

**GENERAL REGULATIONS 3:
STUDENT DISCIPLINARY PROCEDURE**

2011-2012

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1.0 INTRODUCTION

Purpose and Scope

1.1 The purpose of the Student Disciplinary Procedure is to outline the process for dealing with allegations of inappropriate student behaviour. Students are expected to behave considerately at all times as a member of the University and local community and to respect the rights of other students, staff and members of the general public both on and off campus. Guidance for Staff on addressing inappropriate student behaviour and guidance for students subject to allegations of inappropriate behaviour can be found in the appendices of this procedure.

1.2 Kingston University is committed to the fair and equal treatment of all individuals regardless of race, sex, disability, age, socio-economic category, sexual orientation, religion or belief. We wish to create a positive, inclusive and diverse working, learning and social environment, free from unfair discrimination, prejudice, intimidation and all forms of harassment. (Single Equality Scheme August 2010).

1.3 The Student Disciplinary Procedure shall apply to any Kingston University student enrolled on a programme of study and studying at the University. Students studying at partner institutions who are enrolled on Kingston University courses will be subject to the disciplinary procedures of the partner institution. Should any instances of misconduct occur whilst a student from a partner institution is in attendance at the University, then the Student Affairs Office shall forward the relevant documentation to the partner institution. In these instances, the University reserves the right to take action in the interests of health and safety, such as the suspension of the student(s) pending the outcome of any disciplinary action (see section 5). The partner institution shall notify the University of the outcome(s) of any disciplinary process for cases of gross misconduct as defined under this procedure.

1.4 This Procedure will normally be applied in respect of alleged inappropriate student behaviour occurring in, or in the vicinity of, premises owned or leased by the University. However, the University also reserves the right to take disciplinary action against a student in respect of behaviour considered inappropriate wherever it may have taken place when the behaviour (a) jeopardises or damages the good name or reputation of the University or (b) raises questions about whether the student concerned should remain a student of the University because (s)he poses a danger to other students, the Staff, or to the good order of the University community as a whole.

1.5 In accordance with the Articles of Government for the University, the overall responsibility for the maintenance of student discipline lies with the Vice Chancellor, who has delegated authority to members of University Staff to deal with instances of inappropriate student behaviour.

Categories of Misconduct

1.6 Misconduct is divided into three categories to reflect the different levels of student misbehaviour:

- Minor Misconduct (see section 2);

- Major Misconduct (*see section 3*);
- Gross Misconduct (*see section 4*).

Guiding Principles

1.7 In order to ensure that students are treated fairly, those Staff responsible for interview/committee arrangements should ensure that students are:

- Informed of any allegations
- Given adequate notice of interview/committee arrangements
- Advised that they are entitled to be accompanied by a member of KUSU Support/Advice staff or a Friend/Family Member as indicated in the Glossary
- Permitted the opportunity to respond to any allegations and provide additional evidence/witness statements
- Informed of their right to appeal

1.8 In determining any penalties under this Procedure, the interview panel/committee members should decide whether *on the balance of probabilities*, misconduct has occurred.

1.9 Staff making the decisions in disciplinary matters are expected to be independent and impartial.

1.10 Staff should give consideration to the fact that behaviour which may be considered inappropriate may be the result of a disability or mental health difficulties, e.g. Attention Deficit Hyperactivity Disorder (ADHD). See section 6 for further information.

Accompaniment

1.11 A student may be accompanied by a Friend/Family Member or a member of Kingston University Students' Union Support and Advice staff to disciplinary interviews and disciplinary committees. Students and Staff attending disciplinary committees may also be accompanied by a Trade Union or professional association as applicable.

Representation

1.12 As the Student Disciplinary Procedure is an internal process for investigating allegations of inappropriate student behaviour, representation by a third party is not considered appropriate. Representation by a Friend or Family Member will only be permitted where there is a valid reason (e.g. ill-health and disability) and advice may be sought from the Disability and Dyslexia Support Service. In such circumstances where representation has been requested and agreed by the person responsible for the disciplinary proceedings at that stage (i.e. Faculty/Departmental Representative, Student Affairs, University Secretary's Department), the student must provide his/her signed written consent to this effect. Legal representation or accompaniment will not be permitted under any circumstances.

Student Absence

1.13 Students are required to engage with the disciplinary process and attend disciplinary interviews/committees when requested to do so. Should a student not be able to attend an interview/committee at the specified date and time, (s)he is required to contact the member of Staff responsible for organising the interview/committee as soon as possible to provide a valid reason for his/her inability to attend. A valid reason would be the attendance at a class or examination, prior personal commitments, particularly for part-time students and those with caring responsibilities, or non-attendance due to illness with the student required to provide supporting evidence (e.g. timetable, medical certificate.) If a valid reason is provided, an interview/committee will normally be rescheduled.

1.14 In the event that a student does not attend an interview/committee, the panel should review the information to satisfy themselves that the student has been sent the appropriate notification. If a panel decides that the student has been duly notified and determines that they have sufficient evidence to enable them to make a decision, the matter will be considered in the student's absence. If the panel determine that it is not possible to make a decision without hearing the student's account, the following action can be taken:

- **Minor Misconduct** – reschedule interview. If the student does not attend a second interview, the original issue and the non-attendance should be referred to the Student Affairs Office for consideration as major misconduct;
- **Major Misconduct** – reschedule interview. If the student does not attend a second interview, the student may be suspended pending attendance at a rescheduled interview;
- **Gross Misconduct** - reschedule committee and suspend student pending attendance at a rescheduled committee.

The decision of the panel members on whether to adjourn or proceed in the student's absence is final.

2.0 MINOR MISCONDUCT

Definition

2.1 Minor misconduct includes persistent disruptive behaviour, behaviour which causes a disturbance or nuisance to others or behaviour which may impact on health and safety at a lower level. The following are examples of minor misconduct. Please note: this list is illustrative only and not designed to be prescriptive

- Repeated use of mobile phones in classes and/or Quiet Zones of the Learning Resource Centres
- Refusal to comply with local level regulations applicable to study areas and departments (e.g. eating and drinking in unauthorised areas)
- Addressing Staff or fellow students in an impolite, inappropriate or offensive manner (e.g. using inappropriate language)
- Misuse or unauthorised use of University facilities or property (*Depending on the offence, such misconduct may be categorised as major misconduct – see section 3*)
- Bringing the University into disrepute (e.g. through noise and/or anti-social behaviour in the local community)
- Obstruction or disruption of University processes and procedures or roles, responsibilities and activities of members of the University community (*Depending on the offence, such misconduct may also be investigated as major misconduct- see section 3*)
- Failure to evacuate following a fire alarm activation
- Persistent late arrival for appointments and classes
- Petty theft
- Non-compliance with ground rules for acceptable behaviour outlined by academic Staff in lectures, seminars etc

Please see section 6 regarding behaviour which may be the result of a disability.

Process

Reporting of Allegations

2.2 Any members of Staff and students are entitled to report any allegations of minor misconduct to the relevant faculty or the relevant department.

Conduct of Investigation

2.3 The Faculty /Departmental Representative will collate evidence from Staff and students involved (e.g. witness statements, incident reports, copies of correspondence) and determine the level of misconduct. If allegations are confirmed as minor misconduct, the student will be requested in writing to attend a meeting with the Faculty / Departmental Representative normally within 5 days of receipt of the allegations. Appendix C provides guidance for Staff conducting disciplinary interviews. Appendix D provides guidance for students subject to allegations of misconduct. The student is entitled to bring a Friend/Family Member or a member of

KUSU Support/Advice staff (see Glossary - Appendix A) to the interview for support. *Please see 1.13/1.14 regarding student absence.*

2.4 Staff and Students who have reported incidents of misconduct or who have been subject to misconduct will not be required or permitted to attend the disciplinary interview. Any written or verbal account of the allegations or incident will be collected from these parties prior to the Interview.

Penalties and Outcome

2.5 Based on the evidence, the Faculty/Departmental Representative shall determine on the balance of probabilities whether minor misconduct has occurred. In determining an appropriate penalty, previous instances of minor misconduct by the student in his/her faculty or another department may be taken into consideration. One or more of the following penalties may be applied for instances of minor misconduct:

- Formal written warning;
- Suspension from classes and/or use of facilities for up to a maximum of 5 days. Suspension should only be used as a penalty where a student's presence in an area has caused a major disruption;
- Suspended Fine up to £200 as a good behaviour bond. A good behaviour bond should be issued as a penalty to discourage future misconduct by a student. The good behaviour bond will normally be payable should the student exhibit similar behaviour in the future and will contribute to student hardship funds;
- Payment of replacement costs up to £250 for loss/damage to University and/or student property (damage of values greater than £250 should be considered as major misconduct);
- A reflective written piece of work up to 1500 words on the student's behaviour (Please seek advice from Disability & Dyslexia Support before issuing this penalty to students with Summary of Support Needs);
- A written apology to the aggrieved party.

2.6 The student will normally be notified of the outcome in writing within 5 days of the interview. Penalties involving a suspension of the use of facilities will normally be applied 5 days after the student has been advised of the outcome. The Faculty Representative will retain a copy of the letter and forward a copy of the letter to the Student Affairs Office. Departmental Representatives will forward a copy of the letter marked as confidential to the Faculty Head of School.

2.7 The aggrieved party or parties will be notified by the Faculty/Departmental Representative that the investigation has been concluded. Please note the outcome of the disciplinary process will not be disclosed.

Referral to Student Affairs Office

2.8 On completion of a disciplinary investigation, the Faculty/Departmental Representative may determine that the alleged misconduct is more serious than initially considered. In such circumstances, the Faculty / Departmental Representative will refer the matter to the Student Affairs Office.

Appeal

Grounds for appeal

2.9 The student has the right to appeal to the Student Affairs Office against a penalty issued for minor misconduct on one or more of the following grounds:

- The penalty issued was disproportionate given the evidence available
- The procedure was not followed correctly which would have made a material difference to the outcome
- New evidence has come to light that could not have been known at the time of the interview and may have an impact on the decision

2.10 The student must submit an appeal in addition to any supporting documentation to the Student Affairs Office (see Appendix F for details) within 5 days of the date of the letter advising him/her of the penalty for minor misconduct. Appeals which do not relate to the above grounds or which are submitted outside the 5 day period will not be considered and the student will be notified accordingly. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

Process

2.11 The appeal and supporting documentation shall be considered by the Student Affairs Office, a neutral Faculty or Departmental Representative with no prior involvement in the case and a Representative of the Students' Union. The appeal will be considered within 5 days of receipt of the student's appeal. The appeal documentation will comprise: the student's appeal and supporting documentation and a written response to the appeal from the Faculty/ Departmental Representative who issued the penalty.

2.12 The student is not required to attend in person following the submission of their appeal documentation unless they wish to do so. Any disciplinary penalty issued against the student will be suspended pending the outcome of the appeal. On the basis of the evidence submitted, the panel shall determine whether the appeal should be upheld or dismissed. Should the appeal be dismissed then the penalty imposed by the faculty/department shall be immediately applied. If the appeal is upheld, the panel must determine whether to:

- a) dismiss the disciplinary case against the student
- b) request that the faculty/department reconsider the case
- c) impose a lesser penalty

The outcome will be communicated in writing to the student within 5 days of the appeal being considered. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

3.0 MAJOR MISCONDUCT

Definition

3.1 Major misconduct includes threatening behaviour and bullying or harassment of Staff or students. The following are examples of major misconduct. Please note: this list is illustrative only and not designed to be prescriptive

- Abusive/threatening behaviour towards Staff and students
- Bullying or harassment of a student or member of Staff via any means including phone, text, e-mails or on internet forums, blogs, Facebook and Twitter. This includes the publishing of offensive material about an individual (*Please see Appendix F for sources of support/guidance if you are the victim of harassment/bullying*)
- Damage to or defacement of University property or the property of other members of the University community caused intentionally or recklessly
- Theft of University property (*Depending on the offence, such misconduct may be categorised as minor misconduct (petty theft) or gross misconduct*)
- Fraud, deceit or dishonesty in relation to the University or its Staff or in relation to being a student at the University
- Tampering with fire equipment (*Depending on the offence, such misconduct may be categorised as gross misconduct- section 4*)
- False or malicious allegations against University Staff – e.g. fabricated complaints/accusations of Staff performance and/or conduct that may have been raised initially as part of the Student Complaints Procedure
- Bringing the University into disrepute (e.g. damaging the good name or reputation of the University)
- Non-compliance with penalties imposed for minor misconduct
- Obstruction or disruption of University processes and procedures or roles, responsibilities and activities of members of the University community
- Conduct which constitutes a criminal offence (*see section 7*) where that conduct took place a) on University premises b) affected other members of the University community or c) damages the good name of the University

Process

Reporting of Allegations

3.2 Any allegations of major misconduct should be referred to the Student Affairs Office by the Faculty/Departmental Representative together with any documentary evidence. Students reporting incidents of misconduct will be expected to provide a written statement together with any supporting evidence to the Student Affairs Office (see Appendix F for sources of support for preparing and reporting student misconduct). Based on the information received, the Student Affairs Office shall determine the level of misconduct.

Conduct of Investigation – Disciplinary Interview

3.3 Student(s) will normally be requested to attend a Disciplinary Interview within 5 days of receipt of the allegations. The interview will form part of the Student Affairs

Office's investigation and also provides an opportunity for the student to present his/her account of the incident(s). *Please see 1.13/1.14 regarding student absence*

3.4 The student is entitled to be accompanied by a member of KUSU Support/Advice staff or a Friend or Family Member (as indicated in the Glossary) to the Disciplinary Interview, to call any witnesses and submit relevant evidence in support of his/her case. Appendix D provides guidance for students who are required to attend a disciplinary interview.

3.5 The Disciplinary Interview shall be conducted by the Student Affairs Office with a member of Staff also present to make a record of the discussions. A representative from the affected department/faculty may also form part of the Disciplinary Interview panel. However, the representative shall not be the directly aggrieved party and will normally be a section or departmental head. Appendix C provides guidance for staff conducting the interview.

3.6 Staff and Students who have reported incidents of misconduct or who have been subject to misconduct will not be required or permitted to attend the Disciplinary Interview. Any written or verbal account of the allegations or incident will be collected from these parties prior to the Interview.

Penalties and Outcome

3.7 At the conclusion of the Disciplinary Interview, Student Affairs/ members of the panel will withdraw to consider whether major misconduct has occurred. The panel may seek to verify information provided by either party prior to arriving at a decision.

3.8 Based on the evidence submitted, Student Affairs/members of the panel will determine on the balance of probabilities whether major misconduct has occurred. If it is determined that it has, the student will be issued with one or more of the following penalties:

- Formal written warning
- Suspension from the University or use of facilities or classes for up to 30 days
- Suspended Fine up to £1000 as a good behaviour bond. This amount will normally be payable should the student not comply with any disciplinary penalties or any future misconduct be related and credited to the student hardship funds. Should there be a repetition of similar misconduct, students may be referred directly to a Student Disciplinary Committee and/or be required to pay the good behaviour bond
- Payment of replacement/compensation costs for loss/damage to University and/or student property
- Compensation for wasting Staff time as a direct result of student's misconduct on the basis of £25 per hour up to a maximum of 5 hours
- Issuing a notice to quit on a student resident in a University Halls of Residence or in a Headed Tenancy property
- Community Service up to a maximum of 12 hours

3.9 The student will normally be notified of the outcome in writing within 5 days of the Disciplinary Interview.

3.10 If major misconduct has occurred, a copy of the letter notifying the student of the outcome will be sent to the relevant Head of School. The letter should be marked as confidential and placed on the student's file.

Referral to the Student Disciplinary Committee

3.11 Staff or students who have been subject to major misconduct will be notified by the Student Affairs Office that the investigation has been concluded. Please note the outcome of the disciplinary process will not be disclosed.

3.12 On completion of a disciplinary investigation, the Student Affairs Office may determine that the alleged behaviour is gross misconduct. In these instances, the Student Affairs Office will request that a Student Disciplinary Committee is convened by the University Secretary's department as outlined in section 4.

Appeal

Grounds for appeal

3.13 The student has the right to appeal against a penalty issued by the Student Affairs Office within 5 days of the date of the letter advising him/her of the penalty. The appeal must be based on one or more of the following grounds:

- The penalty issued was disproportionate given the evidence available
- The procedure was not followed correctly which would have made a material difference to the outcome
- New evidence has come to light that could not have been known at the time of the Disciplinary Interview and may have an impact on the decision

3.14 An appeal should be submitted in addition to any supporting documentation to the University Secretary's Department (see Appendix F for contact details) within the specified timeframe. Appeals which do not relate to the above grounds or which are submitted outside of the 5 day period will not be considered and the student will be notified accordingly. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

Process

3.15 Should an appeal fall within one or more of the grounds for appeal, the University Secretary will convene an Appeal Panel to consider the appeal documentation. The Panel will be convened as soon as practically possible and normally within 25 days. Any disciplinary penalty issued against the student will be suspended pending the outcome of the Appeal Panel. The Appeal Panel shall comprise the following members who will not have had any prior involvement or knowledge of the case:

- Dean of Faculty/Professor/Head of School or Director/Section Head/Head of Service as Chair
- A member of academic Staff of senior grade or a manager of professional grade

- a Representative of KUSU

The quorum of the Appeal Panel is two members to include the Chair

3.16 The student is not required to attend in person following the submission of their appeal documentation unless they wish to do so.

3.17 The appeal documentation will comprise the student's appeal and supporting documentation in addition to a written response from the Student Affairs Office to the student's appeal. The documentation will be circulated by the University Secretary's Office to the Panel prior to the appeal. The University Secretary shall be in attendance throughout the proceedings to provide advice to the Panel on matters of procedure and to act as Clerk to the Panel.

Outcome of the Appeal

3.18 On the basis of the evidence submitted, the panel shall determine whether the appeal should be upheld or dismissed. Should the appeal be dismissed then the penalty imposed by the Student Affairs Office shall be immediately applied. If the appeal is upheld, the panel must determine whether to:

- a) dismiss the disciplinary case against the student
- b) request that the Student Affairs Office reconsider the case
- c) impose a lesser penalty

3.19 The student will be notified of the decision of the Appeal Panel in writing by the University Secretary within 5 days of the Appeal. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

4.0 GROSS MISCONDUCT

Definition

4.1 Gross misconduct is behaviour which calls into question a student's registration at the University. The following are examples of the type of behaviour categorised as gross misconduct although this list is illustrative and is not designed to be prescriptive:

- Dealing in illegal substances
- Physical assault on a member of Staff and/or student
- Use or threat to use a weapon
- Criminal conviction for any of the above and for offences against the person of a violent or sexual nature
- Theft of University property
- Non-compliance with a disciplinary penalty issued by the Student Affairs Office
- Non-co-operation with a disciplinary investigation conducted by the Student Affairs Office (e.g. non-attendance without valid reason at a disciplinary interview)
- Fraud, deceit or dishonesty in relation to the University or its Staff or in relation to being a student at the University (e.g. claiming home fees status as an overseas student, applications to Student Funding Service, identity fraud)
- Malicious activation of fire alarms (e.g. activation of a fire alarm during examinations)

Process

Reporting of Allegations

4.2 Any allegations that are categorised as gross misconduct will be immediately forwarded to the Student Affairs Office, including any evidence (e.g. witness statements, incident reports, copies of e-mails, notes of meetings, transcripts of conversations/text messages etc). The Faculty/Departmental Representative shall be responsible for referring gross misconduct cases together with documentary evidence to the Student Affairs Office. The Student Affairs Office will determine, based on the definitions/examples above, whether the allegations fall within the gross misconduct category. Should the Student Affairs Office consider the allegations to constitute major or minor misconduct then the affected student/faculty/department shall be advised accordingly and the matter dealt with at the appropriate level.

4.3 Should the Student Affairs Office decide that the allegations constitute gross misconduct then it will collate the relevant documentation together with supporting evidence which the student/ faculty/department will be asked to provide. If it is considered that the student poses a health and safety risk to other members of the University community given the nature of the allegations, it may be recommended to the Vice-Chancellor that the student is suspended from the University or excluded from specified premises/campuses of the University including University Halls of Residence pending the completion of disciplinary procedures (see section 5).

Arrangements for the Student Disciplinary Committee

4.4 The Student Affairs Office will forward the documentation together with an overview of the case to the University Secretary's department and request that a Student Disciplinary Committee be convened to hear the allegations. The documentation and overview from the Student Affairs Office will form the basis of the paperwork to be considered by the Student Disciplinary Committee. The Student Disciplinary Committee will be held as soon as practically possible and normally within 25 days of receipt of the allegation of gross misconduct sent by the Student Affairs Office. The University Secretary will be responsible for the administrative arrangements for the Student Disciplinary Committee.

4.5 The student will be invited by the University Secretary to provide a written response to the allegations. Any statement from the student should be submitted to the University Secretary no later than 5 days before the date of the Student Disciplinary Committee. The statement should include any relevant witness statements.

4.6 The composition of the Student Disciplinary Committee is as follows and no member of the Committee shall have had prior involvement or knowledge of the case:

- Dean of Faculty/Professor/Head of School or Director/Head of a service department as Chair
- Member of academic Staff of senior grade or a manager of professional grade
- A Representative of the Students' Union

The quorum of the Committee is two members to include the Chair

4.7 The student, members of the Student Disciplinary Committee and the Student Affairs Office shall be sent the relevant paperwork no later than 5 days before the date of the Committee together with a copy of this Procedure. The student is entitled to be accompanied to the Committee by a member of KUSU Support/Advice staff or a Friend or Family Member as indicated in the Glossary.

4.8 The student and the Student Affairs Office have the right to call witnesses to support their respective cases. The student and the Student Affairs Office have responsibility for calling their witnesses to the Student Disciplinary Committee in terms of attendance. The names of any witnesses are to be provided to the University Secretary no later than 5 days before the date of the Committee in order that this information can be provided in the paperwork for consideration at the Committee. Should a student or the Student Affairs Office wish for any witnesses' details to be withheld (e.g. cases of harassment) then any such requests should be made to the University Secretary in advance of the Student Disciplinary Committee.

4.9 Students and Staff who have been subject to alleged gross misconduct may choose to attend the Student Disciplinary Committee to present their account of the incident(s). Should they not wish to attend, written accounts will be considered. The Student Affairs Office will contact Students and Staff to confirm their attendance.

4.10 Both witnesses and students or Staff subject to alleged gross misconduct will attend the Committee to present their account and may also be asked to respond to any points of clarification from the panel. Following this, witnesses, Staff/students attending in this capacity will be asked to leave by the Chair in order that disciplinary proceedings can be concluded.

Please see 1.13/1.14 regarding details of student absence.

Conduct of Student Disciplinary Committee

4.11 The Committee shall be advised on the procedure by the University Secretary who shall act as the clerk during the hearing. The proceedings for the Student Disciplinary Committee shall be as follows:

- The Chair shall open proceedings by outlining the process
- The Chair will summarise the allegations made against the student and ask the Student Affairs Office to confirm that the allegations as defined are accurate
- The Chair will then invite the Student Affairs Office to call on any witnesses in support of the allegations
- The members of the Committee and the student will have the opportunity to ask questions of the Student Affairs Office and its witnesses
- The student will then be asked to respond to the allegations and to call any witnesses in support of his/her case.
- The members of the Committee and the Student Affairs Office will be able to ask any questions of the student and his/her witnesses
- At the end of the respective submissions, the Chair will ask the student and Student Affairs Office whether they wish to make any concluding statements prior to the Committee withdrawing to consider its decision in private

Penalties and Outcome

4.12 Based on the evidence submitted, the Committee will determine on the balance of probabilities whether gross misconduct has occurred. Should the Committee determine that gross misconduct has occurred, it can recommend the following range of penalties to the Vice-Chancellor:

- The expulsion of the student from the University with immediate effect
 - A suspended expulsion for the remainder of the current academic year or duration of a student's studies. Any further evidence of misconduct and/or failure to comply with penalties agreed by the Vice-Chancellor will normally result in the student being expelled with immediate effect from the University without referral to a Student Disciplinary Committee
 - A fine or financial penalty. In cases where it has been proven that a student has submitted fraudulent documentation to gain a financial advantage (e.g. claiming home fee status as an overseas student or submitting a fraudulent application for University funding), (s)he shall be required to pay back any difference in amounts;
 - Suspension from the University for a period up to a year;
- Penalties continued below*

- A final written warning and/or a good behaviour bond ranging between £1000 to £2000. If a good behaviour bond is issued and further incidents of misconduct occur, it may result in payment of the good behaviour bond and/or any of the penalties listed here
- Community service to the University for a period up to 25 hours maximum

Approval of the Vice-Chancellor

4.13 The University Secretary, on behalf of the Student Disciplinary Committee, will inform the Vice-Chancellor of the Committee's recommendations and will provide a report summarising the case and the reasons for the Committee's conclusions. The Vice-Chancellor can either approve the Committee's recommendations or may decide to impose a lesser penalty. The Vice-Chancellor shall normally give written notice within 5 days of receipt of the Committee's recommendations, to the student, the University Secretary, Chair of the Committee and the Student Affairs Office of the decision and of the penalty/penalties to be imposed.

4.14 A student has the right to appeal against the decision of the Vice-Chancellor within 5 days of the date of the letter from the Vice-Chancellor notifying the student of the decision. The appeal process and the grounds for appeal are outlined in the section below. Should the student not submit an appeal within the specified time frame, then (s)he shall be deemed to have accepted the decision of the Vice-Chancellor and will be required to comply with any disciplinary penalties. Should a student not comply with any disciplinary penalties then the University Secretary shall refer the matter back to the Student Disciplinary Committee. If the Student Disciplinary Committee determines that the student has not complied with the penalty issued then the student shall be expelled with immediate effect from the University.

Appeal

Grounds for Appeal

4.15 A student has the right to appeal against the decision of the Vice-Chancellor within 5 days of the date of the Vice Chancellor's letter informing the student of his/her decision. The appeal must be based on one or more of the following grounds and must be supported by appropriate evidence:

- The penalty issued was disproportionate given the evidence available
- The procedure was not followed correctly which would have made a material difference to the outcome
- New evidence has come to light that could not have been known at the time of the Student Disciplinary Committee and may have an impact on the decision

4.16 The student must appeal to the University Secretary in writing within the specified timescale (see Appendix F for contact details). Appeals submitted outside of the time period will not be considered unless the student can demonstrate a valid reason (e.g. medical grounds) with evidence to explain why (s)he has been unable to make the deadline. On receipt of an appeal, the University Secretary will determine whether the appeal falls within one or more of the grounds. Should an appeal not fall within one or more of the grounds for appeal or not be submitted within the specified

timescale, it will be rejected by the University Secretary and the student informed that the penalty determined by the Vice-Chancellor shall stand. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

Administrative Arrangements for the Governors' Appeal Committee

4.17 Should an appeal fall within one or more of the grounds for appeal, the University Secretary will convene a Governors' Appeal Committee. Any disciplinary penalty issued against the student (not including suspensions on grounds of health and safety- section 5) will be suspended pending the outcome of the Governors' Appeal Committee. The Appeal Committee shall comprise the following neutral parties who will have had no prior involvement or knowledge of the case:

- One member of the Board of Governors – other than the Vice-Chancellor, staff or student Governors – who shall act as Chair
- One staff Governor or a member of Executive Board
- Representative of the Students' Union

The quorum of the Committee is two members which shall include the Chair.

4.18 The University Secretary shall be responsible for the administrative arrangements in convening a Governors' Appeal Panel. A University Representative, normally the Chair of the Student Disciplinary Committee, will be asked to attend by the University Secretary. The Committee shall be held as soon as practically possible and normally within 25 days of receipt of the appeal. The following arrangements shall apply in respect of the Governors' Appeal Committee:

- The student's submission to the Appeal Committee will normally comprise his/her grounds for appeal and supporting evidence to substantiate those grounds.
- The University Representative will also be asked to provide a written response to the student's appeal on behalf of the Disciplinary Committee panel no later than 5 days before the date of the Appeal.
- The Governors' Appeal panel paperwork will comprise the student's submission, the University Representative's response and the Vice-Chancellor's letter advising the student of the disciplinary outcome
- The student and the University Representative will be asked to attend the Appeal Committee by the University Secretary with no less than 5 days notice of the date of the Appeal Committee.
- Copies of the documentation will be circulated to the members of the Committee, the student and the University Representative no less than 5 days before the date of the Appeal.
- The student is entitled to be accompanied to the Appeal Committee by a member of KUSU Support/Advice staff or a Friend/Family Member or a Representative of a Trade Union and Professional Association (see Glossary)
- The student and the University Representative are both entitled to call witnesses to the Appeal and must provide names of any witnesses that they wish to call to the University Secretary no later than 5 days before the date of the Appeal. The student and the University Representative have responsibility for calling their witnesses to the Appeal Hearing in terms of attendance.

Proceedings of the Governors' Appeal Committee

4.19 The Governors' Appeal Committee will focus solely on the student's grounds for appeal and will not constitute a rehearing of the previous disciplinary level. At the Appeal, the University Secretary shall be in attendance throughout the proceedings to provide advice to the Committee on matters of procedure and to act as Clerk to the Committee. *Please see 1.13/1.14 regarding student absence.* The Governors' Appeal Committee shall be conducted as follows:

- At the beginning of the Appeal, the Chair will outline the process and indicate the grounds for appeal
- The Chair shall invite the student to provide his/her appeal which can be made by either oral or written submission and to call any witnesses, as appropriate
- Members of the Appeal Panel will be able to ask questions of the student and his/her witnesses.
- When the student has concluded his/her appeal, the Chair will then invite the University Representative to provide his/her response and to call any witnesses, as appropriate.
- Members of the Appeal Committee and the student will have the opportunity to address any questions to the University Representative and any witnesses that (s)he calls.
- At the conclusion of the University Representative's response, the Chair will ask if the student or University Representative wish to make any final statements to the Appeal Committee in support of their respective cases.
- The Appeal Committee will then withdraw to consider in private whether the appeal should be upheld or not.

Outcome of the Appeal Committee

4.20 If the Appeal Committee dismisses the appeal, it will confirm the decision of the Vice-Chancellor.

- 4.21 Should the Appeal Committee uphold the appeal, it may:
- a) dismiss the disciplinary case against the student
 - b) refer the matter back to a Student Disciplinary Committee
 - c) impose a lesser penalty

- 4.22 For Appeal Panels convened following appeals against Fitness to Practise Panel decisions (see Glossary) the Appeal Panel has the power to either:
- a) confirm the original decision
 - b) refer the decision back to the original Fitness to Practise Panel
 - c) request that a new Fitness to Practise Panel be convened

4.23 The decision of the Appeal Committee will be confirmed in writing to the student by the University Secretary within 5 days of the Appeal. This decision is considered final and as such the student will be provided with information about the Office of the Independent Adjudicator (see section 8).

5.0 SUSPENSION

5.1 A student who is the subject of an allegation of misconduct under this procedure, or against whom a criminal charge or appeal is pending or who is the subject of a police investigation may be suspended from the University by the Vice-Chancellor pending the completion of these respective processes.

5.2 Suspension involves a total or partial prohibition of attendance at or access to University premises and on any participation in University activities. It may be subject to qualification, such as permission to attend for the purpose of an examination or a requirement that the student should have no contact of any kind with a named person or persons. In exceptional circumstances, a student may be suspended from his/her halls of residence if instructed to do so at the request of the police, the courts, or by the Vice-Chancellor. The suspension is not a penalty but a measure taken on health and safety grounds where there is a potential risk to members of the University community and/or its premises.

5.3 The Student Affairs Office will recommend the suspension of a student from the University to the Vice-Chancellor where there is a health and safety risk posed by the student's presence on campus or where necessary in exercising a duty of care towards other Staff and students. The Student Affairs Office will normally make the request for a student suspension to the Vice-Chancellor. There will be occasions when a suspension from halls of residence/headed tenancy is sought, this request may be made by the Head of Accommodation or his/her nominee. In the event that a suspension is considered necessary for a student on a professional course (e.g. Nursing/Pharmacy) pending the scheduling of a Fitness to Practise hearing, the relevant faculty will make the recommendation of suspension directly to the Vice-Chancellor. If the Vice-Chancellor approves the recommendation to suspend, the student will be notified of the decision in writing by the Vice-Chancellor with the suspension becoming immediately applicable. The letter shall advise the student that (s)he has the right to make representations to the Vice-Chancellor within 5 days of notification of the suspension.

5.4 Should a student wish to make representations, (s)he should contact the Vice-Chancellor's Office to make an appointment. The student will normally have the opportunity to make a representation in person unless health and safety considerations make a written representation more appropriate. Following a student's representation and any advice received from the Student Affairs Office/Accommodation Office/Faculty as appropriate, the Vice-Chancellor may decide that the suspension is continued or that the suspension be commuted to an exclusion from specified areas of the University campus and/or from having contact with named individuals. Alternatively, the Vice-Chancellor may determine that in light of developments (e.g. Police investigation), the suspension is no longer required. The student shall be informed in writing of the Vice-Chancellor's decision within 5 days of the meeting.

5.5 A suspension will be reviewed thereafter every three weeks by the Vice-Chancellor on the advice of the Student Affairs Office/Accommodation Office/Faculty as appropriate. The student will be responsible for informing the Vice-Chancellor's

Office of any developments which may have implications for the terms of the suspension.

5.6 A suspension may remain in force pending the outcome of a Police investigation or court case or the completion of disciplinary procedures outlined in this Procedure or other relevant procedures (e.g. Fitness to Practise).

6.0 STUDENTS WITH DISABILITIES /MENTAL HEALTH DIFFICULTIES

6.1 The Mental Health Protocol sets out the procedure for Staff to follow in cases where a student's behaviour may be attributable to a mental health difficulty. If it appears to those considering an allegation of misconduct that the student in question may have a disability/mental health difficulty then the advice of Health and Counselling or the Disability and Dyslexia Support Service will be sought. Where appropriate, any disciplinary action may be adjourned for the preparation of a medical report. If there is medical evidence that a student has a disability/mental health difficulty which may have contributed to the behaviour against which disciplinary action is sought, the disciplinary process may be suspended or terminated by the Student Affairs Office as appropriate.

6.2 It may be made a condition of suspension or termination of the proceedings that the student seeks medical treatment. If the student does not co-operate with the University in relation to investigation of health matters (for example, by refusing to obtain medical reports as requested or by refusing to seek treatment from the relevant specialist, e.g. psychiatrist) then the matter may be referred for consideration under the Student Disciplinary Procedure. Such a decision shall be made following consultation with Mental Health Liaison/Head of Health and Counselling.

7.0 MISCONDUCT WHICH IS ALSO A CRIMINAL OFFENCE

7.1 A student is obliged to inform the Student Affairs Office if (s)he is subject to a Police investigation, charge or Unspent¹ Conviction² relating to offences against the person, whether of a violent or sexual nature, or pertaining to unlawfully supplying illegal substances, offences involving firearms, offences involving arson and offences under the Terrorism Act 2006. Any member of Staff in receipt of such information should also immediately notify the Student Affairs Office. If the nature of the allegations poses a potential health and safety risk for Staff and students, then the University may consider the suspension of the student pending the completion of the Police investigation and/or court case (see section 5). Students failing to disclose criminal convictions and/or submitting fraudulent documentation (e.g. passport, birth certificate etc) as part of their application/enrolment to the University will be dealt with in accordance with the procedure outlined in the Fraudulent Applications Policy.

7.2 For more serious allegations of misconduct where the Police are involved, any disciplinary action on the part of the University will normally be deferred pending the outcome of any Police investigation or court case, as appropriate. However, the

¹ as defined under the Rehabilitation of Offenders Act 1974

² to include cautions, admonitions, reprimands, final warnings, bind over orders or similar.

University reserves the right to continue disciplinary action for those cases where it is considered appropriate to do so in view of the length of time it can take for Police investigations/court action to be concluded. For cases where disciplinary action is deferred, the University may consider the suspension of the student or his/her exclusion from specified sites and/or named individuals pending the outcome of Police investigations/court case if there are health and safety implications relating to the allegations (see section 5).

7.3 The Student Affairs Office will advise the student of the deferral of any disciplinary action by the University. The student will be responsible for informing the Student Affairs Office of any developments/updates concerning Police/court action. The Police may also share relevant information with the Student Affairs Office to inform any disciplinary action, if applicable, under this Procedure.

7.4 Where a student has been sentenced by a court, the Court's penalty shall be taken into account in determining any penalty issued under this Procedure. This can mean that an internal penalty is reduced or that the external penalty indicated the seriousness of the offence. Students imprisoned for a period of 21 days or greater will be deemed to have withdrawn from the University. The Vice-Chancellor shall decide whether a student be re-admitted to the University on the basis of advice and evidence collated by the Student Affairs Office.

8.0 OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)

8.1 The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints which includes the right to appeal against a final decision by a disciplinary or appeal body. Where a student has completed all the available processes under this procedure, the University will issue the student with a 'Completion of Procedures Letter'. A student will need to submit his/her application to the OIA within three months of the date of the Completion of Procedures letter. Further information about procedures for referring a matter to the OIA is available from the University Secretary or Student Affairs Office or can be accessed via the OIA's website www.oiahe.org.uk.

**APPENDIX A
GLOSSARY OF TERMS:**

For the purposes of the Student Disciplinary Procedure, the following terms are defined below

EXPRESSION	MEANING
Days	University Working days (Monday - Friday) excluding Bank and Public Holidays
Staff	Members of staff including staff of the Kingston University Service Company (KUSCO) or any other wholly owned subsidiary company of the University
Vice-Chancellor	Vice-Chancellor or such other person designated to act on his/her behalf by the Vice-Chancellor
University Secretary	University Secretary or any person designated by him/her in fulfilling the role and responsibilities assigned to the post in this Procedure
Student Affairs Office	Head of Student Affairs Office, the Student Affairs Advisor or any member of Staff as may be designated by the Deputy Director of Student Services and Administration
Friend /Family Member	A person who accompanies a student to provide support. The person would not act as an advocate for the student and would not normally be expected to speak on behalf of the student. Legal representatives are not permitted to attend in any capacity including as a friend/family member
KUSU Support and Advice	Support is normally provided by a staff member of KUSU who can accompany a student at meetings
Representative of the Students' Union	President of Kingston University Students' Union (KUSU) or other Student Officer of KUSU as may be designated by the President of KUSU
Trade Union and Professional Association	University and College Union (UCU), Royal College of Nursing (RCN), Royal College of Midwives (RCM) and UNISON. This list is not exhaustive.
Faculty /Departmental Representative	Member of University/KUSCO Staff responsible for acting on behalf of a course team/department or service area (e.g. Course Director/Field Leader/Head of School/Section Head/Faculty Business Manager) or his/her nominee
Accompaniment	Students have the right to be accompanied by a Friend, Family Member or KUSU Support and Advice staff member or Trade Union/Professional Association as appropriate. The accompanying person can address the hearing, confer with the individual and ask but not answer questions on behalf of the individual unless agreed by the Chair
Representation	Someone formally nominated by the student to make their case on their behalf. Normally only agreed in exceptional circumstances when there is valid reason why the student cannot represent

	themselves. Legal representation is not permitted
University Representative	In respect of the Governors' Appeal Committee, this is normally the Chair of the Student Disciplinary Committee. If the Chair of the Student Disciplinary Committee is unable to attend, the staff Governor/member of Executive Board who acted as Student Disciplinary Committee panel member will be asked to attend
Partner Institution	The institution which is jointly or wholly responsible for delivery of a Kingston University award
Fitness to Practise	Students enrolled on courses leading to a professional qualification or the right to practice a particular profession may have responsibilities over and above those of other students at the University. This particularly applies to any professional codes of conduct
Harassment	Unwanted conduct (intentional or unintentional) which has the effect of violating a person's dignity. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as humiliating, degrading and unacceptable to the recipient and can create a hostile and intimidating environment
Bullying	Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. It may happen in public or in private
Office of the Independent Adjudicator (OIA)	The OIA is an independent body set up to review student complaints which is free to students
Completion of Procedures	A Completion of Procedures letter is issued when the relevant University procedures have been completed. This letter is required in order for a student to submit a complaint to the OIA

APPENDIX B: GUIDANCE FOR STAFF DEALING WITH INAPPROPRIATE BEHAVIOUR

Introduction: All staff have a responsibility for addressing inappropriate student behaviour by ensuring that students comply with rules and regulations within their areas of work and taking the appropriate action should students fail to comply.

Proactive Strategies

- Make students aware of how they are expected to behave and wherever possible involve them in this process (e.g. devising ground rules in lectures)
- Stress the benefits of behaving appropriately and complying with rules/regulation (e.g. create a productive learning environment)
- Remind students periodically of rules and behavioural expectations (e.g. at the beginning of each term)

When confronted with inappropriate behaviour:

- Remind the student(s) of the relevant regulations relating to behavioural expectations (e.g. ground rules). Set the limits by defining permissible behaviour and consequences
- Stay Calm – don't be drawn into an argument
- Recognise when to draw a line – don't take abuse.
- Be aware that the behaviour could be the result of a disability or mental health difficulty (see guidance below)
- Minimise the opportunity for other students to get involved – maintain eye contact with the student involved and move the scene of conflict away from other students wherever possible. In lectures/tutorials, try and see the student after classes.
- If the student refuses to comply with a request to moderate his/her behaviour, seek the assistance of a colleague or ask the student to leave
- Call security if a student refuses to leave and/or continues to exhibit inappropriate behaviour despite warnings to desist from such conduct. Academic staff may consider suspending lectures
- If a student's behaviour is perceived to pose a threat to the health and safety of staff, other students in the vicinity or to him/herself then security should be called immediately on 66666. The staff member should move away from the area of conflict and await the arrival of security
- Make a factual record of events and actions taken
- Seek advice

Mental Health/Disability and Student Behaviour

- If you are concerned about a student's behaviour but it does not pose any immediate health and safety concerns- contact the Health and Counselling Service for advice and guidance on 020 8417 2172 or ext. 62172
- Where a student's behaviour poses a threat to the health and safety of others or him/herself- alert Security immediately on 02 8417 6666 or 66666
- Contact the Health & Counselling Service for advice/guidance regarding the Mental Health Protocol

APPENDIX C: GUIDANCE FOR STAFF CONDUCTING DISCIPLINARY INTERVIEWS

First Steps... Assess the incident and whether it should be addressed under the Disciplinary Procedure. If there is no evidence of persistent misconduct or it does not fit within the categories or examples of misconduct in this Procedure, the following approaches should be considered:

- Reminding the student of the expected way of conducting him/herself in a particular setting or generally as a student at the University. Ideally this should be addressed by the affected member of staff directly with the student. Alternatively, a letter/email can be sent to the student reminding him/her of the expected conduct. Reference can be made to the Student Disciplinary Procedure (as appropriate) if the conduct persists.

Interview Arrangements:

If it is clear that minor misconduct has occurred (see section 2 of the Procedure) the following steps should be taken:

- Collate evidence relating the incident (e.g. emails/witness accounts)
- Invite the student to attend an interview in writing and include
 - details of the allegations
 - reference to the available support (KUSU Support and Advice)
 - date/time/venue and details of who will be present
 - a request for the student(s) to make the organiser aware of any reasonable adjustments to be made
 - reference to the fact that a student's attendance is required and that the matter may be considered in his/her absence (consideration should be given to students with caring/other responsibilities regarding their ability to attend)
 - reference to the fact that a student can bring witnesses or witness statements in support of their account
- Interviews should normally take place within 5 days of receipt of the allegations

During the Interview:

- Explain what will happen in terms of process
- Ensure a balanced account is acquired – afford the student an opportunity to give his/her account
- Keep a factual record of the interview. This should be confidential but may be placed on the student's file.

Decision and Outcome:

- Determine on the balance of probabilities whether misconduct took place
- If a penalty is issued, decide on an appropriate penalty to the offence
- Write to the student with the outcome within 5 days of the interview
- Provide a reason for reaching the decision and make them aware of their right to appeal and information about how to do this
- Send a copy of the letter to Student Affairs for annual reporting purposes
- Aim for consistency in the treatment of the student compared with other similar circumstances

APPENDIX D: GUIDANCE FOR STUDENTS ATTENDING DISCIPLINARY INTERVIEWS

The Student Disciplinary Procedure is the formal mechanism under which allegations of inappropriate student behaviour are investigated.

What will happen at a disciplinary interview?

- You will be sent written notification of the interview arrangements. The letter will outline the allegations and inform you of the date, time, venue and who will be present. It will also advise that you can bring someone with you to the interview for support (see Glossary for definitions of Friend/Family Member and KUSU Support and Advice)
- The interview is likely to last approximately 30 minutes, although it may last longer if the allegations are complex or there are discrepancies in the accounts
- There will normally be one or two staff members present to conduct the interview. There will also normally be a note taker.
- Staff present at the interview will introduce themselves and summarise the allegations against you. You will then be asked to explain what happened in your own words.
- Staff will then ask questions to clarify what happened and ensure they fully understand.
- At the end of the interview, staff will consider all information in private in order to reach a decision.
- You will receive a letter confirming the outcome of the investigation and any penalties.
- The notes will be placed confidentially on your student file.

Frequently Asked Questions (FAQs)

Do I have to attend? Yes. You are required to attend a disciplinary interview or committee when requested to do so. Even if you feel that you have not done anything wrong or there has been a misunderstanding, it is important that you attend the interview so that your account of an incident can be considered. If you do not attend, the matter may be considered in your absence.

What should I do if I can't attend at the scheduled date/time? Contact the interview/committee organiser as soon as possible and in advance of the scheduled date/time to inform them. You must present a valid reason for not attending (e.g.

illness/scheduled lesson/caring or other responsibilities) with evidence to support this.

What is it that I am alleged to have done? The letter inviting you to attend the interview or committee will highlight the allegations made against you. Please note, this does not mean that a judgement has been made regarding your involvement in an incident. Remember, at this stage the University only has one account of an incident.

What is minor, major or gross misconduct? These are the categories and levels of misconduct defined under this Procedure. For more information about minor misconduct- see section 2, for major misconduct- see section 3 and for gross misconduct, see section 4

What should I do to prepare for an interview/committee? Familiarise yourself with the process and collate any evidence (e.g. witness statements) in support of your account of an incident. Take time to consider what you want to say.

Can I bring someone with me to the interview/committee? Yes. You can bring a Friend/Family Member, member of staff from Kingston University Students' Union Advice & Support or Trade Union/Professional Association (see Appendix A for definitions). If you have any witnesses who can support your account of an incident, you can ask them to attend with you or provide a statement and bring a copy with you to give to the panel to consider.

Who can I speak to about the process? If you are uncertain about the process and would like to discuss it with someone, you can contact the Faculty or Departmental Representative who invited you to attend, the Student Affairs Office or the Students' Union. You may also wish to speak to your Personal Academic Tutor. Please see 'Appendix F: Sources of Support & Guidance for Staff & Students for contact details.

Will I be issued with a penalty? If it is determined that misconduct **has not** occurred, you will not be issued with a penalty. If it is determined that misconduct **has** occurred, you will be issued with a penalty. Please see the Procedure for a list of possible penalties.

How is the decision made that misconduct has occurred? This is a decision made 'on the balance of probability' taking into consideration the available information about the incident (e.g. accounts, witness statements)

Can I appeal against a decision? Yes. You can appeal against any penalty which is issued under the grounds for appeal and provide supporting evidence to support these grounds. Please see the Procedure for further information

APPENDIX E: STUDENT MISCONDUCT SUBJECT TO OTHER PROCEDURES

Please note certain types of student misconduct may be dealt with under procedures other than the Student Disciplinary Procedure but may ultimately be referred for action under this procedure (See below for details).

Halls Licence/Headed Tenancy Agreements:

Misconduct in halls of residence and Headed Tenancy will be addressed under the Halls Licence and Headed Tenancy Agreement respectively. Serious incidents relating to major and gross misconduct may be referred to Student Affairs for action under this Procedure

Academic Misconduct

Investigated under the University's Academic Misconduct Procedures

Misconduct in the Kingston University Students' Union (KUSU)

Subject to KUSU disciplinary procedures but possibility of referral to the University for action under this Procedure. Allegations of misconduct regarding Sabbaticals will be subject to KUSU disciplinary processes. The University reserves the right to consider an incident that occurs on KUSU premises under the Student Disciplinary Procedure

Misconduct involving students employed as staff

Normally dealt with under their terms and conditions of employment. Any misconduct that may have implications for an individual's status as a student at the University will be referred to the Student Affairs Office for investigation under this procedure

Fraudulent Documentation/ Failure to Disclose Criminal Convictions (Admissions/Enrolment)

Investigated under the respective Admissions Procedures

Fitness to Practise

Where a student's alleged misconduct is considered to be contrary to behavioural expectations required by a course's professional code and, therefore, has implications for his/her suitability to continue with the course, the fitness to practise procedures applicable for that course will be applicable. Details on the fitness to practise procedures can be obtained from the relevant Faculty

APPENDIX F: SOURCES OF GUIDANCE FOR STAFF AND STUDENTS

Student Affairs:

What we do:

- Provide advice and guidance to students and colleagues about the Disciplinary Procedure
- Hear appeals against penalties issued for Minor Misconduct
- Investigate cases of major misconduct and issue penalties as appropriate
- Refer incidents of gross misconduct to the University Secretary's Department and attend the Disciplinary Committee

Email: studentaffairs@kingston.ac.uk **Tel:** 020 8417 6110/020 8417 6111

Address: Cooper House (Ground Floor) 40-46 Surbiton Rd, Kingston, KT1 2HX

Students' Union Support Centre

What we do:

- Provide advice and guidance to students on the Disciplinary Procedure
- Accompany students to disciplinary interviews and disciplinary committees
- Provide advice and guidance to students who are making complaints about the behaviour of other students, including advice regarding writing statements

Email: susupport@kingston.ac.uk **Tel:** 020 8417 2974

Address: KUSU Student Support 1st Floor Town House Building, Penrhyn Road, KT1 2EE

Harassment Contacts

What we do:

If you are a student or Staff member and feel you are experiencing inappropriate behaviour that could be harassment or bullying, you can get in touch with a Harassment Contact volunteer, using a list of named individuals available on the intranet. These volunteers have been trained to listen to your issue and support you to identify what you are experiencing, then consider what you can do to resolve the problem. The Harassment Contact volunteer will be a valuable source of support and guidance.

Email: Lorraine.Kelly@kingston.ac.uk **Tel:** 020 8417 4083

Address: Equality Unit, 53 Portland Rd, Kingston, KT1 2SH

University Secretary's Department

What we do:

- Provide advice and guidance on the operation of Student Disciplinary Committees and Governor Appeal Committees

Email: S.Weir@kingston.ac.uk **Tel:** 020 8417 3026

Address: River House, 55-57 High Street, Kingston, KT1 1LQ

Personal Academic Tutors- *students subject to disciplinary proceedings may also choose to seek support from their Personal Academic Tutor as appropriate*

Trade Unions and relevant professional associations - see Glossary
