

## Guidance for Students reported under the Student Disciplinary Regulations

This document is for students who have been informed that the university is investigating an alleged breach of the Student Code of Conduct.

**1. *What are the Student Code of Conduct and Student Disciplinary Regulations?***

The Student Code of Conduct sets out the University's expectations in relation to behaviour on site. All students must familiarise themselves with this code of conduct.

The Student Disciplinary Regulations is a process designed to allow the University to deal with allegations relating to student discipline or behaviour. It cannot, and does not seek to, replace other civil or criminal processes which should be used where more appropriate.

**2. *What kind of issues can be investigated through this procedure?***

The Student Disciplinary Regulations can investigate a broad range of activities, including misuse of social media, aggressive behaviour and misuse of University property (see Procedure for a fuller list).

Some University policies, such as the [IT Security & Use Policy](#), may escalate cases to the Student Disciplinary Regulations where relevant.

Where there is a concern that mental health, illness or disability may have directly affected behaviour and/or conduct, the Director of Student and Academic Services will be consulted as to whether it would be more appropriate to consider the matter under the [Fitness to Study Policy](#) as an alternative to disciplinary action.

Students registered on programmes leading to membership of a professional body should demonstrate appropriate behaviour and standards required for entry into that profession. Where such a student is found to have committed a disciplinary offence under these regulations, that student may subsequently, and where appropriate, be referred for consideration under the [University's Fitness to Practise Procedure](#).

**3. *How will a case against me be considered?***

The Associate Head of College (Education & Students) will determine if the misconduct should be dealt with under the Student Disciplinary Regulations.

Staff are encouraged to address poor behaviour through early intervention, positively supporting students to develop their understanding of what constitutes acceptable behaviour before circumstances escalate towards disciplinary action.

Under the regulations a decision will be made if the matter is to be considered at Stage 1 Formal Disciplinary Meeting with the Head of School (or nominee), or a Stage 2 Formal Disciplinary Panel Hearing.

**4. *What sanction can be imposed?***

The Stage 1 Formal Disciplinary Meeting can impose for example a formal warning or require an apology to be made.

The Stage 2 Formal Disciplinary Panel can impose the penalties available at Stage 1 of the process, in addition the Panel can determine that a student is suspended or excluded from the University.

If the misconduct is found proven, a range of penalties could be applied, these are detailed in the Student Disciplinary Regulations.

**5. *I have been called to a Stage 1 Formal Disciplinary Meeting / Stage 2 Formal Disciplinary Panel Hearing. What is likely to happen?***

You will have received a letter advising of the date and time of the meeting/hearing and the detailed nature of the allegation along with the evidence received. You will have the opportunity to submit a written response and to attend the hearing in person to address any

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allegation. You will also have the opportunity to bring along with you a 'friend'. 'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff.

At the meeting/hearing you will be asked some questions, you will have the opportunity to respond, and you will also have the opportunity to ask questions.

**6. *How long will it take for the matter to be resolved?***

This will depend on the nature of the concerns raised, the availability of evidence and whether external processes are involved. The University will seek to resolve all matters promptly. Cases involving matters being considered by police, criminal or civil procedures, including professional body procedures, may be put on hold until those external proceedings are completed.

**7. *I have been suspended pending the outcome of a disciplinary investigation, what does this mean?***

Where allegations are considered most serious, particularly, but not exclusively, those relating to aggressive and violent acts, the University may decide to apply precautionary measures pending the completion of the disciplinary process.

The imposition of conditions are precautionary measures only imposed by the University in order to mitigate risks which it determines are posed by a Student. They are not a penalty and do not indicate that the Student has committed misconduct.

Where practicable, the University will seek to minimize the disruption to the studies. However, in some instances, this is not possible.

**8. *Can I challenge a decision to apply precautionary measures?***

The Student Disciplinary Regulations allow you to request a review of precautionary measures. You will need to submit the request, along with the relevant evidence to [academicstandardsteam@westminster.ac.uk](mailto:academicstandardsteam@westminster.ac.uk) (See the Student Disciplinary Regulations for further details).

**9. *Will you report me to the police/UK Visa and Immigration etc. if they are not already involved?***

If the outcome of a Stage 2 Formal Disciplinary Panel Hearing is that you are suspended or excluded from the University, and you have a visa to study with his, the Tier 4 team will be notified of the change in your student status and this will be reported to the Home Office. If you are involved in an incident with another person / student, that person/student has the right to report the matter to the police if they wish.

Where a potential criminal offence is committed against the university, for example, a student taking a microscope belonging to the university without permission, the decision about whether to report the incident to the police will be dependent upon the facts of the matter and is therefore a matter for University to determine on a case-by-case basis. There will be a number of factors that will have to be taken into account by the University when assessing whether to report a matter to the police. These will include the nature and seriousness of the case and whether there is any risk to the health, safety and well-being of the reporting student or others.

**10. *If I choose to withdraw or suspend, does that change what happens next?***

The Student Disciplinary Regulations will apply to all students, and where appropriate and at the discretion of the University, to all former students of the University. If you suspend or withdraw from your studies following notification of a disciplinary investigation you will be expected to engage with the procedure and if you do not attend a meeting or hearing the process can continue in your absence.

**11. *What happens if I am still not satisfied with the outcome of a case considered by the Disciplinary Regulations?***

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You have the right to appeal against a decision taken at Stage 1 and ask for the case to be heard by a Stage 2 Formal Disciplinary Panel Hearing. You must submit your appeal within 10 working days of the date of the Stage 1 outcome letter.

You have the right to appeal against a decision taken at Stage 2. You must submit your appeal within 10 working days. Your appeal must clearly state which of the three grounds you are appealing as set out in the Student Disciplinary Regulations.

**12. *What happens if I am still not satisfied after the last (appeal) stage of the University Regulations?***

Once the University has completed its internal procedures there are no further stages in the University procedure; however, you will be provided with a Completion of Procedures letter which you can submit to the [Office of the Independent Adjudicator \(OIA\)](#). The OIA provides an independent scheme for the review of student complaints. Further information can be found at [www.oiahe.org.uk](http://www.oiahe.org.uk)

**13. *Who can I go to for advice on the Regulations?***

Individual independent advice to students is available from the Students' Union [Westminster Students' Union | University of Westminster Students' Union \(uwsu.com\)](#)

Depending on the nature of the concerns raised you may also be able to get further information from your Personal Tutor, Course Leader, College Academic Administration Officer or the Academic Standards Team.

### **Useful documents**

[Student Disciplinary Regulations](#)

[Student Code of Conduct](#)

[Fitness to Study Procedure](#)

[Fitness to Practice Regulations](#)

[IT Security & Use Policy](#)

[Social Media Guidelines](#)