

**(For College's procedure on dealing with academic misconduct, see the relevant section in your Course Handbook or on Moodle).**

### **Minor Misconduct Matters**

In minor instances of misconduct, a student may be spoken to informally by an appropriate member of staff (such as Course Leader, member of Leadership Team, Academic Coordinator or Community Coordinator), without launching formal proceedings, and advised that their behaviour contravenes College Rules. However, should the student persist in their behaviour, it may be necessary for them to face formal disciplinary action, as outlined below.

### **Disciplinary Procedures**

In the event of alleged gross misconduct by a student, or minor but persistent misconduct, the student will be notified in writing, normally within 5 working days, that disciplinary proceedings have commenced against them. (For an explanation of what constitutes gross misconduct, see the College's [Community Rules](#).)

A Disciplinary Meeting will be called to consider the allegation against the student, at which all relevant evidence will be considered and the student will have the opportunity to respond.

The meeting will be chaired by the Principal (or his nominee). Also attending should be the student's Course Leader, and the Community Coordinator, in his/her capacity as student advocate. Depending upon the nature of the allegation, other College staff (e.g. Finance Director) may also be present.

The student is expected to attend the meeting, and may bring a friend or other person with them but not a legal representative.

The Principal will state the allegation against the student and hear evidence supporting that allegation. The student or the person accompanying him/her may respond (or decline to) and present any evidence of their own.

After this meeting, the Principal will discuss the allegation with other College staff present and judge whether the allegation of misconduct has been proven or not proven. This decision will be communicated to the student, in writing, within two working days of the meeting. Copies of this letter will be circulated to each member present at the meeting.

Depending upon the severity of the offence, penalties may include the following:

- A verbal warning, which would not be recorded on the student's transcript (but which would be taken into consideration in the event of further misconduct);
- A formal, written warning, which would be recorded on the student's transcript;
- For the most serious offences, a student may be required to withdraw from the course they are studying.

Where national law has been broken, or is believed to have been broken, the College would have no alternative than to inform the appropriate authorities.

## Right of Appeal

In the event of an allegation of gross misconduct being upheld against a student, that student would have the right of appeal to an Appeals Panel consisting of two members of the College's Board of Governors appointed by the Chair of the Board of Governors and the event will be officered by the Company Secretary to the Board. Appellants must submit a written appeal, to the Principal, within two weeks of receiving the decision of the Disciplinary Meeting.

This Panel should meet within 28 working days of being notified in writing by the student making the appeal. The Panel would review the evidence submitted at the initial Disciplinary Meeting, together with any new evidence submitted, and consider (a) whether the allegation of misconduct has been satisfactorily proven, (b) whether the penalty imposed is proportionate and just, (c) any mitigating circumstances which should be taken into account.

The decision of this Appeals Panel should be considered final, and will be communicated to the student, in writing, within two working days.