

Student Disciplinary Regulations 2020-2021

1. Preliminary Matters

1.1 Authority for the Regulations

These Regulations are made under Statute 21.11 of the University of Bristol, by which Senate has the power to provide for the discipline of the students of the University.

1.2 Application and Scope

The purpose of this procedure is to provide a constructive framework for dealing with allegations of misconduct made against students and to ensure that disciplinary action, where necessary, is applied fairly and consistently.

This procedure applies to all registered students.

1.3 Other disciplinary procedures

Disciplinary action under this procedure can only be taken once against a student for the same allegations of misconduct. Students on professional programmes may also be subject to Fitness to Practise procedures.

1.4 The Vice-Chancellor may act through a nominee

Unless the context indicates otherwise, references within these Regulations to the Vice-Chancellor refers either to the Vice-Chancellor or to a person or persons nominated by them to act on their behalf.

2 Misconduct

2.1 Right of the University to take disciplinary measures

Any student studying or registered at the University of Bristol shall be subject to disciplinary measures if they are found to be guilty of misconduct as defined in annex 1.

3 Misconduct in student residences and in the community

3.1 Local rules and regulations

The Executive Director for Education and Student Experience and Academic Registrar and the Director of Student Life and Wellbeing are authorised to draw up and publish local rules and regulations for student behaviour in University residences and in the community.

3.2 Breaches of local rules and regulations

The following persons are authorised to investigate allegations of misconduct and to impose penalties for breaches of local rules and regulations for student behaviour in University residences and in the community:

- a) The Head of Student Residential Life and the Community Liaison Officer in respect of misconduct in accommodation in the community;
- b) The Head of Student Residential Life and Heads of Residential Life or Deputy Heads of Residential Life in respect of misconduct relating to University residences;
- c) The Head of Student Residential Life in respect of misconduct in the community outside of accommodation, such as misconduct due to intoxication, violent and disorderly behaviour.

Only the persons listed above have the authority to issue formal written warnings in relation to their respective areas of responsibility.

The persons listed above will report annually at the end of each academic year to Education Services with details of all misconduct dealt with and penalties imposed under this section.

The Secretary's Office may provide advice to assist these persons to deal with disciplinary matters within their jurisdiction.

3.3 Penalties for breaches of local rules and regulations

If a student is found guilty of a breach of local rules and regulations for student behaviour in University residences and in the community, the persons described in section 3.2 of these Regulations may impose one or more of the penalties set out in Annex 2.

3.4 Referral of cases to the Vice-Chancellor

Any allegation of serious misconduct or misconduct constituting a criminal offence or where a student has been arrested by the Police or where the allegation could result in reputational damage to the University will be referred to the discipline team for investigation and referral to the Vice-Chancellor.

3.5 Right of appeal

A student on whom a penalty is imposed under section 3.3 of these Regulations may appeal against the finding of guilt or the imposition of the penalty. Appeals must be submitted in writing to the Director of Student Health and Inclusion within 15 working days of notification of the penalty. The person considering the appeal may reject the appeal and confirm the original penalty, uphold the appeal, or refer the case to the Secretary's Office, for referral to a Committee of the Board of Trustees established under the procedures set out in Section 10 of these Regulations.

4 Involvement of the Police and Criminal Courts

4.1 Misconduct which is also a criminal offence

The following procedures apply where the alleged misconduct, if proved, would also constitute an offence under the criminal law.

4.2 Offences that may be dealt with internally

If allegations of misconduct have been reported to the Police, any University investigation will be adjourned pending the outcome of the Police investigation. If appropriate, risk assessment procedures may take place under section 6.5 below and appropriate action, such as issuing a Non-Contact Order, will be taken to protect the University community.

4.3 Other offences

Students who are subject to a police investigation and prosecution are required to inform the University if charged with a criminal offence or once police or court involvement has come to an end and also of the outcome of the investigation or prosecution. Failure to do so may be treated as misconduct and may be dealt with under these Regulations.

4.4 Offences which are not reported to the police

The University has the right to report any criminal offence to the police. However, if a person reports allegations of misconduct that may constitute a criminal offence by a student, but does not wish the police to be involved, the Vice-Chancellor may at their discretion agree not to report the matter to the police. In such circumstances the University will not normally proceed with internal disciplinary measures for the offence, although it may take disciplinary action over other related offences.

4.5 Imposition of penalty after sentence imposed by a criminal court

Where a finding of misconduct has been made under these Regulations, and a student has also been sentenced by a criminal court on the same facts, the penalty imposed by the criminal court will be taken into account in deciding the penalty under these Regulations.

5 Suspension pending hearing or trial

5.1 Power to suspend

If allegations are made against a student or they are the subject of a police investigation, they may be suspended from the University pending the conclusion of the disciplinary proceedings or any criminal process. The Risk Assessment Panel (RAP) will consider whether suspension is necessary to protect the University community and make a recommendation to the Vice-Chancellor.

5.2 Definition of suspension pending hearing or trial

A student who is suspended from the University pending hearing or trial may have restricted rights to enter University premises and to take part in University activities. The terms of the suspension will be notified in writing to the student. The order of suspension shall identify the extent (if any) to which the student's status as a member of the University is affected.

Students who are suspended under these Regulations will still be able to contact Just Ask in the Students' Union for independent advice and receive support from Student Wellbeing.

5.3 Non-Contact Orders

An order of suspension may include a requirement that the student shall have no contact with a specified person or persons. This order is known as a Non-Contact Order. The Order may allow a student to continue with their studies, but prohibit them from contacting the specified person or persons.

5.4 Orders to be made for protection only

Orders of suspension, including Non-Contact Orders, are not a sanction or penalty. They are to be used only where the RAP considers it necessary to protect a member or members of the University community, or the property of the University or the property of a member or members of the University community. Written reasons for the decision will be recorded and made available to the suspended student.

5.5 Initial review

A decision to suspend a student pending hearing or trial or to issue a Non-Contact Order shall be subject to review at the request of the student after four weeks. Such a review will not involve a hearing, but the student, either personally or through their adviser, friend or representative, will be entitled to make written representations. The review will be conducted by the Initial Risk Assessment Group and the outcome of the review will be communicated to the student.

5.6 Periodic review

In addition to the initial review, the RAP shall review the suspension on receipt of evidence of altered circumstances which might affect the order.

6 Disciplinary Procedure

6.1 Time Frame

Any action taken under these procedures will be concluded as quickly as possible and normally within 90 calendar days from the start of the investigation. This time frame would normally exclude any time taken on a criminal investigation or prosecution.

6.2 Disclosure of Allegations

Allegations of misconduct may be reported by any member of staff or student or by members of the public. Reports of misconduct made by members of staff that do not involve anyone other than the student or students alleged to have committed the misconduct, should be made to the discipline team within Education Services. Such reports will be referred to the Investigating Officer for investigation under section 6.9 below.

A disclosure of allegations of misconduct can be made by any student to any member of University staff. A disclosure can be made in person, online via the University's Report and Support online tool or via other means such as telephone or email.

Students can make an anonymous disclosure of misconduct via the University's Report and Support online reporting tool. However, the University will not act upon anonymous disclosures. Anonymised data will be used to help the University to understand patterns in behaviour and inform future policy.

A disclosure will not create a formal complaint and is not an instruction for the University to take action. A formal complaint must be submitted before any action will be taken under these Regulations. If there is a concern about immediate risk to the University Community or if the University has a safeguarding obligation to consider the risk, the University's risk assessment procedures may be utilised before a formal complaint is submitted by the reporting student (see section 6.6 for more details of the University's Risk Assessment procedures).

6.3 Confidentiality of Disclosures

The University recognises the importance of privacy for disclosures and formal complaints of misconduct and will only share information on a confidential, need to know basis.

Confidentiality is not absolute secrecy. There may be circumstances where it is necessary to share information either within the University or with external organisations, including to allow the University to discharge its safeguarding obligations or as required by law. It may also be appropriate to share information to ensure that the people involved in the allegations receive the necessary support and to allow the allegations to be appropriately considered and investigated.

The detail of the outcome of any disciplinary action taken under these Regulations will not be shared with the Reporting Student. They will be kept informed of the progress of any investigation or disciplinary meeting or Panel and whether there was a finding of guilt, but will not be given the detail of any sanctions imposed.

6.4 Disclosures relating to sexual misconduct

The University has produced guidance for students who make a disclosure relating to sexual misconduct. This guidance sets out how to access support from the University and who to contact.

6.5 Student Liaison Officer (SLO)

If the allegations disclosed by the Reporting Student are deemed to be serious, the member of staff receiving the disclosure can ask for a SLO to be assigned to the Reporting Student. The SLO will be the main point of contact throughout any subsequent steps and will be able to help the Reporting Student make informed decisions about what happens next.

After making a disclosure to any member of University staff, the details of the Reporting Student will be passed to the SLO. The Reporting Student will be contacted by the SLO to arrange an initial meeting. The purpose of this meeting is to help the Reporting Student understand the procedure and the possible next steps.

A SLO will also be assigned to the student who is alleged to have committed the misconduct, if the Reporting Student submits a formal complaint and asks the University to take action under these Regulations or if precautionary measures are deemed appropriate under the risk assessment procedures.

6.6 Risk Assessment Procedures

If after receiving a disclosure the SLO believes that there is a risk of harm to the Reporting Student or anyone in the University community, they will refer the disclosure for an initial risk assessment to one of the Director of Student Health and Inclusion or Director of Student Life and Wellbeing (or their nominee) with advice from the Secretary's Office. They will be known as the Initial Risk Assessment Group. Consideration will be given as to whether a Non-Contact Order is appropriate to protect the parties involved and whether a referral should be made to the Risk Assessment Panel (RAP) for consideration of precautionary action such as suspension or restriction of access to University premises or reporting to the police or safeguarding agencies.

The membership of the RAP may include the Executive Director of Education and Student Experience, one of the Director of Student Health and Inclusion or Director of Student Life and Wellbeing (whichever did not sit on the Initial Risk Assessment Group) and the Chief People Officer, or their nominees, with advice from the Secretary's Office. The Director of External Relations may also be in attendance.

If the RAP decides to take precautionary action against the student alleged to have committed the misconduct, a SLO will be assigned to that student and will deliver any correspondence and guide the student through the procedures. The Reporting and Responding students will be assigned different SLOs.

If no action is taken at this stage, the student alleged to have committed the misconduct will not be informed of the disclosure or assigned a SLO until the Reporting Student has decided whether to formally submit a complaint to the University.

Any precautionary action imposed will be taken to protect both parties and the University Community. The action does not indicate any judgement by the IRAG or RAP regarding the guilt of the Responding Student.

6.7 Submitting a formal complaint to the University

If after discussion with the SLO the Reporting Student decides that they would like the University to take action in relation to the allegations of misconduct that they have disclosed, they will be asked to submit a formal complaint to the University. The student making the complaint will be known as the Reporting Student and the party who is alleged to have committed the misconduct is the Responding Student.

The complaint must be submitted in writing. There is a form attached to the Student Complaints Procedure which can be used for this purpose. The SLO can advise the Reporting Student on how to complete the form. The form does not need in-depth detail about the allegations; there needs to be enough information for the University to take the complaint forward and understand what is alleged to have happened.

The complaint will be submitted to the Student Complaints and Mediation Manager (SCMM). The SCMM can consider whether informal resolution is possible at this stage.

6.8 Informal Resolution

Informal resolution can only go ahead with the agreement of all parties. Informal resolution may include, but is not restricted to:

- Written apologies
- Attendance at awareness sessions
- Non-contact agreements
- Mediation.

If the SCMM does not feel that informal resolution is appropriate or if the parties do not agree to undertake informal resolution, the SCMM can either close the matter as there is no further appropriate action to be taken or refer the complaint to the discipline team for investigation.

6.9 The University's Power to Investigate

If the Reporting Student has reported the allegations to the police, the University will not investigate whilst the criminal investigation or proceedings are active. Reporting the allegations to the police does not mean that the Reporting Student cannot also make a complaint to the University, just that any investigative action undertaken by the University will be adjourned pending the outcome of the criminal proceedings.

The University does not have the legal investigatory powers of the police and cannot make a determination of criminal guilt. The University can only investigate whether there has been a breach of these Regulations, within the definition of misconduct as set out in Annex 1. Any University investigation is not a substitute for a police investigation or criminal proceedings.

The fact that the police decide not to proceed with a case or that criminal proceedings have returned a 'not guilty' verdict does not preclude the University from taking its own disciplinary action.

If a student has been convicted of a criminal offence or accepts a police caution in relation to behaviour that falls within the scope of the definition of misconduct in Annex 1, the University will accept this as conclusive evidence that the behaviour took place. It may not be necessary for further investigation and the complaint will be deemed proven.

6.10 The Investigation

When a complaint is referred to the discipline team for action, an Investigating Officer (IO) will be appointed to investigate the complaint. The Responding Student will be informed of the allegations against them and a SLO will be assigned to the Responding Student. The IO will keep the SLO's updated as to progress.

The IO has the power to carry out the investigation as they deem appropriate, including interviewing the Reporting and Responding Students and any other witnesses and collecting any available evidence.

Communications regarding the investigation with both parties will be conducted through their respective SLOs. Consideration will be given to the appropriate timing and method of communication, in particular in relation to examination dates.

The IO will produce a report outlining the factual details of the case and will deliver this to the Vice-Chancellor (or nominee) for consideration. The Reported student will receive a copy of the report before it is sent to the Vice-Chancellor and have the opportunity to highlight any information they consider to be inaccurate.

6.11 Summary stage – consideration by the Vice-Chancellor

The Vice-Chancellor will review the Investigation Report prepared by the IO and can either:

- Request that further investigation be carried out; or
- Find that there is no case to answer; or
- Find that there is a case to answer and the matter can be dealt with summarily by the Vice-Chancellor; or
- Find that there is a case to answer and refer the matter to a Disciplinary Committee for further consideration.

The Vice-Chancellor will be advised by a representative from the Secretary's Office.

6.11.a No Case to Answer

If the Vice-Chancellor finds that there is no case to answer, both parties will receive a letter informing them of this and highlighting the support available to them. The letter to the Reporting Student will constitute an outcome under the Local Stage of the Student Complaints Procedure. They can take further action under that procedure if they are dissatisfied with the way that the complaint was dealt with.

6.11.b Case to Answer – Summary Jurisdiction

The Vice-Chancellor may decide that there is a case to answer and they can resolve the matter without referral to a Disciplinary Committee. This will be an appropriate decision when the Responding Student has admitted guilt or when the matter is straight forward. The Vice-Chancellor does not have the power under these Regulations to expel a student. All allegations of serious misconduct which could result in the expulsion of the Responding Student should be referred to a Disciplinary Committee, which does have the power to expel.

After considering the Investigation Report, the Vice-Chancellor can make a summary decision as to guilt and sanction. The Vice-Chancellor can find the Responding Student guilty of misconduct if, on the balance of probabilities, they are satisfied of the student's guilt. If a finding of guilt is made, they may impose any of the penalties set out in Annex 2 of these Regulations, other than expulsion from the University.

The Responding Student can opt to have the matter heard by a Disciplinary Committee if they want the opportunity to present their case to a panel.

The Responding Student will receive an outcome letter detailing the decision and penalty imposed. The Reporting Student will receive a letter stating that the matter was dealt with summarily and whether a finding of guilt was made but will not be given the details of any penalty that was imposed. This letter will constitute an outcome under the Local Stage of the Student Complaints Procedure and they can take further action under that procedure if they are dissatisfied with the way that the complaint was dealt with.

The Responding Student will have the right to appeal the outcome. See section 9 below.

6.11.c Case to Answer – Disciplinary Committee

If the Vice-Chancellor decides to refer the matter to a Disciplinary Committee, the Secretary's Office will be asked to convene a committee and arrange a hearing as soon as possible.

The Committee will be chosen from a pool of trained senior University staff. The Committee will consist of three people who have had no prior involvement with the case and are not in the same faculty as either student. The Responding Student may request

that a representative from the Students' Union sit on the Committee. The Committee should not normally include members of the Board of Trustees, as an appeal from a decision of the Disciplinary Committee is heard by a Committee of the Board of Trustees under Section 9 of these Regulations.

One of the members will be appointed as Chair of the Committee. This cannot be the Students' Union representative. A representative from the Secretary's Office will act as Clerk to the Committee. The IO will present the case on behalf of the University.

The Reporting and Responding Students will be invited to attend the hearing. The hearing may take place via digital conferencing and not in person. The Reporting Student will be a witness and invited to give evidence at the hearing; they are not a party to the proceedings. The Reporting Student will not attend all of the hearing and may give evidence via video link if appropriate.

The Reporting and Responding Students can bring a friend or representative with them to the hearing. Both students are normally expected to speak on their own behalf, unless they have a good reason for not doing so.

The Committee will rely only on evidence presented at the hearing, either orally or in the hearing bundle. The deliberations and decisions of anyone previously considering the matter shall be irrelevant for the Committee's purposes. The Responding Student will receive a copy of the hearing bundle in advance, but the Reporting Student will not.

The Committee will find a student guilty of misconduct if, on the evidence before it, it is satisfied on the balance of probabilities of the student's guilt. This means that the Committee must be satisfied that, on the evidence available, the student's guilt is more likely than not. Once a finding of guilt has been established, the Committee can impose any of the penalties listed at Annex 3, including expulsion.

If the members of the Committee cannot agree, the decision of the Committee will be that of the majority of its members. If there is a split decision, the Chair will have the casting vote.

Subject to the provisions of these Regulations, the order of proceedings shall be at the discretion of the Committee. Members of the Committee may ask questions of any witness. The Committee may ask for additional enquiries to be undertaken and may call for additional witnesses to attend.

All proceedings under this section and documents created for the purpose of the proceedings are confidential.

If two or more students are involved in related misconduct, the Committee may at its discretion deal with their cases together.

The Committee may impose time limits on oral addresses and submissions.

The Committee shall have power to adjourn a hearing to another date, as it thinks fit.

The Vice-Chancellor has the power to suspend the activity of the Disciplinary Committee at any time, and to stop the proceedings against the Responding Student, if they believe it to be appropriate to do so.

The Committee will notify the Responding Student of the outcome by a letter, sent via their SLO. The Responding Student has a right of appeal, as set out in section 9.

The Reporting Student will receive a letter stating that the matter was dealt with by the Committee and whether there was a finding of guilt but will not be given the details of any penalty that was imposed. This letter will constitute an outcome under the Local Stage of the Student Complaints Procedure and they can take further action under that procedure if they are dissatisfied with the way that the complaint was dealt with.

7 Penalties

7.1 Imposition of penalties

If the Responding student is found guilty of an allegation of misconduct, one or more penalties may be imposed by the Vice-Chancellor in the case of matters dealt with summarily, or by the Disciplinary Committee in other cases. The penalties are set out in Annex 3. A student may not be expelled following an allegation heard under the summary procedure. The Responding Student or their representative shall be entitled to make representations in mitigation before the penalty is decided.

7.2 Matters to be considered

When determining penalties, consideration will be given to the seriousness of the misconduct, the circumstances of the misconduct, and the means and general personal circumstances of the Responding Student.

7.3 Recording and reporting of penalties

If found guilty of misconduct, details of the misconduct and the penalty imposed will be sent to the student's school and faculty. A record will also be made on the student's central university file. The record will be kept on the student's files for at least one year after graduation and may be referred to for the purpose of references.

The Discipline Team will keep a record of student misconduct and penalties imposed and will report to Senate annually.

8 Mental illness

8.1 Adjournment for a medical report

If it appears to those considering an allegation of misconduct that the Responding student in question is experiencing mental illness, the proceedings may be adjourned for the preparation of a medical report.

8.2 Evidence of mental illness

If there is medical evidence that the Responding Student is experiencing mental illness, those dealing with the case may suspend or terminate the proceedings, if it is felt appropriate to do so. It may be made a condition of suspension or termination of the proceedings that the student seek medical treatment.

8.3 Fitness to Study Policy

If disciplinary proceedings are suspended or terminated under section 8.2, the Fitness to Study policy may be invoked and used as appropriate.

9 Appeals

9.1 Right to appeal against a finding of guilt

A student may appeal against a finding of guilt or against a penalty imposed following a finding of guilt imposed under section 6 or 7 of these Regulations. The appeal must be made to the University Secretary within 15 working days of the conclusion of the proceedings. The student must set out in writing the grounds on which the appeal is based. The student is encouraged to seek assistance from Just Ask in the Students' Union when preparing the letter of appeal <https://www.bristolsu.org.uk/advice-support>

The appeal will be heard by a Committee of the Board of Trustees constituted under the provisions set out in the Student Complaints Procedure.

9.2 Nature of appeal against a finding of guilt

There will be no entitlement to a rehearing of the case, which will be allowed only in exceptional circumstances. Those hearing the appeal may overturn the finding of guilt where they consider it just to do so. In particular, a finding may be overturned in the light of new evidence; or where it is considered that the original hearing was not conducted fairly; or where the finding of guilt was unreasonable in the light of the findings of fact. The student may present the appeal in person or in writing, and may be represented by an adviser, friend or other representative.

9.4 Nature of appeal against imposition of penalty

Those hearing an appeal against penalty may impose a lesser or greater penalty, having considered whether the original penalty imposed was fair and reasonable in the light of all the circumstances of the case, and the student's means and general personal circumstances.

Approved by Senate October 2020

A.1.1 Types of Misconduct

- a. Any conduct which constitutes a criminal offence;
- b. Any conduct which constitutes sexual misconduct;
- c. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University;
- d. Obstruction of, or improper interference with, the functions, duties or activities of any student or member of staff of the University, or any visitor to the University;
- e. Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language, whether expressed verbally or in writing, including in electronic form;
- f. Bullying, harassment or unacceptable behaviour of any student or member of staff of the University, or any visitor to the University, on the grounds of sex, race, religion or belief, disability, sexual orientation, gender reassignment, age or other grounds;
- g. Fraud, deceit, deception or dishonesty in relation to the University or its staff, students or visitors;
- h. Cheating or plagiarism in academic course work or in examinations;
- i. Theft, misappropriation or misuse of University property, or the property of the University's staff, students or visitors, including computer misuse;
- j. Misuse or unauthorised use of University premises;
- k. Damage to University property, or the property of the University's staff, students or visitors, caused intentionally or recklessly;
- l. Action likely to cause injury or impair safety on University premises, at University organised events or on any other site associated with the University;
- m. Failure to respect the rights of others to freedom of belief and freedom of speech;
- n. Breach of the provisions of any University code, rule or regulation, including any student code of conduct;
- o. Failure to disclose personal details to a member of staff of the University in circumstances in which it is reasonable to require that such information be given;
- p. Failure to comply with a reasonable instruction relating to discipline, issued by the Vice-Chancellor or the Registrar, or by a member of staff acting with the authority of the Vice-Chancellor or the Registrar.

A.1.2 Definition of Sexual Misconduct

Sexual Misconduct covers a broad range of inappropriate and unwanted behaviours of a sexual nature. It covers all forms of sexual violence, including sex without consent, sexual abuse (including online and image-based abuse), non-consensual sexual touching, sexual harassment (unwanted behaviour of a sexual nature which violates your dignity; makes you feel intimidated, degraded or humiliated or creates a hostile or offensive environment), stalking, abusive or degrading remarks of a sexual nature.

Annex 2

A.2.1 Penalties for breaches of the Local Rules and Regulations

- a. A written reprimand;
- b. A requirement to write a letter of apology to a specified person or persons;
- c. A requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University;
- d. A caution, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months (or some other specified period), they will then be dealt with for both offences;
- e. A fine not exceeding £250;
- f. The requirement to pay a reasonable sum by way of compensation for identified and quantified loss;
- g. The requirement to give and comply with a written undertaking as to future behaviour;
- h. Exclusion, either permanently or for a specified period, from the use of a specified University service or facility (including specified residential facilities) to which the misconduct relates;
- i. The requirement to perform unpaid services for the University or local community for a maximum of 20 hours;
- j. In the case of serious misconduct, referral to a Disciplinary Committee appointed under section 7 of these Regulations, which in addition to the penalties above may exclude, suspend or expel a student;
- k. In the case of a breach or misconduct which is also a criminal offence, referral to the police.

A.2.2 Where the breach or misconduct is also a breach of the terms of residence of University accommodation, the student may be referred to the Director of Campus Services, who may take steps to evict the student.

Annex 3

Penalties for breaches of the Student Disciplinary Regulations

A3.1 Types of penalty

A student found guilty of misconduct may be:

- a. Absolutely discharged, which means that although the student may be technically guilty of the misconduct alleged, no blame should be attached to their actions;
- b. Cautioned, which means that no immediate punishment is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, or some other specified period, they will then be dealt with for both offences;
- c. Conditionally discharged, which means that no immediate punishment is imposed, subject to the student fulfilling certain stipulated conditions including future good behaviour over the following twelve months or some other specified period. If the conditions are not met, a punishment may be imposed following a further hearing;
- d. Fined up to a maximum of £800. This maximum figure will be subject to periodic review by Senate;
- e. Required to write a letter of apology to a specified person or persons;
- f. Required to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University.
- g. Required to pay a reasonable sum by way of compensation for identified and quantified loss;
- h. Required to perform unpaid services for the University community to a maximum of 40 hours;
- i. Required to have no contact, or restricted contact, with a specified person or persons;
- j. Suspended from enjoying specified privileges for a fixed period of time;
- k. Excluded from the University for a fixed period of time, up to a maximum of twelve months. A student who is excluded from the University has restricted rights to enter University premises, and to participate in University activities. The terms of the exclusion will be notified to the student in writing. An order of exclusion does not affect the student's status as a member of the University;
- l. Suspended from the University for a fixed period of time, up to a maximum of twelve months. A student who is suspended ceases to be a member of the University for the duration of the suspension and is prohibited from entering University premises, and from participating in University activities. Suspension may be subject to qualification, such as permission to take an examination. The terms of the suspension will be notified to the student in writing.;
- m. Expelled from the University, which means that the student ceases to be a member of the University, and loses all rights and privileges of membership.

A3.2 Suspended Penalty

Any of the above penalties may be suspended for a fixed period of time. If the student is found guilty of subsequent misconduct within that period the suspended penalty will immediately take effect.

A3.3 Additional penalties relating to misconduct in connection with examinations or other assessed work

A3.3.i Taught programmes

Where misconduct relates to examinations or other assessed work, a recommendation may be made to the appropriate Board of Examiners that it should impose one or more of the following additional penalties:

- a) Award the student lower marks than those which they would otherwise have been awarded, or award no marks, for the examination or assessed work in which the student committed the offence;
- b) Award the student lower marks than those which they would otherwise have been awarded, or award no marks, for the unit of which the examination or assessed work was part;
- c) Award the student a lower class of degree or other academic award than that which they would otherwise have been awarded;
- d) Exclude the student from the award of a degree or other academic award. This may be either permanent or for a stated period, and may be absolute or subject to compliance with stipulated requirements.

A3.3.ii Research programmes

Where misconduct relates to assessed work, one of the following recommendations may be made to the Research Degree Examination Board:

- a) The student is given the opportunity to remove the sections of work the misconduct relates to, amend and resubmit their work within a specified timescale;
- b) The student fails and is not given the opportunity to resubmit for a further award.

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