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STUDENT CODE OF CONDUCT

[Our Mission and Values](#) set out our standards and values, including our commitment to freedom of speech within the law.

Our Student Code of Conduct does not restrict freedom of speech within the law but promotes it. Our Student Code of Conduct sets out the behaviour we expect.

As a student, you need to follow this Code, which includes behaviour on or off University premises and the use of social media.

As a student you need to:

- a. respect and observe our rules and regulations
- b. respect the rights and privacy of others
- c. behave in an orderly manner in your academic and recreational activities on and off campus, in University accommodation, and in your daily life
- d. be a proud ambassador for the University and the Students' Union and represent them in a manner that best promotes their respective reputations
- e. take shared responsibility for your guests when on University premises
- f. take appropriate action when you see others acting inappropriately, for example by bringing it to the attention of the University or Students' Union rather than intervening yourself
- g. follow the relevant standards when undertaking professional training and undertaking organised sporting activities.

We will not tolerate unacceptable behaviour against a student, University employee or others visiting, working or studying at the University. We set out what we consider inappropriate in our [Unacceptable Behaviour Policy](#).

We may discipline a student for unacceptable behaviour wherever and whenever it took place. This includes acting to protect the interests and reputation of the University and its members. We might take action using our [Student Disciplinary Procedure](#). If there is a more appropriate means of seeking a remedy, we might decide to advise use of this as an alternative to our disciplinary procedures.

Students on programmes leading to a professional qualification need to behave in a manner suitable for that profession. Where there is unprofessional behaviour, the Faculty may take action. The Faculty Medicine, Health and Social Care has a [Fitness to Practise Procedure](#). The Faculty of Arts, Humanities and Education has a [Professional Suitability Procedure](#).

Academic Board approved the Student Code of Conduct on 27th March 2017. Academic Board reviewed and approved the Code on 17 June 2019.

UNACCEPTABLE BEHAVIOUR POLICY

1. The basis of the Unacceptable Behaviour Policy is the principle that all students are expected to maintain a standard of conduct that supports the University's mission, values and expectations as set out in the [Student Code of Conduct](#). This includes the commitment to freedom of speech within the law. The Unacceptable Behaviour Policy does not to restrict freedom of speech within the law, but promotes it.
2. In developing the Unacceptable Behaviour Policy, the University paid due regard to the following:
 - a. UUK/Pinsent Masons [Guidance For Higher Education Institutions: How To Handle Alleged Student Misconduct Which May Also Constitute A Criminal Offence](#) (October 2016)
 - b. OIA [Good practice framework: Disciplinary procedures](#) (October 2018)
3. The [Student Code of Conduct](#) sets out the expectations for student behaviour to secure the proper working of the University in the broadest sense, including the promotion of freedom of speech within the law.
4. The purpose of the Unacceptable Behaviour Policy is to set out for students and staff the type of circumstance under which the University would initiate disciplinary action under the [Student Disciplinary Procedure](#). In certain circumstances, the University might initiate disciplinary action for unacceptable behaviour taking outside the University and its activities.
5. This Policy defines types of unacceptable behaviour that may amount to a breach of discipline and indicates how the University may address indiscipline. The examples of unacceptable behaviour listed are not exhaustive. The University may initiate action in relation to other unacceptable behaviour depending on the circumstances. This includes action taken by the University separately from any criminal investigation.
6. There is an outline of potential sanctions. The examples are illustrative of the sanctions that may be applied where the finding is that unacceptable behaviour has taken place. A full list of the sanctions which may be imposed by the University are set out in the [Student Disciplinary Procedure](#).
7. There will be instances when certain behaviours which would usually be minor may, on investigation, be found to be very serious and require a more severe sanction. There will be instances when certain behaviours which would usually be considered serious may, on investigation, result in a less severe sanction.
8. Multiple or repeated incidents of misconduct may be considered more serious than a single

act of misconduct. Previous findings of misconduct may be considered when determining the sanction.

9. The Unacceptable Behaviour Policy does not apply to organised sporting activities subject to recognised sporting rules.
10. The behaviours considered unacceptable, and may result in disciplinary action, are set out in the Schedule.
11. The University may act against a student even if a reporting party does not wish to make a formal complaint, or where the report of misconduct comes from another source, for example the police.
12. Academic Board approved the Unacceptable Behaviour Policy on 17 June 2019.

SCHEDULE OF BEHAVIOURS CONSIDERED UNACCEPTABLE

The examples of behaviours considered to be unacceptable, and potentially could let to disciplinary action. The examples of unacceptable behaviour listed are not exhaustive. The University may initiate action in relation to other unacceptable behaviour depending on the circumstances. This includes action taken by the University separately from any criminal investigation.

It is are divided into two categories:

(a) Behaviours considered to be examples of misconduct potentially of a serious nature

(b) Behaviours considered to be examples of misconduct potentially of a less serious nature

DISCIPLINARY OFFENCE		EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS
Misconduct in relation to People			
a)	Physical Misconduct and violence	SERIOUS: <ul style="list-style-type: none"> • Punching • Kicking • Slapping • Pulling hair • Biting • Use or threatening the use of weapons, including knives 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions • Formal Warning
		LESS SERIOUS: <ul style="list-style-type: none"> • Pushing • Shoving 	<ul style="list-style-type: none"> • Formal Warning • Written apology

DISCIPLINARY OFFENCE		EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS
b)	Sexual Misconduct and Sexual Violence	<p>SERIOUS</p> <ul style="list-style-type: none"> • Engaging in a sexual act without consent, including rape • Attempting to engage in sexual intercourse or a sexual act without consent • Sharing, including by electronic means, private sexual materials about another person without consent • Kissing without consent • Touching people inappropriately through their clothes without consent • Inappropriately showing sexual organs to another person, including by electronic means • Stalking, including repeatedly following another person • Making unwanted remarks of a sexual nature, including by electronic means • Overt displays of misogyny, or behaviour that undermines the dignity of another individual including voyeuristic behaviour such as upskirting • Sexually predatory or coercive behaviour 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions
c)	Abusive and antisocial Behaviour, which does not abridge freedom of speech within the law	<p>SERIOUS:</p> <ul style="list-style-type: none"> • Threats to hurt another person • Abusive comments or discriminatory language relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age, including unacceptable behaviour committed by electronic means 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions

DISCIPLINARY OFFENCE	EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS
	<ul style="list-style-type: none"> • Acting and/or speaking in an intimidating and/or hostile manner • Serious and/or persistent inappropriate, abusive or threatening behaviour on social media • Hate crimes • Harassment, namely unwanted behaviour that is offensive or which makes an individual feel intimidated or humiliated • Overt displays of white supremacist, white nationalist, or xenophobic ideology • Other behaviour which may also constitute a criminal offence • Threatening behaviour, including on social media • Acts of disturbance that threaten the rights and privacy of any member of the University, including the exercise of the right of freedom of speech within the law, whilst on University or Students' Union premises or engaged in University or Students' Union activity, or resident in University owned or managed accommodation. 	
	<p>LESS SERIOUS:</p> <ul style="list-style-type: none"> • Contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person 	<ul style="list-style-type: none"> • Formal Warning • Written Apology

MISCONDUCT IN RELATION TO PROPERTY

DISCIPLINARY OFFENCE	EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS	
Misconduct in relation to property			
d)	Damage to Property	<p>SERIOUS:</p> <ul style="list-style-type: none"> • Causing significant damage to University property or to the property of students, staff or visitors to the University 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions
		<p>LESS SERIOUS</p> <ul style="list-style-type: none"> • Causing minor damage to University property or to the property of students or employees of the University or visitors to the University • Minor abuse of University facilities 	<ul style="list-style-type: none"> • Formal Warning • Written Apology
e)	Unauthorised Taking or Use of Property	<p>SERIOUS:</p> <ul style="list-style-type: none"> • Unauthorised entry onto or unauthorised use of University premises • Fraud, deceit, deception, theft or dishonesty in relation to the University, its staff or its students or its visitors 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions
		<p>LESS SERIOUS</p> <ul style="list-style-type: none"> • Minor Misuse of University property (for example computers and equipment) • Borrowing without permission provided the item has been returned 	<ul style="list-style-type: none"> • Formal Warning • Written Apology

DISCIPLINARY OFFENCE		EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS
f)	Threats to Health, Safety or Wellbeing of staff, other students, or visitors	<p>SERIOUS</p> <ul style="list-style-type: none"> • Act/omission that caused serious harm to an individual on University premises or during University activities • Interfering with fire equipment, including fire extinguishers, alarms and detection equipment • Act/omission that caused or could have caused a health or safety breach on University premises, including smoking cigarettes or e-cigarettes in non- designated areas 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/

MISCONDUCT IN RELATION TO THE UNIVERSITY

DISCIPLINARY OFFENCE	EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS	
Misconduct in relation to the University			
g)	Disruption of the work of the University and its members	<p>SERIOUS:</p> <ul style="list-style-type: none"> • Acts/ omissions/ statements intended to deceive the University • Deliberate or malicious disruption of the activities of the University (including academic, administrative, safety, sporting and social) other than through lawfully organised protest • Deliberate or malicious disruption of the functions, duties or activities of students, employees or authorised visitors to the University other than through lawfully organised protest • Misuse of email from a University account or an account accessed via the University network • Relying on forged, falsified or fraudulent documentation, and other forms of deception that are intended to gain an advantage • Internet access abuse, such as visiting inappropriate websites, uploading/downloading inappropriate content, propagation of computer viruses • Unfounded and malicious complaints brought against a member of the University under the Student Complaints Procedure 	<ul style="list-style-type: none"> • Expulsion • Suspension/ Exclusion • Restrictions/ Conditions
		<p>LESS SERIOUS</p> <ul style="list-style-type: none"> • Minor interference with the activities of the University (including academic, administrative, sporting and social) • Minor interference with the functions, duties or activities of any student, employee or authorised visitor to the University 	<ul style="list-style-type: none"> • Formal Warning • Written Apology

DISCIPLINARY OFFENCE		EXAMPLES OF UNACCEPTABLE BEHAVIOUR	EXAMPLES OF SANCTIONS
		<ul style="list-style-type: none"> Minor breaches of the Social Media Guidelines for Students Minor obstruction of access to buildings or rooms 	
h)	Drugs	<p>SERIOUS:</p> <ul style="list-style-type: none"> Possession, use or supply of controlled drugs 	<ul style="list-style-type: none"> Expulsion Suspension/ Exclusion Restrictions/ Conditions
i)	Reputational Damage	<p>SERIOUS:</p> <ul style="list-style-type: none"> Behaviour which has caused serious damage to the reputation of the University Disruptive behaviour in the community 	<ul style="list-style-type: none"> Expulsion Suspension/ Exclusion Restrictions/ Conditions
		<p>LESS SERIOUS:</p> <ul style="list-style-type: none"> Behaviour which could have damaged the reputation of the University if action had not been taken to avoid the potential for reputational damage 	<ul style="list-style-type: none"> Formal Warning Written Apology
j)	Initiation ceremonies	<p>SERIOUS:</p> <ul style="list-style-type: none"> Organisation and/or participation in any form of University or Students' Union initiation ceremony or event (however named) involving the coercion of any of the participants, wherever the event is held. 	<ul style="list-style-type: none"> Expulsion Suspension/ Exclusion Restrictions/ Conditions

DEFINITIONS

- **Exclusion** means prohibiting the student from taking part in University activities, using University and Students' Union facilities and/or entering University grounds or premises. The University may put in place a qualified or partial exclusion where appropriate.
- **Expulsion** means terminating the student's registration at the University and the student is withdrawn from both the programme and the University.
- **Formal Warning** means a written warning to the student indicating the consequences of future misconduct, to be entered into the student's University record, removable at any period up to three months after the completion of the student's programme. The exact period of time will be notified to the student in the correspondence informing the student of the outcome.
- **Restrictions/conditions** may be placed on a student permitted to either return to, or continue with, the programme.
- **Suspension** means prohibiting the student from participating in the academic activity of the University and putting the student's registration on the programme on hold. The University may put in place a qualified or partial suspension where appropriate, which for instance might give access to assessment.
- **Written apology** means a statement that the student makes to any individual containing an admission of error or discourtesy accompanied by an expression of regret.

DISCIPLINARY PROCEDURE

What is the purpose of the Student Disciplinary Procedure?

1. The Student Disciplinary Procedure explains how the University will investigate and deal with unacceptable behaviour by students of the University. The purpose is to secure the proper working of the University in the broadest sense.
2. The Procedure applies to students registered for study at the University. It does not apply to students studying at partner institutions, which will use their own disciplinary procedures.
3. The Procedure is to be read in conjunction with the Student Code of Conduct, the Unacceptable Behaviour Policy and the [Framework for Student Procedures](#).
4. Academic Board approved the Student Disciplinary Procedure on 17 June 2019. The Procedure applies to any disciplinary action started after 1 September 2019.

Who Initiates the Disciplinary Process?

5. Only a member of the Senior Leadership Group may initiate disciplinary action under this Procedure.
6. The member of the Senior Leadership Group initiating the disciplinary action may nominate a disciplinary officer to investigate an allegation where the disciplinary matter appears capable of Early Resolution in the first instance.
7. If the member of the Senior Leadership Group considers the allegations represent serious misconduct that is not amenable to Early Resolution, a formal investigation will be initiated. This will be done by the Senior Leadership Group member informing the Student Procedures Office. The Student Procedures Office is responsible for the appointment of an investigator.
8. Where the alleged misconduct takes place outside the University, the case must be referred to the Senior Pro Vice-Chancellor (Education and Student Experience) by the member of the Senior Leadership Group. The approval of the Senior Pro Vice-Chancellor is to be given before initiating the Procedure. This is to provide a check that it is appropriate to use the University Procedure to investigate the alleged misconduct. In the absence of the Senior Pro Vice-Chancellor, the designated alternate will review the referral and give any approval.

What is our approach to the Burden of Proof?

9. The burden of proof determines whose responsibility it is to show there is misconduct.
10. Under this Procedure, the burden of proof principally lies with the University to establish the misconduct. The University must prove the student committed the act of misconduct. The student should not have to disprove the allegation.
11. There are some occasions when students need to prove they have or have not done something, or that something has happened. For example, if two students are accused of misconduct, and one student provides compelling evidence the other student performed the misconduct, the other student needs to rebut that evidence. Students will also need to prove any mitigating factors they rely on when the University considers the penalty.

What is our approach to the Standard of Proof?

12. The standard of proof is the level of proof required.
13. Under this Procedure, the standard of proof is based on the balance of probabilities. The balance of probabilities means it is more likely than not that something happened. The standard of proof is higher than simply believing that something is likely to have happened. Furthermore, decisions must be supported by appropriate evidence.
14. The more severe the penalty, the greater the need for the evidence to support the decision to uphold the allegations of misconduct. This means that the more serious the allegation, the stronger the evidence needs to be before concluding that the allegation is established on the balance of probabilities.

What is the Relationship between this procedure and other University guidance and regulations?

15. The Student Disciplinary Procedure includes the investigation of allegations made under:
 - the [Unacceptable Behaviour Policy](#)
 - the [Guide to Dealing with Bullying and Harassment](#)
 - the [Social Media Guidelines for Students](#)
 - the [Core Regulations for the use of IT](#)
16. The Student Disciplinary Procedure may apply alongside investigations of breaches of the [Accommodation License Agreement](#).
17. Christ Church Students' Union (CCSU) disciplinary regulations are set out in its byelaws. These relate to allegations of misconduct on Union premises, the immediate environs of

the Union, attendance at a Union event, or conduct whilst representing the Union or one of its clubs or societies. Where appropriate, the University may act under the Student Disciplinary Procedure alongside the Students' Union's procedures. This is where the alleged misconduct constitutes a breach of the Student Code of Conduct and the [Unacceptable Behaviour Policy](#). Christ Church Students' Union may also ask the University to investigate serious misconduct.

What Forms of Misconduct could be dealt with in a Different Way?

18. There are other forms of misconduct that we may deal with using other procedures, or alongside this Procedure. These other procedures include:
 - a. Student Professional Code of Conduct, including Fitness to Practise and Professional Suitability. Students on professional courses may be subject to fitness to practise/professional misconduct procedures as well as disciplinary procedures;
 - b. Plagiarism and Academic Misconduct. A student's conduct may be both academic and non-academic misconduct.
 - c. Research Misconduct. A student's conduct may be both academic and non-academic misconduct.
 - d. Student Attendance Policy. We may take action in the event of non-attendance.
 - e. Student Financial Regulations. A student who obtained a financial advantage as a result of misconduct may be referred to the fraud procedures.
 - f. Library Regulations. There are specific requirements relating to the use of library services.
 - g. Fitness to Study. Where it is clear there is an underlying health or wellbeing issue, action may be taken under Fitness to Study Procedure as an alternative.

How is the Procedure used to investigate joint or group allegations of misconduct?

19. Under this Procedure, the University may investigate allegations against two or more students. The University deals with these cases in a way that is fair to all the students involved.
20. Where possible, the same interviewer, investigator or panel will consider the case against all the students either at a joint hearing or individually.
21. The University will enable all students to have access to the evidence, which will be edited to protect individual privacy. The intention is to consider joint or group allegations at a single meeting with all students in attendance where this is appropriate and practicable. Students will also be given an opportunity to speak to the investigator privately so that they can raise matters relating to mitigation.

22. Where it is not appropriate and practicable for matters to be considered at a single hearing, the University will ensure there is a consistent approach to all the students involved.
23. A decision will be made for each student individually, taking their circumstances into account. However, the intention is that there should be broad consistency in the penalty given to all students who commit the same offence with similar circumstances.

What is meant by the Suspension, Exclusion and Expulsion?

24. The following are the definitions used in these procedures:
 - (a) **Suspension** means prohibiting the student from participating in the academic activity of the University and putting the student's registration on the programme on hold. The University may put in place a qualified or partial suspension where appropriate, which for instance might give access to assessment.
 - (b) **Exclusion** means prohibiting the student from taking part in University activities, using University and Students' Union facilities and/or entering University grounds or premises. The University may put in place a qualified or partial exclusion where appropriate.
 - (c) **Expulsion** means terminating the student's registration at the University and the student is withdrawn from both the programme and the University.

What are the arrangements for students with disabilities?

25. A disabled student might breach the Student Code of Conduct for reasons unrelated to their disability. In such cases, the University could take disciplinary action in the same way as it would for any other student.
26. Nonetheless, the University will make reasonable adjustments to the procedures, including offering support to the student in responding to allegations of misconduct. This includes making reasonable adjustments for students where the disability relates to mental health. Where the behaviour giving rise to the disciplinary concern relates to a disability, the University may offer to proceed under the [Fitness to Study Procedure](#).
27. Students with disabilities should be told about the specific support services available to them within the University. If a student appears unable to engage effectively with the student disciplinary process, the University may agree with the student to suspend the disciplinary process until the student is able to receive appropriate support.
28. The University will consider whether to make reasonable adjustments to the procedures. This is to take account of the particular requirements of individual students. There may be a need to make reasonable adjustments for misconduct hearings or agree with the

student a longer period to respond to allegations.

29. The Student Procedures Office will record adjustments made within the formal procedures. The disciplinary officer will record adjustments made within Early Resolution.
30. It may be appropriate to consider a student's disability that might mitigate the seriousness of the offence when setting penalties. In some cases, it might be more appropriate to refer the student to support processes than to apply a disciplinary penalty.

What is precautionary action?

31. A student who is the subject of an allegation of misconduct may be subject to precautionary action pending the disciplinary investigation.
32. The member of the Senior Leadership Group initiating the disciplinary procedure is to prepare the case for precautionary action. Any proposed precautionary action is subject to a risk assessment and requires the authorisation of a member of the Senior Management Team not previously involved in the case. **The procedure is set out in [Schedule One](#).**
33. The purpose of precautionary action is to enable the University to take swift action to:
 - a. exercise its duty of care protecting students, staff or others (including the University) from the risk of harm before and during the investigation of the allegation; and/ or
 - b. secure a full and proper investigation either by a University investigator or the police as part of a criminal process.
34. Precautionary action is not a penalty or sanction. In addition, it does not assume the University has, or will, conclude the student committed a breach of discipline or a criminal offence.
35. Before proposing precautionary action, the member of the Senior Leadership Group ensures a risk assessment is undertaken. The purpose is to determine the nature and extent of precautionary action required to respond to the risk of harm.
36. Suspension or exclusion should be a last resort. This is where the risk of harm to others (or the student) outweighs the potential disadvantage to the student. Before deciding to suspend or exclude, the University should consider other steps it might take, to minimise potential disruption to the student's studies. The University should consider the effects of a suspension on a student assessment, or where time limits apply to the student's

programme or visa arrangements. Where possible, access should be given to assessment and electronic resources.

37. Failure by a student to comply with a precautionary action will trigger a review. It may result in further action; for example, a failure to comply with a requirement not to contact the reporting student, could result in the student's suspension.
38. A decision to suspend or exclude from academic activities associated with the student's programme of study is subject to review periodically. The review is undertaken by the member of the Senior Leadership Group initiating the disciplinary procedure. It is undertaken as a matter of course without the need for a request by the student. There is to be a review where the precautionary action has been in place for a continuous period of two weeks from the date of informing the student. The purpose of the review is to establish if the reason for suspension or exclusion remains valid and/or should be modified.

What action may be taken in cases involving Criminal Allegations?

39. The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:
 - a. Where University does not consider the offence under the criminal law to be serious, action under this Procedure may continue. Where appropriate, the University will take precautionary action.
 - b. Where the offence under the Criminal Law is serious, the University may suspend the disciplinary process until the criminal process is at an end. Normally, the University will take precautionary action as a matter of course.
 - c. Where the criminal process has concluded, the University will consider under this Procedure whether a breach of discipline appears to have occurred. The University may still act under this Procedure even where a student is acquitted or where the criminal investigation is dropped.

Can the University reconsider an allegation of misconduct?

40. The University may reconsider an allegation of misconduct previously considered, whether action was taken at the time. This will only be if new material evidence emerges which, for good reason, could not have been obtained by the University at the time.
41. The case is to be referred to the Senior Pro Vice-Chancellor (Education and Student Experience) or nominee, before a formal investigation is to be initiated. In deciding whether it is appropriate to consider an allegation for a second time, the University will consider:
 - a. whether the outcome of the first process has been called into question, and if so why.

- b. the length of time that elapsed and the effect on the reliability of the evidence to be considered;
- c. the severity of the alleged offence;
- d. the impact on the student of undergoing a second disciplinary process;
- e. whether leaving the matter unaddressed would impact on any obligations the University has to professional or regulatory bodies relating the student's character.

What are the Stages in the Disciplinary Process?

- 42. The purpose of the disciplinary processes is to determine:
 - a. whether the alleged facts and matters occurred on the balance of probabilities
 - b. whether those facts and matters amount to a breach of discipline, and if so the level and seriousness of the breach
 - c. what sanction (if any) should be imposed.
- 43. The Disciplinary Process follows a staged approach.
- 44. At the completion of each stage where there is written communication, the student will be told in writing how to take the matter further if they wish.
- 45. A summary of each stage is set out in the following tables. The procedures are set out in [schedules two to six](#).

STAGE	NATURE OF THE STAGE	METHOD
<i>Early Resolution</i>	<p>The first stage in the process is for the member of the Senior Leadership Group initiating the disciplinary action to consider whether an Early Resolution is possible.</p> <p>This stage would usually involve the student and the disciplinary officer (who may be the programme director or service manager).</p>	<p>Normally, this would be by means of a conversation.</p> <p>The intention is to seek early resolution to the issue.</p> <p>The procedures are set out in Schedule Two.</p>

<p><i>Formal Investigation</i></p>	<p>If the disciplinary matter cannot be resolved through Early Resolution, the member of the Senior Leadership Group, the disciplinary officer or student contesting an early resolution will inform the Student Procedures Office.</p> <p>The Student Procedures Office will appoint an Investigator to undertake a formal investigation.</p> <p>The Investigator is to have had no previous involvement in the case.</p>	<p>Formal investigation.</p> <p>The procedures are set out in Schedule Three.</p> <p>Where the recommended penalty is suspension or exclusion, there will be a hearing by a member of the Senior Leadership Group, who will determine the outcome.</p> <p>The procedures are set out in Schedule Four.</p>
<p><i>Review</i></p>	<p>The student may make Representation to the Vice-Chancellor if the student considers</p> <ol style="list-style-type: none"> the procedures were not followed properly; the decision maker(s) reached an unreasonable decision; the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; the penalty imposed was disproportionate, or not permitted under the procedures. 	<p>Review by a member of SMT.</p> <p><i>Where the recommended penalty is suspension exclusion or expulsion</i></p> <p>The student may make the representations to the Vice-Chancellor with seven day of the hearing by the member of the Senior Leadership Group., there will be a hearing by the SMT member, who will determine the outcome.</p> <p>The procedures are set out in Schedule Five.</p> <p><i>Where the recommended penalty does not lead to suspension exclusion or expulsion,</i></p> <p>The student may make the representations to the Vice-Chancellor with twenty working days of the hearing by the member of the Senior Leadership Group. There will be a review by the SMT member, who will determine the outcome.</p> <p>The procedures are set out in Schedule Six.</p>

		<p>In exceptional circumstances, the Vice-Chancellor may extend the time allowed for submission of a Representation by twenty further working days for good cause. Such circumstances might include, but are not limited to, the student being ill or having other pressing reasons.</p>
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What are the arrangements for extending time scales?

46. The University may extend the time scale for any stage on the request of, or with the agreement of, the student, particularly where there is an agreement there should be any form of alternative dispute resolution.
47. Where necessary, the disciplinary officer, investigator or the reviewer may extend a stage for good cause. This will be particularly necessary where it takes time for the University to contact, or receive a response from, the student. The disciplinary officer, investigator or the reviewer must inform the student in writing of the reason for, and the length of, the extension.

What happens after the Internal Procedures of the University are complete?

48. On completion of the internal procedures of the University, the student may complain to the Office of the Independent Adjudicator for Higher Education (OIA).

STUDENT DISCIPLINARY PROCEDURE SCHEDULE ONE: PRECAUTIONARY ACTION

	PRECAUTIONARY ACTION
Lines of Authority	<p>A student who is the subject of an allegation of misconduct may be subject to precautionary action pending the disciplinary investigation.</p> <p>The member of the Senior Leadership Group initiating the disciplinary procedure is to ensure there is the preparation of the case for precautionary action.</p> <p>Precautionary action is to be authorised by a member of the Senior Management Team not previously involved in the case.</p>
Purpose	<p>The purpose of precautionary action is to enable the University to take swift action because of its duty of care to students, staff and visitors by:</p> <ol style="list-style-type: none"> exercise its duty of care protecting students, staff or others (including the University) from the risk of harm before and during the investigation of the allegation; and/or secure a full and proper investigation either by a University investigator or the police as part of a criminal process. <p>The circumstances where precautionary action is appropriate include, but are not limited to, cases entailing:</p> <ol style="list-style-type: none"> a risk of serious harm to the student and/or others; a risk to the student's mental health or the student displaying significant distress; risks arising from matters of a highly sensitive nature; a risk of serious disruption to other students or to the University's activities.
Method	<p>Precautionary action must be reasonable and proportionate and may include:</p> <ol style="list-style-type: none"> Imposing conditions on the accused student (for example, requiring the student not to contact reporting student(s) and/or certain witnesses and/or requiring the accused student to move accommodation) Suspending the student

	PRECAUTIONARY ACTION
	<p>c. Excluding the student</p> <p>Suspension or exclusion should be a last resort, when the risk of harm to others (or the student themselves) outweighs the potential disadvantage to the student.</p> <p>There is to be a risk assessment conducted using the standard pro forma The risk assessment should address:</p> <ul style="list-style-type: none"> a. the steps to minimise disruption to student’s studies b. the effects of a suspension on a student’s assessments and placements c. the effects of time limits applying to the student’s programme or visa arrangements d. the feasibility of providing access to assessment and electronic resources.
Penalties	Precautionary action is not a penalty or sanction, nor does it indicate the University has, or will, conclude the student committed a breach of discipline or a criminal offence.
Communications	<p>The member of the Senior Leadership Group is to inform the student in writing of:</p> <ul style="list-style-type: none"> a. the precautionary action to be taken b. the reasons for the precautionary action c. the arrangements for the review of the precautionary action d. the time period for the precautionary action e. the arrangement for the review of the precautionary action <p>A copy of the letter is to be sent to the Student Procedures Office.</p>
Review	<p>The member of the Senior Leadership Group is to review the precautionary action every two weeks.</p> <p>Where appropriate, the precautionary action may be withdrawn or amended.</p> <p>The precautionary action ceases to have effect when the Investigator makes the final decision.</p>
Records	<p>The member of the Senior Leadership Group is to:</p> <ul style="list-style-type: none"> a. maintain the record the risk assessment.

	PRECAUTIONARY ACTION
	<ul style="list-style-type: none"> b. send a copy of the risk assessment to the Student Procedures Office c. inform the Student Records and Registration team.
Record Retention	<p>The member of the Senior Leadership Group retains the risk assessment for the duration of the investigation.</p> <p>The Student Procedures Office retains the risk assessment for one year after the conclusion of the investigation.</p>

STUDENT DISCIPLINARY PROCEDURE SCHEDULE TWO: EARLY RESOLUTION

	EARLY RESOLUTION
Lines of Authority	The member of the Senior Leadership Group initiating the disciplinary action nominates a disciplinary officer to establish whether the disciplinary matter is capable of Early Resolution in the first instance.
Purpose	The purpose is to consider whether an Early Resolution is possible.
Timescales	The aim is to complete Early Resolution within ten working days of the notification to the student of the appointment of the disciplinary officer.
Method	<p>The student and the disciplinary officer will engage in a discussion about the allegations, either in person or by means of a telephone or Skype conversation.</p> <p>Where a discussion is not possible, the disciplinary officer may agree to accept a written statement.</p> <p>When a student declines to meet with the disciplinary officer or provide a written statement, the disciplinary officer will conclude the Early Resolution based on the evidence collected.</p>
Penalties	<p>In cases considered to be of a minor nature, the student will be disciplined by the disciplinary officer, who may impose one or more of the following:</p> <ol style="list-style-type: none"> a written warning and/or advice entered into the student's University record, removable after six months provided there are no further instances of misconduct; and/or a requirement that a student gives a written undertaking in relation to future conduct; and/or a requirement that a student pays for any damage caused to University property, together with any additional administrative costs not exceeding £25. <p>Where the disciplinary officer considers there is serious misconduct, or there is evidence of the repetition of misconduct, notification will be sent to the Student Procedures Office for the appointment of an Investigator to undertake a Formal Investigation. The disciplinary officer may recommend to the Senior Leadership Group Member consideration of use of Precautionary Action.</p>

	EARLY RESOLUTION
Mitigation	Where a student admits to a minor offence, the admission should be considered when considering what penalty to apply. Consideration needs to be given to any relevant disability
Representations against the decision	Where a student contests the decision of the disciplinary officer, the student may request the Student Procedures Office appoint an Investigator to undertake a Formal Investigation.
Communications	<p>The disciplinary officer is to inform the student in writing of</p> <ol style="list-style-type: none"> the decision and the reasons for the decision the penalty and the reasons for the penalty where imposed or the reason for referring the allegations for Formal Investigation the consequences of agreeing to a penalty at this stage and the right to request a Formal Investigation whether the offence will be recorded and where, and whether it will be considered in future disciplinary proceedings and in what circumstances <p>A copy of the letter is to be sent to the Student Procedures Office.</p>
Records	<p>The disciplinary officer is to maintain the record of the meeting.</p> <p>Where there is a finding of minor misconduct, a copy of the final communication is to be sent to the Student Procedures Office.</p>
Record Retention	<p>The member of the Senior Leadership Group retains the records of the investigation for a period of six months.</p> <p>The Student Procedures Office retains a copy of the final communication for a period of six months, where there is a finding of minor misconduct.</p>

DISCIPLINARY PROCEDURE SCHEDULE THREE: FORMAL INVESTIGATION

	FORMAL INVESTIGATION
Lines of Authority	<p>If the disciplinary matter cannot be resolved through Early Resolution, the member of the Senior Leadership Group, the disciplinary officer or student contesting an early resolution will inform the Student Procedures Office.</p> <p>The Student Procedures Office will appoint an Investigator to undertake a formal investigation.</p> <p>The Investigator is to have had no previous involvement in the case.</p>
Purpose	<p>In undertaking the Formal Investigation, the Investigator will determine, in light of the evidence, whether a breach of the rules and regulations had been committed on the balance of probabilities.</p>
Timescales	<p>The aim is to complete the Formal Investigation stage within twenty working days of the appointment of the Investigator.</p> <p>The general exception is where there is receipt of the notification outside the published term dates for the programme, when the aim is to complete the Formal Investigation stage within forty working days of the appointment of the Investigator.</p>
Before undertaking the investigation	<p>The Investigator is to make clear to the student what is being investigated. This is to ensure that both the Investigator and student understand the purpose and scope of the investigation and the possible outcomes.</p> <p>Consideration needs to be given to making reasonable adjustments for students with a disability.</p> <p>Before undertaking the Formal Investigation, the Investigator will:</p> <ol style="list-style-type: none"> a. inform the student of the nature of the alleged offence b. provide the student with sufficient information to respond to the allegation(s) c. refer to the relevant section of the disciplinary process d. give the student five days' notice of meeting to enable the student to have an opportunity to be heard in accordance with the Framework for Student Procedures e. invite the student to make a personal statement in writing. The Investigator must consider statements presented by, or on the specific

	FORMAL INVESTIGATION
	<p>written authorisation of, the student.</p> <ul style="list-style-type: none"> f. provide access to a copy of the Student Disciplinary Procedure and the Unacceptable Behaviour Policy g. advise the student that assistance and support is available from the Students' Union or the University's Student Support, Health and Wellbeing Department; and h. explain the right to be accompanied to the meeting by a friend, defined as a registered student at Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. i. explain the approach to be adopted.
Method	<p>Where an Investigator upholds the position of the student based on the student's written case, and the student agrees the outcome, there is no requirement to invite the student to talk with the Investigator.</p> <p>Where a case requires further investigation, the Investigator must ensure there is adequate opportunity to hear the student's perspective and they should do so at the earliest opportunity.</p> <p>The Investigator must give the student the opportunity to be heard either in a face-to-face meeting or at a distance by making use of any appropriate means, including telephone and Skype.</p> <p>When attending in person, the student has the right to be accompanied by a friend, defined as a registered student of Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. In all cases, the friend may speak on behalf of the student.</p> <p>When a student declines to meet with the Investigator, the Formal Investigation will be concluded based on the evidence collected.</p> <p>The right to Representation to the Vice-Chancellor will be unaffected by non-attendance at a meeting.</p> <p>The Investigator will provide the student with a note of the meeting, but it will not be a full transcript.</p>

	FORMAL INVESTIGATION
Use of evidence	<p>The Investigator may talk to staff or other students and consider documents and other evidence.</p> <p>Where the allegation was made by another student, the Investigator will normally meet with the student making the allegation to clarify the facts, explain the remit of the investigation and answer any questions.</p> <p>A copy of the evidence requested by and/or presented to the Investigator is to be given to the student. Where written statements are made about, or on behalf of the student, the Investigator is to make them available to the student for comment.</p>
Penalties	<p>If the Investigator is satisfied that there has been misconduct, the Investigator may take one or more of the courses of action, listed below.</p> <p>In imposing any sanction, the Investigator is to consider the Unacceptable Behaviour Policy.</p> <p>The Investigator is to give reasons for the penalty selected. The Investigator should explain why any lesser penalty was not suitable. The Investigator should go through the range of penalties available for the type of misconduct and record this process. If the misconduct is so serious the most severe penalty is the only option, then the Investigator should explain the reason. The more severe the penalty, the greater potential for other implications for the student.</p> <p>The range of decisions are as follows:</p> <ol style="list-style-type: none"> 1. resolve that no further action is taken 2. refer the matter for further investigation under the relevant Fitness to Practise or Professional Suitability procedures, where the programme is subject to such procedures 3. issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's University record, removable at any period up to three months after the completion of the student's programme 4. require the student to compensate for or make good any damage caused, together any additional administrative charge not exceeding £25 5. require the student to make appropriate apology for any offence or harm caused to the individuals concerned, including members of the outside community 6. in the case of student accommodation, require the student to vacate

	FORMAL INVESTIGATION
	<p>immediately any University owned or University managed property, and to move to alternative accommodation, when their continued presence might affect the safety, security or welfare of other residents at the property or University employees</p> <ol style="list-style-type: none"> 7. confirm any disciplinary decision made by the officer in charge of a building, equipment or service, in cases which involve infringement of the rules governing the use of the building, equipment or service concerned 8. restrict access to any part of the University's campuses (including the Students' Union¹ or other managed premises), or to any services of the University, where this is deemed desirable for the welfare of other students, or staff, or where continued access may interfere with the smooth running of that building or service or otherwise compromise it 9. recommend suspension, exclusion or expulsion of the student with immediate effect. Any decision to suspend, exclude or expel a student requires a hearing by a Member of Senior Leadership Group, who will determine the final penalty.
Mitigation	<p>A student is to be given the opportunity to present any mitigating circumstances or factors that ought to be given consideration in determining the penalty.</p> <p>Such factors are not relevant to deciding whether a student committed offence. They can be into account when the Investigator decides on the penalty if the student is found to have committed an offence.</p> <p>Mitigating factors include, but are not limited to:</p> <ol style="list-style-type: none"> a. The offence is a minor example of a serious offence, for example minor damage to property. b. It is a first offence. c. The student admits the offence at the earliest opportunity. d. The student expresses remorse. e. The student presents evidence of compelling personal circumstances, including any relevant disability.

¹ Any proposed period of suspension from the Students' Union will be discussed with the Chair of the Trustees of the Students' Union (or nominee).

	FORMAL INVESTIGATION
Communications	<p><i>Presentation of the Report</i></p> <p>On completing the disciplinary investigation, the Investigator will send the student, within five days, a written report stating:</p> <ol style="list-style-type: none"> a. a summary of the alleged facts leading to the disciplinary action b. the process followed and the information gathered c. the outcome of the investigation d. the reasons for that outcome e. any penalty imposed f. the reasons for imposing the penalty g. the procedure used. h. the right and method of making representations where the outcome does not include suspension, exclusion or expulsion from the University, and the timescale i. the right to a hearing by a member of the Senior Leadership Group where the decision leads to a recommendation for suspension, exclusion or expulsion from the University, and the timescale j. where and how to access support. <p><i>STUDENT COMMENTS ON THE REPORT</i></p> <p>On receipt of the Investigator’s report, the student is to be given seven days to comment on the report in writing to the Investigator.</p> <p>The Investigator may reconsider the decision and/or penalty based on the representations and issue a fresh written report. No further reports will be issued by the Investigator.</p> <p>In exceptional circumstances, the Investigator may extend the time allowed for submission of any comments by a further seven days for good cause.</p> <p>Such circumstances might include, but are not limited to, the student being ill or having other pressing reasons.</p> <p>The Investigator is to send a copy of the final report to the Student Procedures Office.</p>
Right to a hearing where the recommendation for suspension, exclusion or expulsion from	<p>Where the decision leads to a recommendation for suspension, exclusion or expulsion from the University, the Investigator is to inform the student of the right to a hearing by a Member of the Senior Leadership Group. The procedural details are set out in Schedule Four.</p>

	FORMAL INVESTIGATION
the University	
Representations against the decision where the outcome does not include suspension, exclusion or expulsion from the University,	<p>Where the outcome does not include suspension, exclusion or expulsion from the University, the report will include a statement of the right and method of making representations to the Vice-Chancellor within twenty working days of the date of the decision.</p> <p>The grounds for making representation to the Vice-Chancellor are:</p> <ol style="list-style-type: none"> a. the procedures were not followed properly; b. the decision maker(s) reached an unreasonable decision; c. the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; d. the penalty imposed was disproportionate, or not permitted under the procedures. <p>The procedural details are set out in Schedule Six.</p>
Record Retention	<p>The Investigator retains case file for the duration of the investigation.</p> <p>The Student Procedures Office maintains the case file for one year after the conclusion of the investigation.</p> <p>The Student Procedures Office maintains the outcome report for the specified period.</p>

DISCIPLINARY PROCEDURE SCHEDULE FOUR: ARRANGEMENTS WHEN THE INVESTIGATOR RECOMMENDS THAT A STUDENT IS SUSPENDED, EXCLUDED OR EXPELLED FROM THE UNIVERSITY

HEARING BY A MEMBER OF THE SENIOR LEADERSHIP GROUP	
Lines of Authority	<p>A member of the Senior Leadership Group will review the written evidence and hear the oral representations of the Investigator and the student.</p> <p>The Investigator will present the case on behalf of the University.</p> <p>The Investigator will provide the student and the Senior Leader with the evidence five days before the hearing.</p>
Purpose	<p>The purpose of the meeting with the student is to determine whether the decision-making process of the University followed the University procedures and the outcome was reasonable.</p>
Timescales	<p>The aim is to complete the review within twenty working days of the date of the final report of the Investigator.</p>
Before undertaking the review	<p>The Senior Leader will:</p> <ol style="list-style-type: none"> a. give the student five days' notice of meeting to enable the student to have an opportunity to be heard in accordance with the Framework for Student Procedures b. invite the student to make a personal statement in writing. c. advise the student that assistance and support is available from the Students' Union or the University's Student Support, Health and Wellbeing Department; and d. explain the right to be accompanied to the meeting by a friend, defined as a registered student at Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. e. explain the approach to be adopted. <p>The Investigator will provide the student and the Senior Leader with the evidence five days before the hearing.</p> <p>Consideration needs to be given to making reasonable adjustments for</p>

HEARING BY A MEMBER OF THE SENIOR LEADERSHIP GROUP	
	students with a disability
Method	<p>The Senior Leader must ensure there is adequate opportunity to hear the student's perspective as well as that of the Investigator. Normally, the student and the Investigator will attend the same meeting.</p> <p>The Senior Leader must give the student the opportunity to be heard either in a face-to-face meeting or at a distance by making use of any appropriate means of telecommunication, including telephone and Skype.</p> <p>When attending in person, the student has the right to be accompanied by a friend, defined as a registered student of Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. In all cases, the friend may speak on behalf of the student.</p> <p>When a student declines to meet with the Senior Leader, the review will be concluded based on the evidence collected.</p> <p>The right to Representation to the Vice-Chancellor will be unaffected by non-attendance at a meeting.</p> <p>The Senior Leader will provide the student and the Investigator with a note of the meeting, but it will not be a full transcript.</p>
Outcomes	<p>The Senior Leader may</p> <ol style="list-style-type: none"> a. approve the recommendations of the Investigator b. amend the recommendations and substitute a lesser penalty from those set out in Schedule 3 c. set aside the recommendation and determine there is no case to answer <p>Where the outcome is that the decision-making process of the University was not considered reasonable, the Senior Leader may determine there should be a further investigation into the case.</p>

HEARING BY A MEMBER OF THE SENIOR LEADERSHIP GROUP	
Mitigation	<p>A student is to be given the opportunity to present any mitigating circumstances or factors that ought to be given consideration in determining the penalty.</p> <p>Such factors are not relevant to deciding whether a student committed offence. They can be into account when the Senior Leader decides on the penalty if the student is found to have committed an offence.</p> <p>Mitigating factors include, but are not limited to:</p> <ol style="list-style-type: none"> a. The offence is a minor example of a serious offence, for example minor damage to property. b. It is a first offence. c. The student admits the offence at the earliest opportunity. d. The student expresses remorse. e. The student presents evidence of compelling personal circumstances, including any relevant disability.
Communications	<p>On completion of the hearing, the investigator will send the student, within five days, a written report stating:</p> <ol style="list-style-type: none"> a. the process followed b. the outcome of the hearing c. the reasons for that outcome, d. any penalty imposed e. the reasons for imposing the penalty f. the procedure used g. where and how to access support. <p>The report will include a statement of the right and method of making representations to the Vice-Chancellor within seven working days of the date of the decision.</p> <p>The grounds for making representation to the Vice-Chancellor are:</p> <ol style="list-style-type: none"> a. the procedures were not followed properly; b. the decision maker(s) reached an unreasonable decision; c. the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; d. the penalty imposed was disproportionate, or not permitted under the procedures. <p>The procedural details are set out in Schedule 5.</p> <p>A copy of the report is to be sent to the Student Procedures Office.</p>

	HEARING BY A MEMBER OF THE SENIOR LEADERSHIP GROUP
Record Retention	<p>The Senior Manager retains case file for the duration of the investigation.</p> <p>The Student Procedures Office maintains the case file for one year after the conclusion of the investigation.</p> <p>The Student Procedures Office maintains the outcome report for the specified period.</p>

STUDENT DISCIPLINARY PROCEDURE SCHEDULE FIVE: ARRANGEMENTS WHEN THE INVESTIGATOR RECOMMENDS THAT A STUDENT IS SUSPENDED, EXCLUDED OR EXPELLED FROM THE UNIVERSITY

	HEARING BY A MEMBER OF THE SENIOR MANAGEMENT TEAM
Lines of Authority	The Vice-Chancellor will nominate a member of the Senior Management Team to act as a Reviewer of the representation.
Purpose	<p>The Reviewer will determine whether the procedures were followed and the outcome was reasonable.</p> <p>The grounds for making representation to the Vice-Chancellor are:</p> <ol style="list-style-type: none"> a. the procedures were not followed properly; b. the decision maker(s) reached an unreasonable decision; c. the student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; d. the penalty imposed was disproportionate, or not permitted under the procedures.
Timescales	<p>The student may make representations to the Vice-Chancellor within seven working days of the date of the decision.</p> <p>In exceptional circumstances, the Vice-Chancellor may extend the time allowed for submission of a Representation by twenty further working days for good cause. Such circumstances might include, but are not limited to, the student being ill or having other pressing reasons.</p> <p>The aim is to complete the review stage within twenty working days of the acknowledgement of the representations.</p> <p>The general exception is where there is receipt of the notification outside the published term dates for the programme, when the aim is to complete the review stage within forty working days of the acknowledgement of the representations.</p>

	HEARING BY A MEMBER OF THE SENIOR MANAGEMENT TEAM
Before undertaking the review	<p>The Reviewer will:</p> <ol style="list-style-type: none"> a. give the student five days' notice of meeting to enable the student to have an opportunity to be heard in accordance with the Framework for Student Procedures b. invite the student to make a personal statement in writing. c. advise the student that assistance and support is available from the Students' Union or the University's Student Support, Health and Wellbeing Department; and d. explain the right to be accompanied to the meeting by a friend, defined as a registered student at Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. e. explain the approach to be adopted <p>The Reviewer will provide the student with the evidence five days before the hearing.</p> <p>Consideration needs to be given to making reasonable adjustments for students with a disability.</p>
Method	<p>The Reviewer must ensure there is adequate opportunity to hear the student's perspective either in a face-to-face meeting or at a distance by making use of any appropriate means of telecommunication, including telephone and Skype.</p> <p>When attending in person, the student has the right to be accompanied by a friend, defined as a registered student of Canterbury Christ Church University, a member from the same cohort as the student, a member of the Students' Union Council, an officer of the Students' Union or a current member of staff of the University. In all cases, the friend may speak on behalf of the student.</p> <p>When a student declines to meet with the Reviewer, the basis for the review will be the evidence collected.</p> <p>The Reviewer will provide the student with a note of the meeting but it will not be a full transcript.</p>

	HEARING BY A MEMBER OF THE SENIOR MANAGEMENT TEAM
Outcomes	<p>The Reviewer may:</p> <ol style="list-style-type: none"> a. approve the recommendations of the Investigator b. amend the recommendations and substitute a lesser penalty from those set out in Schedule 3 c. set aside the recommendation and determine there is no case to answer <p>Where the outcome is that the decision-making process of the University was not considered reasonable, the Reviewer may determine there should be a further investigation into the case</p>
Mitigation	<p>A student is to be given the opportunity to present any mitigating circumstances or factors that ought to be given consideration in determining the penalty.</p> <p>Such factors are not relevant to deciding whether a student committed offence. They can be into account when the Reviewer decides on the penalty if the student is found to have committed an offence.</p> <p>Mitigating factors include, but are not limited to:</p> <ol style="list-style-type: none"> a. The offence is a minor example of a serious offence, for example minor damage to property. b. It is a first offence. c. The student admits the offence at the earliest opportunity. d. The student expresses remorse. e. The student presents evidence of compelling personal circumstances, including any relevant disability.
Communications	<p>On completion of the hearing, the Reviewer will send the student, within five days, a written report stating:</p> <ol style="list-style-type: none"> a. the process followed b. the outcome of the hearing c. the reasons for that outcome d. any penalty imposed e. the reasons for imposing the penalty f. the procedure used <p>Where there is a need to collect further information, notification is to be sent to the student within seven days of the meeting.</p>

	HEARING BY A MEMBER OF THE SENIOR MANAGEMENT TEAM
	<p>Where the outcome is that the decision-making process of the University was considered reasonable, this represents the final decision of the University and the completion of the internal procedures.</p> <p>The report will include a statement of the right to complain to the Office of the Independent Adjudicator (OIA) and the arrangements for the issue of a Completion of Procedures Letter.</p> <p>A copy of the report is to be sent to the Student Procedures Office.</p>
Record Retention	<p>The Reviewer retains case file for the duration of the review.</p> <p>The Student Procedures Office and the Office of the Vice-Chancellor maintains the case file for one year after the date of the issue of the Completion of Procedures Letter.</p> <p>The Student Procedures Office maintains the outcome report for the specified period.</p>

DISCIPLINARY PROCEDURE SCHEDULE SIX: ARRANGEMENTS WHEN THE INVESTIGATOR RECOMMENDS THAT A PENALTY NOT LEADING TO SUSPENSION, EXCLUSION OR EXPULSION FROM THE UNIVERSITY

	Review by a Member of the Senior Management Team
Lines of Authority	The Vice-Chancellor will nominate a member of the Senior Management Team to act as a Reviewer of the representation.
Purpose	<p>The Reviewer will determine whether the procedures were followed and the outcome was reasonable.</p> <p>The grounds for making representation to the Vice-Chancellor are:</p> <ol style="list-style-type: none"> the procedures were not followed properly; the decision maker(s) reached an unreasonable decision; the student has new material evidence that they were unable; for valid reasons, to provide earlier in the process; the penalty imposed was disproportionate, or not permitted under the procedures.
Timescales	<p>The student may make representations to the Vice-Chancellor within twenty working days of the date of the decision.</p> <p>In exceptional circumstances, the Vice-Chancellor may extend the time allowed for submission of a Representation by twenty further working days for good cause. Such circumstances might include, but are not limited to, the student being ill or having other pressing reasons.</p> <p>The aim is to complete the review stage within twenty working days of the acknowledgement of the representations.</p> <p>The general exception is where there is receipt of the notification outside the published term dates for the programme, when the aim is to complete the review stage within forty working days of the acknowledgement of the representations.</p>
Method	The Reviewer will consider the case file prepared by the Investigator
Outcomes	<p>The Reviewer may:</p> <ol style="list-style-type: none"> approve the recommendations of the Investigator

	Review by a Member of the Senior Management Team
	<ul style="list-style-type: none"> b. amend the recommendations and substitute a lesser penalty from those set out in Schedule 3 c. set aside the recommendation and determine there is no case to answer <p>Where the outcome is that the decision-making process of the University was not considered reasonable, the Reviewer may determine there should be a further investigation into the case</p>
Mitigation	<p>A student is to be given the opportunity to present any mitigating circumstances or factors that ought to be given consideration in determining the penalty.</p> <p>Such factors are not relevant to deciding whether a student committed offence. They can be into account when the Reviewer decides on the penalty if the student is found to have committed an offence.</p> <p>Mitigating factors include, but are not limited to:</p> <ul style="list-style-type: none"> a. The offence is a minor example of a serious offence, for example minor damage to property. b. It is a first offence. c. The student admits the offence at the earliest opportunity. d. The student expresses remorse. e. The student presents evidence of compelling personal circumstances, including any relevant disability.
Communications	<p>On completion of the review, the Reviewer will send the student a written report stating:</p> <ul style="list-style-type: none"> a. the process followed b. the outcome of the review c. the reasons for that outcome d. any penalty imposed e. the reasons for imposing the penalty f. the procedure used <p>Where the outcome is that the decision-making process of the University was considered reasonable, this represents the final decision of the University and the completion of the internal procedures.</p> <p>The report will include a statement of the right to complain to the Office of the Independent Adjudicator (OIA) and the arrangements for the issue of a</p>

	Review by a Member of the Senior Management Team
	<p>Completion of Procedures Letter.</p> <p>A copy of the report is to be sent to the Student Procedures Office.</p>
Record Retention	<p>The Reviewer retains case file for the duration of the review.</p> <p>The Student Procedures Office and the Office of the Vice-Chancellor maintains the case file for one year after the date of the issue of the Completion of Procedures Letter.</p> <p>The Student Procedures Office maintains the outcome report for the specified period.</p>