

DISCIPLINARY POLICY AND PROCEDURES

Policy Owner: Student Experience Coordinator

Drafted/Amended: October 2018

Approved by: Senior Leadership Team (TBC)

Ratified by: Board of Governors (TBC)

Next Review Date: October 2020

DISCIPLINARY POLICY AND PROCEDURES

SCOPE

This document applies to all students, whether residential or non-residential.

PREAMBLE

Newbold College of Higher Education is a community where students and staff from many different backgrounds live and work together. Occasionally conflict occurs, disrespect is shown towards other students, the College or the community, or College policy is breached. On a more serious level the local and national laws may be breached. The Disciplinary Policy and Procedures have been designed to guide all parties through such instances.

Actions that may invoke disciplinary action

There are a number of actions that may incur disciplinary action. Those listed below will provide a guide, though the list is by no means exhaustive:

- Breach of Halls of Residence tenancy requirements
- Deliberately causing offence to other students or staff
- Being under the influence of or using and distributing illegal drugs, alcohol, tobacco or e-cigarettes, or misusing prescription drugs
- Intentional misuse of College equipment
- Misuse of or interference with any fire or safety equipment
- Theft of College property or belongings of another student
- Refusal to follow reasonable staff directives
- Breach of curfew
- Falsifying records
- Serious or repeated disregard for the College's guidelines and ideals and/or undermining of the College's ethos
- Inappropriate sexual relationships on campus
- Possession or use of any weapon
- Any kind of criminal offence which may or may not involve the police, including any kind of harassment or abuse.

DISCIPLINARY PROCEDURE

Commencement of disciplinary action

An *ad hoc* Disciplinary Committee may be called if a member of the College community feels there has been a serious breach of the College guidelines and/or ethos by a student. Such concerns must be lodged with the Residential Life

Manager (students in the halls of residence) or the Student Experience Coordinator (students not in the halls of residence), and must be made against a named individual(s), indicating the specific nature of the breach in writing, and signed.

Disciplinary measures

The following measures will normally be taken in the following order but in cases deemed serious enough some stages may be omitted:

Normal progressive disciplinary actions

First offence

A letter of counsel is issued to the student and the student is required to see the Campus Chaplain without delay.

Second offence

- The Residential Life Manager or the Student Experience Coordinator, as appropriate, informs the student in writing about disregard of specific College guidelines. The student is referred to an *ad hoc* Disciplinary Committee.
- The decision of the Committee may lead to but is not limited to the following:
 - Fines – a monetary charge is levied at the discretion of the Residential Life Manager or the Student Experience Coordinator, as appropriate, normally to cover the cost of damages
 - Community service – a student is required to perform a certain number of unpaid hours of work to contribute constructively to the life of the community
 - Social Probation – a student’s status is considered at risk for a specific period of time and any further disregard of College guidelines will normally lead to temporary or permanent exclusion. The details of the probation may vary according to the disciplinary situation, but will normally involve regular meetings with the Residential Life Manager or the Student Experience Coordinator, and restrictions may be imposed.

The *ad hoc* Disciplinary Committee may consider other forms of action not mentioned in this document, but which may be appropriate to a particular situation.

Exclusion

Exclusion can only be imposed by an action of the Disciplinary Committee, which will inform the Senior Leadership Team of its decision.

Exclusion normally means a ban from all areas of College life, as follows:

- **Temporary Exclusion** - exclusion from the College for a stated period of time. The student will be required to leave campus within 72 hours and will not be permitted to return until the end of the designated exclusion period.
- **Partial Exclusion** - exclusion from various stipulated parts of the College, eg Halls of Residence, Sports Hall-Auditorium etc.
- **Permanent Exclusion** - indefinite exclusion from the College. The student will be required to leave the campus within 72 hours unless otherwise stated and will not be able to return. Any future plans to study at Newbold would require reapplication and consideration on a case by case scenario.

A refund for unused accommodation may apply, as follows:

Short-Term Residents - Family Housing, Moor Close: The terms of the tenancy agreement apply.

Halls of Residence – Schuil House, Keough House, Moor Close: Refunds will only be given for whole semesters that have been paid for and during which the student has not occupied the room. If a student withdraws from a course of study within the 14-day withdrawal period and moves out of the Halls of Residence within the same period, the student will only be charged for the period the room has been occupied. However, if the student stays beyond the 14-day withdrawal period, he/she will become liable for the full semester's accommodation fee. Where an administrative decision is taken to withdraw a student from a course of study, outside the 14-day withdrawal period, except for illness, the student shall be responsible for the accommodation fees for the semester.

After the 14-day withdrawal period noted above, no refund will be given to any student excluded from the College by the Disciplinary Committee.

Activities which normally result in temporary, partial or permanent exclusion include, but are not limited to:

- Serious or repeated disregard for the College's guidelines or values, and/or undermining of the College's ethos
- Possession, distribution and/or use of illegal drugs and/or misuse of prescription drugs
- Any kind of criminal offence which may or may not involve the police, including any kind of harassment or abuse
- Continued use of tobacco and/or alcohol on campus.

Ad Hoc Disciplinary Committee Membership

Chair: The Chair is appointed by the Principal on an annual basis in consultation with at least one other member of the Senior Leadership Team.

Committee members:

- The Residential Life Manager (*ex officio*)
- The Campus Chaplain (*ex officio*)
- The Student Experience Coordinator (*ex officio*)

- The student's tutor as confirmed by the head of the relevant department (the head of department may also be the student's tutor)
- A staff advocate nominated by the student.

Appeals against a decision of the Disciplinary Committee

A student has the right to appeal against a decision taken by the Disciplinary Committee. Appeals must be lodged with the Principal in writing within 72 hours of the delivery of the original decision, and will be considered by the College's Senior Leadership Team.

Grievances

If a student feels that s/he has a legitimate grievance of any kind such as unfair treatment or harassment by a member of staff, they should follow the Student Grievance Procedure as published in the Complaints Policy.