

# STUDENT DISCIPLINARY POLICY

**Scope:** All internal taught and research programmes leading to an award of City, University of London, and may be enacted where the student is currently registered, dormant, suspended or excluded.

Students studying on validated programmes should refer to Appendix A of Senate Regulation 13. The disciplinary regulations and policy to be followed for other types of partnership programme will depend on the nature of the partnership; information will be set out in the Memorandum of Agreement and in the student's programme handbook.

## **Senate Regulations**

### **Senate Regulations**

[Senate Regulation 13 Student Discipline](#)

[Senate Regulation 19 Assessment \(Section 13\)](#)

[Senate Regulation 23 Master Degrees by Research \(Section 8\)](#)

[Senate Regulation 24 Doctoral Programmes \(Section 8\)](#)

### **Date approved/re-approved**

June 2012, October 2020

# Student Disciplinary Policy

## Introduction

1. This policy sets out further detail and guidance on Student Discipline. It relates to Senate Regulation 13 (Student Disciplinary Regulations); it also has applicability in more serious cases of academic misconduct as set out in Senate Regulation 19 (Assessment); Regulation 23 (Masters Degrees by Research); and Regulation 24 (Doctoral Programmes)

## Equality and Diversity statement

2. City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.
3. We are committed to championing equality. This includes where applicable to this regulation. We will ensure that in the coordination and make up of decision-making panels we are striving to fulfil our commitments to racial equality, gender balance, and actively consider representation of other protected groups.

## Our expectations of students

4. City, University of London is committed to providing a high-quality experience for all students. In meeting this commitment, the University recognises that this, in part, relies on all students conducting themselves in accordance with the expectations outlined in City, University of London Student Charter, Regulations and Codes of Conduct.
5. We recognise our duty of care towards our students and staff, and seek to safeguard the University community as a whole, and support well-being, equality and fairness.
6. On registering, students agree to abide by the University Terms and Conditions which includes our Regulations and Codes of Conduct.
7. We may apply our Disciplinary Regulations in relation to conduct which has occurred on or outside our premises, including online behaviour, study or research elsewhere including fieldwork or on placement; and where a student is temporarily suspended, excluded, or dormant.
8. We may apply our Disciplinary Regulations in relation to academic misconduct or fraudulent or potential criminal conduct by a former student (alumnus or alumna of the University).

9. We define misconduct in Senate Regulation 13. Allegations of misconduct or a breach of expected conduct as defined in our Regulations and/or Codes of Conduct will be managed in accordance with the principles outlined in this Policy and in accordance with Senate Regulation 13.
10. Instances of alleged academic misconduct by taught students will initially be considered in accordance with Section 13 of the Assessment Regulations (Senate Regulation 19) and the Assessment and Feedback Policy. Instances of alleged academic misconduct by research degree students will initially be considered in accordance with section 8 of the Regulations for Masters Degrees by Research (Senate Regulation 23), section 8 of the Regulations for Doctoral Programmes (Senate Regulation 24) and the Framework for Good Practice in Research. Where a School-level Academic Misconduct Panel cannot resolve a case of academic misconduct it will be referred to a University Disciplinary Panel as laid out in the Student Discipline Regulations and Student Discipline Policy.
11. Any alleged breach of a Code of Conduct will be first considered under the procedures outlined in the relevant Code of Conduct. Details regarding the University Codes of Conduct are outlined under Stage 1 of Regulation 13.
12. This Policy and our relevant internal regulations will be operated in accordance with our Equal Opportunities Statement and Equality and Diversity Objective.

### **Data Protection**

13. This process will be managed in accordance with our duties under the Data Protection Act 1998.

### **Confidentiality**

14. Regulation 13 will be operated with due consideration to a student's confidentiality.
15. We will seek a student's informed consent before disclosing a student's sensitive information, and consider the student's best interests before disclosing information to a third party. Information will be disclosed in accordance with the terms agreed with the student.
16. We will respect a student's right to choose not to provide consent for sensitive information to be disclosed, but will ensure the student is made aware of the implications of non-disclosure.
17. Confidentiality will be balanced with due respect to Professional, Statutory and/or Regulatory Body Requirements and any potential impact on the University's duty of care to Professional Bodies and a student's potential ability to practise. Any member of staff considering reporting student misconduct following disciplinary action under Regulation 13 should refer to the Guidance.

## **Reporting and monitoring**

18. The School will provide an annual report on disciplinary cases considered at the local-level to the Board of Studies. This will detail the number of cases as well as the outcome and will highlight any potential areas for enhancement or lessons learned. We will record and collate data on activity undertaken in accordance with Senate Regulation 13 and report on an annual basis to Senate.

## **Information and Guidance**

19. The University will ensure that accurate, up-to-date information and guidance about the Discipline and Policy is available to students and staff. Where Codes of Conduct exist, the Officers responsible for those Codes are responsible for ensuring students and staff are provided with information on the Codes, for example via websites, handbooks, and the Student Portal.
20. When informing a student about the outcome of any particular stage of the discipline regulations, s/he should also be informed of any further stages, including any rights of appeal against the outcome.
21. Guidance is made available for the benefit of staff and students in relation to Senate Regulation 13, including those who are involved in the various stages of the Student Discipline Regulations. Appropriate consideration will be given to ensuring that the Officers involved do not have a conflict of interest in the case; and the same members of staff and the same students will not be used at different stages of the regulations.

## **The Office of the Independent Adjudicator (OIA) for Higher Education**

22. The Office of the Independent Adjudicator (OIA) for Higher Education is an independent body operating a scheme for the review of student complaints against Higher Education Institutions in England and Wales. This scheme is free to students, and a student may take a complaint to the OIA once the University has exhausted its internal processes.
23. The University subscribes to the OIA scheme, and is therefore subject to its review. The University is expected to comply with the formal decision and/or recommendation(s) by the OIA. The student complainant is not bound to comply with the OIA decision.

## Policy Details Table

<b>Document title:</b>	Student Disciplinary Policy
<b>Maintained by:</b>	Education & Student Strategy
<b>Owned by:</b>	Student and Academic Services
<b>Approving Committee or Body:</b>	Senate
<b>Last updated:</b>	October 2020
<b>Review date:</b>	October 2023
<b>Current version:</b>	Version 1.1
<b>Location of master document:</b>	Drive Address: S:\QUAD\Quality Manual  To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required by changes in law or in operational practices.
<b>Website Link:</b>	<a href="https://www.city.ac.uk/_data/assets/pdf_file/0018/134550/Student-Disciplinary-Policy.pdf">https://www.city.ac.uk/_data/assets/pdf_file/0018/134550/Student-Disciplinary-Policy.pdf</a>
<b>If you have queries about this document or if you require this document in an alternative format, please contact:</b>	<a href="mailto:ace@city.ac.uk">ace@city.ac.uk</a>