

Regulations for Student Conduct

1. A student or programme member or delegate on a course who fails to comply with any of the Regulations for Conduct or any regulations or rules having the force of such Regulations is deemed to have committed a breach of discipline.

2. Responsibilities in respect to conduct

2.1 The principal disciplinary officer of the School is the Dean & Director.

2.2 Additionally every member of the academic staff who is responsible for the work and progress of students under his or her tuition, has the power and duty to check any conduct by students which is contrary to these Regulations.

3. Medical

3.1 Students must without delay report injuries or illnesses, especially those which are likely to affect their work, to their programme manager.

3.2 Where in the view of the programme manager a student is incapable of continuing effectively with his or her course on medical grounds the programme manager may refer the case to the Dean & Director who shall have the power, having considered the medical and/or other relevant reports, to suspend the student from the course.

3.3 The Dean & Director shall have the power to suspend the course of a student who is referred by him under 3.2 above, pending consideration by the EXCO.

3.4 Where a student has been suspended by the EXCO under 3.3 above, he or she shall have the right of appeal to a panel of three persons nominated by the Dean & Director from among the academic staff members who are not also members of the Exco. The decision of this panel shall be final.

4. Power to Suspend or Remove a student

4.1 The Dean & Director may in his or her absolute discretion suspend from attendance at the School or exclude from all or part of any School property, a student whom it is alleged has committed a breach of the Regulations for Conduct pending full investigation of the allegation. Such suspension or exclusion shall not be regarded as a disciplinary measure.

4.2 The case of any student upon whom penalties have been imposed by a civil or a criminal court may be referred by the Dean & Director, at his discretion, to the

Disciplinary Committee for the Committee to decide whether the student shall be allowed to continue with his or her course at the School. The Vice-Chancellor will normally exercise this discretion only when it appears that the continuation of the student in membership of the School may be detrimental to the well-being of the School community.

5. Breaches of Discipline

5.1 A breach of the Regulations for Conduct alleged by a staff member may be notified to the Academic Director

5.2 The academic director shall have the power to decide that in his or her opinion:

- No case of a breach of discipline has been established; or
- A breach of discipline has been established.

5.3 Where the academic director is of the opinion that a breach of discipline has been established he or she may impose a penalty in accordance with Regulation 6.1 or may refer the matter to the Standing Disciplinary Committee for the imposition of a penalty.

6. Breaches of Discipline: Penalties

Where a student has committed a breach of discipline, penalties may be imposed by:

6.1 The academic director who shall have power to:

- require a student or students to make good, in whole or in such part as he or she shall determine, any damage done by the student or students to School property or;
- reprimand a student;
- inform the Teaching and Learning Committee (in the case of cheating or other misconduct in examinations or forms of continuous assessment) of such penalties as the Board shall apply in determining the examination result of the offending student;
- impose such other reasonable penalties as he or she shall think fit provided that these do not include suspension or removal from a course.

6.2 The Standing Disciplinary Committee which shall have the power to

- recommend to the Dean & Director to remove a student from membership of the School;
- withdraw, subject to subsequent confirmation by the Academic Board, any degree, diploma, certificate or other distinction already conferred on the student;
- suspend a student for such period as it shall determine from membership of the School;
- deem the student to have failed in the Year, Part, or other element or elements of a programme as it may think fit;

- reduce the mark for an element or elements of a programme as it may think fit;
- remove any right which a student might normally have to be reassessed in an element or elements or a programme as it might think fit;
- require that further academic work be undertaken;
- impose a penalty not otherwise specified provided that the penalty relates to an element of a student's programme.

6.3 The academic board shall have the power to

- Withhold a degree or diploma or certificate from any student whose conduct it shall in its absolute discretion consider to merit such action.
- In pursuance of this power the academic board may withhold a degree or diploma or certificate from any student against whom a disciplinary charge under these Regulations has been brought but not settled or from any student whose appeal under these regulations against any decision is pending until the charge or the appeal has been settled whereupon the Senate shall take a final decision.
- In the case of any student who does not settle by the due date any debt to the School which he or she may have outstanding, the academic board may in its absolute discretion exclude that student from the School, or withhold any examination result or certificate or diploma, or may impose a combination of these penalties.

7. Appeals

7.1 A student shall have the right of appeal to the Standing Disciplinary Appeals Committee against a decision of the academic director or the Disciplinary Committee provided the student gives notice of intention to appeal in writing to the Dean & Director not more than 14 working days after any decision has been made.

7.2 The Standing Disciplinary Appeals Committee shall consider the appeal in such manner as it shall deem fit and shall have the power to quash the decision or to confirm it or to vary it or to substitute another decision for it or, where a decision is upheld, to confirm, quash, vary or substitute any penalty which has been imposed.

7.3 Due regard shall be paid to confidentiality by all parties in relation to the proceedings of the Standing Disciplinary Committee or the Disciplinary Appeals Committee.

7.4 A student shall have the right to seek the availability of any specified documentation or other materials relevant to their case or appeal.

7.5 The proceedings of the Standing Disciplinary Committee and the Disciplinary Appeals Committee and any decision made by them shall not be invalidated by reason of any failure to comply with the strict procedural requirements of these Regulations provided always that such failure has not been materially detrimental to the student.

7.6 The proceedings of the Standing Disciplinary Committee or the Disciplinary Appeals Committee shall be in accordance with the School Policy Statement on Equal Opportunities. A student who appeals to the Standing Disciplinary Committee or the Disciplinary Appeals Committee shall not be discriminated against for making such an appeal either at the time of the hearing of the appeal or thereafter. However, students should be aware that an appeals committee has the power to vary the original decision or substitute another decision including a decision to increase the penalty.

APPROVED: January 2016