



It is disciplinary misconduct if a student behaves in a way which:

- 1) causes actual or potential distress or harm to others;
- 2) causes actual or potential damage to property;
- 3) disrupts University operations; or
- 4) impedes or interferes with the work or study of others.

If you are aware of an incident of possible disciplinary misconduct, it should be reported to the Director of Planning, Governance and Compliance. You can report an incident using the online [Incident Reporting form](#).

As a precautionary step, the Director of Planning, Governance and Compliance can put conditions on a student to:

- i) ensure that a full and proper investigation can be carried out, or
- ii) to safeguard a student or others during an investigation,

For example, this might be a condition not to contact a witness or not to use certain facilities.

If those conditions are breached, or where there is a risk to the health, safety or well-being of a student or others, the Vice-Chancellor may decide to suspend and / or exclude a student.

Suspension means the student cannot take part in academic activities and registration is put on hold. Exclusion means the student cannot use facilities or enter University grounds or premises.

An Investigating Officer will be appointed to consider the case. They are senior members of staff who have received training on discipline investigations. The Investigating Officer will be the most appropriate person to investigate, depending on the nature of the case. For example, incidents taking place in Residences will usually be investigated by Residences or Housing senior staff.

The Investigating Officer will consider the evidence available and make further enquiries if needed. For example, they might check the details in any incident report, get further witness statements or view CCTV footage. They will then decide whether to:

- i) take no further action because there is insufficient evidence,
- ii) refer the incident to the minor route which means that the Investigating Officer will make the decision themselves, or
- iii) refer the incident to the major route, which means that a Student Disciplinary Panel will decide the case.

If the allegation(s) are upheld, the decision maker can impose sanctions. These include a written warning, payment of a fine, attendance at appropriate workshops or courses, or the requirement to make a written apology or to pay for the cost of damage. In the most serious of cases, the student may also be excluded or suspended for a period of time, or permanently excluded.

Where a finding is made, the student can appeal the finding and / or any sanction imposed. There are limited grounds of appeal. The appeal must be submitted to the Director of Planning, Governance and Compliance and the student can use one of the relevant [online forms](#).

Once the appeal has been considered, the original decision may be upheld or it can be set aside and a different decision made.

Usually, the outcome of a discipline case will not be disclosed as it is personal data about the student. However, in some cases, it may need to be disclosed to comply with other obligations, for example to an accrediting or professional body.