reasonable for the student to do so and/or that a fair hearing could not be held otherwise, the student and/or the Investigatory Officer may be permitted to ask questions directly of the witness. Aggressive or adversarial questions or questioning will not be allowed.

### 9.7. RUSU

In some instances, a student may be subject to disciplinary process by RUSU and the University of Reading simultaneously. Either party can refer the matter to the other for consideration if it deems it appropriate, and actions taken by one party will not prohibit the other from also taking action.

### 9.8. Home Office Compliance

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The University has a legal obligation to report to the Home Office any circumstances that may affect a student's right to remain in the UK, including possible criminal offences and periods of suspension, and reserves the right to do so as necessary to meet this obligation.

### 9.9. Review

This procedure will be reviewed annually.

Version	Owner	Reviewed	Approved By	Approval Date	Effective From
1	Governance	Annually	UBTL	09/07/19	01/08/19

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### Appendix A - Regulations for Student Conduct

A student must not engage in any conduct that is contrary to the standard of conduct expected of students. This includes, but is not limited to, the following:

- a) A student must act within the law and not engage in any activity or behaviour that is likely to bring the University or any of its staff, officers, students, subsidiaries or trusts into disrepute.
- b) A student must not engage or attempt to engage, or engage or attempt to draw others, into acts of terrorism or extremism.
- c) A student must not commit theft, fraud or deliberately falsify records.
- d) A student must not use, supply or be in possession of illegal drugs or psychoactive substances.
- e) A student must not engage in actual or threatened physical violence.
- f) A student must not engage in bullying, intimidating or aggressive behaviour.
- g) A student must not engage in conduct which is harassment or discrimination on any grounds.
- h) A student must not organise or conduct an initiation as part of the activities, or joining of, a University sports club or society.
- i) A student must not deliberately, negligently or maliciously provide false or misleading information to the University.
- j) A student must not engage in conduct which significantly or repeatedly disrupts or obstructs, or is likely to disrupt or obstruct, any member of the University in the performance of their duties. This includes students who are under the influence of drink or drugs during academic activities.
- k) A student must not disregard rules or reasonable instructions given by the University.
- l) A student must not misuse the internet, intranet, social media and email facilities in breach of the University's Rules for the Use of University Computers and Data Networks, the Equality and Diversity Policy, the Social Media Policy or any other relevant policy.
- m) A student must not remove without authorisation, misuse, abuse or damage University property or property belonging to a contractor, including intellectual property.
- n) A student must not engage in conduct or attempt to engage in conduct which breaches the health and safety rules e.g. tampering with fire safety equipment.
- o) A student must not do anything or neglect to do something which creates a fire risk or in any way, puts the health and safety of others or property at risk.
- p) A student must have proper regard for their neighbours in the local community. This includes conduct when living in University Halls, Halls operated by other providers and private accommodation. A student must ensure that they and their guests behave considerately in

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order to maintain the good reputation of the University. Where students share accommodation, the responsibility is both an individual and a collective one.

- q) A student must avoid creating unreasonable noise at a level which interferes with the comfort, study or sleep of other students, or neighbouring properties.
- r) A student must not at any time bring any firearm (including ball-bearing gun and air rifles), bladed article or any other weapon on to University property or Halls of Residence. This restriction also applies whether or not the firearm or weapon is licensed, and it also applies to imitation or replica firearms and weapons. A student must not bring any other item onto University property or Halls of Residence which could be used as an offensive weapon unless they have a valid and lawful reason for having it in their possession.
- s) A student must not refuse to surrender their student ID card or another form of ID to a member of University staff when reasonably requested to do so and a student must not allow another person to use their student ID card.
- t) A student must attend any compulsory meetings they are called to.
- u) A breach of a student's obligations under the Residency Agreement is a breach of the Regulations for Student Conduct.
- v) Students in Halls of Residence are responsible for the behaviour of their guests, and the student may be found to have breached the Regulations for Student Conduct if their guest acts in a manner which breaches the University's Regulations for Conduct.

The above applies to all students of the University, whether in person, via social media, email or other online platforms, or by any other means.

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### Appendix B – Typical Fines Tariff

This tariff provides guidelines for the imposition of financial penalties when common breaches of discipline occur. The tariff for recurrence of the same offence will be increased incrementally. This tariff is not exhaustive and is provided only as an example of typical fines. Other penalties may be deemed necessary by those responsible for investigating the misconduct.

Breach of discipline	Typical Fine	Commentary
Fire safety		
Deliberate interference with smoke sensor	£250	Action designed to render alarm system inoperative in the furtherance of other activity.
Deliberate activation of a manual call point or fire alarm	£250	Malicious activation causing nuisance and needless deployment of Fire Brigade
Unnecessary activation of fire alarm as consequence of prohibited or negligent activity	£150	Fire alarm set off by smoking, vaping, candle, cooking in room etc.
Other fire safety offences	£150	Malicious discharge of fire extinguisher, use of naked flame in room etc.
Drug possession		
Class A	£300	Possession and/or use of any illegal controlled substance will be dealt with locally as misconduct.  The fines stated are for first offences and repeat offences may be dealt with by way of increased fines or as serious misconduct.
Class B	£200	
Class C	£100	
'Psychoactive substances'	£200	
Drug sale or supply	n/a	Suspected sale or supply of drugs (Class A, B, C or 'Psychoactive substances') will always be referred immediately to the Police and the Student Complaints and Discipline Officer as Serious Misconduct
Sexual violence	n/a	Alleged sexual violence will invoke immediate escalation to the Student Complaints and Discipline Officer as Serious Misconduct.
Physical assault	n/a	Penalty is dependent on details and immediate escalation to Serious Misconduct (and referral to the Police) is possible.
Bullying, intimidation, harassment	n/a	Penalty is dependent on details and immediate escalation to Serious Misconduct (and referral to the Police) is possible.

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Failure to provide ID	£25	The Regulations require that ID be given when asked. Misconduct occurs if students do not comply promptly.
Failure to attend a disciplinary hearing without good reason	£25	
Smoking indoors, including vaping/e-cigarettes	£100	
Unreasonable noise	£50	Penalty is doubled during Quiet Period (Summer Term).
Other unacceptable behaviour	n/a	Any other breaches of the Codes of Conduct may be dealt with and the penalty is dependent on details.