

Disciplinary Procedures

The Rules, Regulations and Procedures for Students give details about breaches to the Code of Conduct, as well as **Student Discipline** and **Fitness to Practise** procedures.

This leaflet outlines the procedures for dealing with non-academic disciplinary matters.

The Academic Regulations give full information about the procedures for dealing with **academic disciplinary** procedures, i.e. allegations of assessment offences. An assessment offence is defined as a situation where 'a student has sought to gain unfair academic advantage in the assessment process for him/herself or another student'. Please see the SU Advice Service leaflet '**Alleged Assessment Offences**' for further information.

Non-academic disciplinary procedures

The Code of Conduct for Students sets out how the University expects students to behave and the type of unacceptable behaviour that may cause a complaint of a general disciplinary nature. Full details are given within the Rules, Regulations and Procedures for Students. There is also a section about Dignity at Work and Study - the SU Advice Service has produced an accompanying leaflet '**Dignity at Study**'. This considers matters of harassment on the grounds of race, nationality, gender, disability, sexual orientation, religion or belief, age, or any other personal characteristic.

Student against student complaint

If a student has a complaint about the conduct of another student, they have the right to raise the issue using the Student Disciplinary Procedure. In the first instance, you may like to talk this over with your personal tutor or an SU Adviser.

To raise the matter formally, you should put your complaint in writing and send this to the Dean of Faculty of the student about whom you are complaining.

Faculty Investigation

Following a written complaint about you by a member of staff of the University, (following a previous oral or written warning), an agency providing a placement, the general public, or another student - which should normally be **within 10 working days of the incident** - your Dean of Faculty (who may appoint a member of staff to act on his/her behalf) is obliged to launch an investigation, normally within a period of 15 working days. If the complaint is upheld, unless you contest the decision, the Dean of Faculty has the authority to impose one of the following penalties: (i) a formal oral warning, (ii) a written warning, (which may have serious implications for students wishing to register for a professional qualification), (iii) a fine, (iv) payment in reparation.

Student Discipline Committee

If you disagree with the decision of the Dean of Faculty, the matter will be referred to the Student Discipline Committee. Also, if the complaint is of a serious nature, the

complaint will be passed to the Student Discipline Committee by the Dean of Faculty. It may also be decided at this stage that you should be suspended pending the investigation. You have a right of appeal against a suspension of three weeks or more. If the Committee Secretary thinks there is a serious breach of discipline a formal Hearing will be called. For students on a course leading to a professional award, where the nature of the complaint gives cause for concern regarding their fitness to operate in the public domain, the matter will be referred to the Fitness to Practise Committee rather than the Student Discipline Committee.

The Committee will normally meet between within 25 working days from the referral by the Dean of Faculty. The Committee is made up of the Director of Student Services, two members of staff of the University and two student members. The President of the Students' Union (or another elected representative) will also be present, with your permission.

You will be informed of the nature of the complaint (with accompanying documentation), and the date, time and place of the Hearing. You may be accompanied by a friend, may call witnesses and submit a written statement.

You will hear the outcome of the Hearing immediately following the meeting and this will be confirmed in writing within 5 working days. The decision of the Committee may be (i) dismissal of the complaint, (ii) recommendation of your suspension for a specified period, (iii) reprimand or fine, (iv) expulsion.

For students following a professional programme, the Committee may decide that the student is not recommended for professional recognition. With regard to the Student Discipline and the Fitness to Practise procedures, students have the right of appeal to the Board of Governors, *but only on the grounds of alleged maladministration*, i.e. that procedure was not followed. Such appeals must be made to the Clerk to the Board of Governors within 10 working days of the decision of the Committee.

Discipline

Will the police be involved?

The University may report the matter to the police if a criminal offence has been committed and will seek advice in this respect. Offences against the University with no other victim will normally be reported to the police whether or not the culprit has been identified.



Anglia Ruskin Students' Union Advice Services:
Cambridge
Tel: 01223 460008
E-mail: cambs.advice@angliastudent.com
Chelmsford
Tel: 01245 258178
E-mail: essex.advice@angliastudent.com

www.angliastudent.com

August 2008
Information correct at time of publication