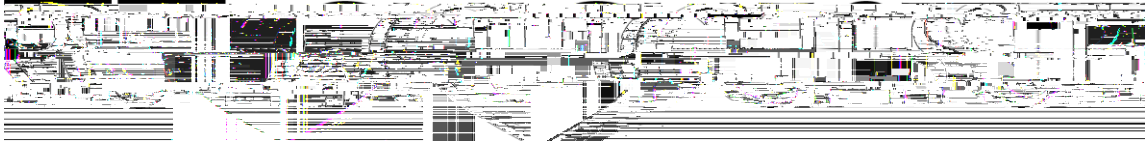


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UNIVERSITY OF



**DISCIPLINARY CODE AND  
PROCEDURES RELATED TO  
STUDENTS IN HALLS OF  
RESIDENCE**

Revised February 2024  
Version 19

## 1. Introduction

## **4. Rules on Behaviour**

### **4.1 General Expectations**

Within the University's academic community, it is expected that the highest levels of personal responsibility and mutual respect will be shown.

All students and offices of the Students' Union are required to observe the current University rules and regulations.

### **4.2 Misconduct**

to require that such information be given.

### **4.3 Cause of Damage or Loss**

The University has the right to require a student or group of people responsible for the area/facility to pay for any damages or losses caused by confirmed misconduct. Payment of such damage must be within 28 days and will be aligned with the charges listed in the current version of the Residential Handbook or via an independent quote.

## **5. Criminal Offences**

### **5.1 Reporting of Criminal Offences**

Incidents arising in University managed accommodation will be reported to the Police by the University, unless decided otherwise by the Director of Estate and Facilities Management or Head of Campus and Residential Services, in consultation with or with the approval of the Deputy Vice Chancellor (Student Experience).

### **5.2 Where misconduct is also a Criminal Offence**

Conduct which constitutes a criminal offence may also constitute misconduct if that conduct:

- (a) took place on University premises, and/or;
- (b) affects or concerns other members of the University, and/or;
- (c) damages the reputation of the University, and/or;
- (d) itself constitutes misconduct within the terms of this code.

### **5.3 University Criminal Offence**

The following procedures apply where an alleged misconduct would also constitute an offence under criminal law, if proved in a court of law:

- (a) Where the offence, under criminal law, is considered b

Management or Head of Campus and Residential Services.

- (d) If the police or the Crown Prosecution Service decides not to prosecute, the University may, proceed with action under these procedures depending on the reasons for the non-prosecution. The student is bound to provide the University with any relevant criminal convictions, which may be established by the University via authorised routes if the outcomes of the court actions are not disclosed.

## **6. Procedures**

### **6.1 General Considerations**

- (a) All disciplinary proceedings are strictly confidential between the student and the University and any representative of the student, unless legislation dictates otherwise or the wishes to disclose information.
- (b) At the end of the disciplinary process the University rese

- (i) an investigation is commenced; this may lead to Stage 1 or Stage 2 informal warning being issued if substantiated. The investigation should be carried out by a nominated member of staff of the Accommodation Office. (Stage 1 informal warnings can be issued by Staff Wardens of Housekeepers and Stage 2 warnings by Accommodation Officers without the necessity of a full investigation, if the facts surrounding the incident warrant the immediate issue of such a warning);
  - (ii) formal investigation by the Head of Campus and Residential Services or Accommodation Manager;
  - (iii) formal investigation by the Director of Estate and Facilities Management;
  - (iv) suspension of the student from University managed accommodation, pending formal investigation.
  - (v) the matter passed onto the appropriate Head of Academic Department if the matter should be dealt with under Academic Regulations.
  - (vi) An immediate bedroom search, conducted discretely by Accommodation Office, to ascertain the evidential basis of the allegations surrounding possession/use of illegal substances.
- (b) In circumstances where either option 6.3a (i) is invoked, the applicable Accommodation Officer will meet with the student to allow the student to provide counter evidence. A decision will be made by the member of staff within 3 working days, but

reason to attend, the Head of Campus and Residential Services may reach a decision in his/her absence or recommend



Facilities Management or Head of Campus and Residential Services will preside

of Academic Quality and Standards to form part of centrally held records which may be referred to should any other incident involving the student make it necessary or where the University is asked to give a reference for the student for their chosen professional career. Furthermore, a copy of the letter will also be sent to the students Head of Academic Department.

- (v) Letter of apology from the student to the impacted party.
  - (vi) That the student be suspended from Halls only on the grounds of safety and wellbeing (see 6.1[c])
  - (vii) That the student should be expelled from Halls.
  - (viii) The student undertakes a period of service to the University community as deemed fit by the Director of Estate and Facilities Management or Head of Campus and Residential Services.
  - (ix) To prohibit a student from entering any other halls other than their own for a specified period of time, or, to prohibit a student from having any visitors to halls other than those who reside in that hall.
  - (x) A combination of (i) – (viii) above.
- (h) A record of any disciplinary action shall be placed on the student's accommodation file for the remainder of the licence agreement and may be used when prioritising residential places for the following academic year.
- (i) The usual sequence of events for official warnings is for a Stage 1 informal warning to be given followed by a Stage 2 informal warning and then a formal

the adjudication being made by the Director of Estate and Facilities Management and received by the student.

## **7.2 Decision of Appeal**

The Deputy Vice-Chancellor (Student Experience) may confirm, overturn or modify the decision and recommendation(s) of the Director of Estate and Facilities Management. In turn, the Director of Estate and Facilities Management may confirm, overturn or modify the decision and recommendation(s) of the Head of Campus and Residential Services. The decision of the Deputy Vice-Chancellor (Student Experience) or the Director of Estate and Facilities Management will be made known to the student making the appeal within 14 working days. The decision of the Deputy Vice-Chancellor (Student Experience) is final within the University and will be indicated by the issue of a 'completion of procedures' letter by the Deputy Vice-Chancellor (Student Experience).

## **8. The Standard of Proof to be Satisfied in Respect of Allegations of Student Misconduct**

8.1 The standard of proof that will be applied is the 'balance of probabilities' test, i.e. it is more probable than not that the allegation is correct.

## **9. Report to the Board of Governors**

**Appendix A – Disciplinary Matrix**