



## 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 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

Reapproved Senate July 2015

### Review

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required.

### Reporting to Senate

Data will be compiled in relation to action taken in accordance with this Policy and reported on an annual basis to Senate

## Equality and Diversity statement

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.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

1. 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.
2. The University recognises its duty of care towards its students and staff, and seeks to safeguard the University community as a whole, and support well-being, equality and fairness.
3. On registering, students agree to abide by the Regulations and Codes of Conduct set out by the University.
4. The University may apply its Disciplinary Regulations in relation to conduct which has occurred on or outside University premises, including study or research elsewhere including fieldwork or on placement; and where a student is temporarily suspended, excluded, or dormant.
5. The University may apply its Disciplinary Regulations in relation to academic misconduct or fraudulent or potential criminal conduct by a former student (alumnus or alumna of the University).
6. The University defines misconduct in Senate Regulation 13. Allegations of misconduct or a breach of expected conduct as defined in the University's Regulations and/or Codes of Conduct will be managed in accordance the principles outlined in this Policy and in accordance with Senate Regulation 13.
7. 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.

8. 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.
9. This Policy and relevant internal regulations of the University will be operated in accordance with its Equal Opportunities Statement and Equality and Diversity Objective.

### **Data Protection**

10. This process will be managed in accordance with the University's duties under the Data Protection Act 1998. Staff members are advised to consult the accompanying guidance for further information.

### **Confidentiality**

11. Regulation 13 will be operated with due consideration to a student's confidentiality.
12. Staff operating Regulation 13 should refer to the accompanying guidance for reference to Confidentiality.
13. The University 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.
14. The University 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.
15. The University may breach a student's confidentiality under exceptional circumstances. The conditions under which confidentiality may be broken are set out in the accompanying Guidance.
16. 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**

17. 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. The University 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**

18. 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.
19. 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.
20. 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**

21. 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. 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.