



Student Disciplinary Policy

LOCAL POLICY

Version 8

Scope of Policy:	All Staff and Students
Policy Owner:	Head of Learner Success
Date of Initial Approval:	24/10/2021
Approved By:	Strategic Leadership Team
Status:	Current
Most Recent Publication Date:	25/10/2024
Equality Screening Date:	20 January 2019
Policy Review Date:	29/08/2027

Published by Belfast Metropolitan College www.belfastmet.ac.uk.

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Policy Compliance details:-

Compliance with Equality Legislation.

PLEASE NOTE: Policies must be equality screened before being submitted to SLT and Trade Unions:-

Equality Screened initially 07/01/2009 and rescreened in Jan 2019 following a revision of the Policy.

Equality Screening Date:	20 January 2019
Equality Screening Outcome:	Screened Out
Sector or Local Screening:	Local Screening
Consultation Date (if applicable):	Not Applicable
Equality Impact Assessment (EQIA) Date (if applicable):	Not Applicable
EQIA Key Outcomes:	Not Applicable

Document History

Version Number	Author	Updates/Amendments	Date
1.0	Learner Success	Student Disciplinary Policy including Malpractice is too large - feedback from the staff voice is that they struggle with understanding their role in administering student disciplinary.	23/01/2019
2.0	Learner Success	Policy transferred to new format and simplified as above.	04/02/2019
3.0	Learner Success	Policy reviewed to include additional curriculum guidance and a new section to incorporate existing arrangements for managing student off campus anti-social behaviour.	18/04/2019
4.0	Learner Success	Policy reviewed to include student disciplinary forms (staff intranet version only) and to standardise references to key roles and student consent to share information with parent/guardian.	21/11/2019
	Learner Success	Paragraph 7.2 replaced 'on a placement or in their place of employment' with 'or in a place of employment related to their course of study at Belfast Met'	10/12/19
5.0	Learner Success	Paragraph 7.3 Off Campus Anti-Social Behaviour section updated and extensively amended with new process primarily with respect to the removal of the sanction of fines.	17/09/20
6.0	Learner Success	Appendix D updated in line with off campus offences related to COVID 19. Appendix E updated in line with the updated Student Code of Conduct	08/09/2021
6.0	Corporate Development	References to Director of Curriculum and Learner Success changed to Deputy Chief Executive (Curriculum and Partnerships)	23/06/2023
7.0	Learner Success	Scheduled review of the policy. 4. Student Code of Conduct. Paragraph expanded to reference students with disability, learning difficulty, or long-term medical conditions. 7.3 Student Off Campus Anti-Social Behaviour - paragraph included to provide context of partnership working in the Holylands. 9. Student Support, paragraph enhanced to provide clarity of support entitlement throughout the disciplinary process. 10. Student Disciplinary Process, extended to include paragraph advising that beyond the verbal warning stage of the policy, the Investigating Authority and the Disciplinary Authority must be two distinct members of staff. 10.1 Verbal Warning – time frame added. 10.2 First Written Warning - time frame added.	05/12/2023

Version Number	Author	Updates/Amendments	Date
		10.3 Final Written Warning – time frame added. 10.4 Stage 4 Suspension/Dismissal - time frame added. 15. Complaints extended to advise that the student has the right to raise the matter with the awarding body associated with their programme of study.	
8.0	Learner Success	<ul style="list-style-type: none"> All references to Deputy Chief Executive replaced with Deputy Director for Curriculum & Learner Success All references to Head of Student Support replaced with Pastoral Care Manager <p>5. Clarification of staff roles 10. "General Principles" graphic replaces narrative. Amendments made to table showing roles and responsibilities. 10.1 Clarification regarding escalation. 10.2 Clarification regarding escalation. 10.3 Clarification regarding escalation. 10.4 Clarification regarding precautionary suspension. 11. Clarification on retention of records. 14. Amendments to table showing Appeals process.</p>	26/6/2024

Table setting out the version history of this Policy - what changes were made, when and by whom

Distribution

This document has been distributed as follows:

Name	Date
Trade Union	N/A
Strategic Leadership Team	24 September 2019; 25 October 2021
Committee	N/A
Governing Body	N/A
Published on intranet by Corporate Development	November 2019; November 2021; December 2023; August 2024

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1. Policy Aim

This policy aims to ensure consistency of practice in how alleged breaches of the Student Code of Conduct (the 'Code') are identified and investigated at Belfast Metropolitan College, and in how any resulting disciplinary action is implemented.

2. Policy Objectives

The objectives of this policy are: -

- To inform staff of the investigation and disciplinary procedures which must be followed in the case of an alleged breach of the Student Code of Conduct.
- To be the main reference document for investigations, disciplinary action and penalties for all acts of alleged student misconduct, except in cases where the Awarding Bodies, Public, Statutory & Regulatory Bodies (PSRB) and Higher Educational Institutes (HEI) have policies that supersede this policy through a Memorandum of Approval/Articulation.
- To maintain good order at the College and during College activities in order to provide the most conducive environment for all students, staff and visitors.
- To ensure consistency in relation to the handling of alleged student misconduct and to ensure the maintenance of effective student discipline across the College.

3. Scope of the Policy

This policy applies to all students enrolled at the College, irrespective of their mode or location of attendance.

This policy and associated procedures also apply to students when they are out of College on organised College events, on placements or in their place of employment, or when they engage in off-campus misconduct that would bring the College into disrepute.

4. Student Code of Conduct

All students enrolled at the College must adhere to the Student Code of Conduct.

All students irrespective of their disability, learning difficulty or long-term medical condition must, with the implementation of assessed reasonable adjustment, be able to adhere to the College's Code of Conduct and be held accountable to it.

All alleged breaches of the Code must be handled in line with this Student Disciplinary Policy.

5. Breaches of the Student Code of Conduct within the Classroom

In the case of any breach of the Student Code of Conduct within the classroom, the class lecturer is responsible for dealing with the student misconduct in the first instance. Any sanctions should be based on the professional judgement of the member of staff, taking into account the nature of the situation and the student(s) concerned.

The class lecturer should never ignore behaviour which is in breach of the Student Code of Conduct, no matter how minor. If warnings are not recorded, and a student later does something more significant, the class lecturer will be referring a student with a clean disciplinary record to College management.

It is the responsibility of the class lecturer to maintain effective classroom management. Class lecturers must set student conduct boundaries and insist on structured contributions within the classroom, e.g. no shouting out; silence while listening to the lecturer's instructions; listening politely to the contributions of others.

If a verbal warning does not lead to improved behaviour, the student should be referred to the course coordinator (or designated person) and a first written warning may be issued after investigation, i.e. stage 2 of the Student Disciplinary Process.

In exceptional circumstances, a class lecturer may need help to remove a student from the classroom. Examples of such circumstances include: a student is being violent or abusive to another student; a student is using threatening language or behaviour; a student is damaging/going to do damage to themselves or to College property. In these cases, the class lecturer should ask staff in a nearby office or classroom for help or ask a student or a colleague to request help from campus reception.

6. Breaches of the Student Code of Conduct outside of the Classroom

Students moving around College campuses between lessons and during breaks should be challenged on any breaches of the Student Code of Conduct. All members of staff who observe any student misconduct outside of the classroom should challenge it and ask the students in question for their name, student ID number and programme of study. The students will be in breach of the Student Code of Conduct if they do not provide this information. The member of staff should then make a referral to the relevant Course Co-ordinator(s) / Curriculum Area Manager(s). The students should be made aware that CCTV images may be used as part of any internal investigation.

7. Breaches of the Student Code of Conduct outside of College Premises

7.1 Trips, Visits and Residential Excursions

The Student Code of Conduct also applies during student trips, visits and residential excursions. Breaches will result in student disciplinary action, and serious breaches may also result in the student being sent home at their own expense.

Students must abide by the rules on alcohol consumption during College trips, visits, residential excursions and organised social events. Failure to observe these rules will be treated as a student disciplinary matter and may result in the student being sent home at their own expense.

7.2 Placements and Places of Employment

The Student Code of Conduct also applies when students are on placement or in a place of employment related to their course of study at Belfast Met. Breaches will result in student disciplinary action, and serious breaches may also result in termination of the placement.

7.3 Student Off Campus Anti-Social Behaviour

Belfast Met works in partnership with the Queens University Belfast, the University of Ulster, Belfast City Council and the PSNI to manage off campus antisocial behaviour particularly

within the Holyland area of Belfast. As a representative of the College all students are required to behave in a manner that is both respectful and considerate to all local residents including other students. This includes being aware of the impact of excessive noise or any form of antisocial behaviour.

Any off campus activity that is in breach of the Student Code of Conduct and which causes the College reputational damage will be dealt with through the student disciplinary process. This includes complaints about excessive noise from a student property, or complaints about other forms of anti-social behaviour which cause distress to the local community.

Belfast Met works in close partnership with Queen's University Belfast (QUB) to provide a robust response to complaints of student off campus anti-social behaviour. This joint approach ensures consistency of investigation for off campus complaints across both organisations.

QUB Community Engagement Team investigates off campus anti-social behaviour complaints involving Belfast Met students and produces investigation reports for student discipline purposes. An investigation meeting may be arranged to facilitate this process. Belfast Met students who are invited to an investigation meeting at QUB are obliged to attend it. Failure to attend will be viewed as failure to cooperate with the College's discipline authorities, which is in itself a breach of the Student Code of Conduct.

The QUB Investigating Officer produces an investigation report, which includes a conclusion and a recommendation on student disciplinary action where appropriate. The investigation report is forwarded to Belfast Met's Pastoral Care Manager for consideration.

The Pastoral Care Manager will review the investigation report and decide whether to uphold the complaint. If the complaint is upheld, the Pastoral Care Manager will confirm, in conjunction with the relevant Curriculum Area Manager, the appropriate level of disciplinary action to be taken against the student.

The agreed sanctions for student off campus anti-social behaviour offences are contained in Appendix D of this document. In the case of a first offence only and where appropriate, the student will be given the option to attend the Alcohol Education Initiative Workshop at QUB instead of the formal sanction of a first written warning.

If an off campus anti-social behaviour complaint is upheld and a formal sanction has been determined, or if a student has declined to take any informal option offered, a curriculum referral form will be sent to the relevant Curriculum Area Manager for student disciplinary follow-up. In these cases, there is no need for the curriculum team to appoint an Investigating Authority, as the investigation has already been completed and the disciplinary outcome has already been determined by the Head of Student Support.

Upon receipt of a curriculum referral form, the Curriculum Area Manager will meet with the student to explain the outcome and administer the required disciplinary sanction. After administering the disciplinary sanction, the Curriculum Area Manager will return the completed and signed curriculum referral form to the Learner Success Departmental Administrator for recording purposes. The Curriculum Area Manager will also send the School Departmental Administrator a copy of the disciplinary action taken against the

student, so the central record of disciplinary sanctions for that academic department can be kept up to date.

If an off campus anti-social behaviour complaint is upheld for a repeat or a serious breach of the Student Code of Conduct, the Pastoral Care Manager may refer the case to a Student Discipline Panel. The Panel will be made up of the relevant Head of Department and Curriculum Area Manager, and a senior manager from the Department for Learner Success. In cases referred to a Student Discipline Panel, the Panel will determine the disciplinary penalty to be imposed.

8. Prevention of Harm

The College has a duty to prevent harm and to maintain a safe environment for all students, staff and visitors. It is hoped that this will never be necessary, but as a last resort there may be a need to physically restrain a student for his/her safety, or for the safety of others. The force used must be the minimum necessary to achieve an appropriate outcome (e.g. the student's removal from the premises). Wherever possible, more than one member of staff should be involved, and ideally one of the staff should be the same sex as the student. If physical restraint is used to prevent harm, the Head of Department/School must be informed, and a record must be kept of what took place. The Student Disciplinary process must be invoked when the curriculum team follows up the incident.

9. Student Support

Student disciplinary procedures should always go hand in hand with student support. Any student going through a student disciplinary process is likely to be subject to additional stresses and anxieties. It is therefore vital that at all stages of the disciplinary process, the student is advised/are reminded of the availability of the College's student support services.

Students who are providing supporting/witness evidence in the case of a student facing disciplinary investigation may also be subject to additional stresses and anxieties. They too must be advised and reminded of the availability of the College's student support services.

All students are entitled to appoint a single representative from the College or Students' Union to accompany them to an investigation meeting or disciplinary hearing. **This representative is to act as a source of support, not as an advocate.** A student may request that they may be accompanied by someone who is neither a member of the Students' Union or the College, but permission for this will only be granted in exceptional circumstances.

Where a student has a disability, learning difference, or long-term medical condition, reasonable adjustments should be made in line with the student's Curriculum Support Plan as issued by the College's Inclusive Learning team.

All students who are supported by the College's Inclusive Learning Team can avail of their assigned Learning Support Officer to support them through the Student Disciplinary Process and accompany them to investigation meetings and/or disciplinary hearings.

10. Student Disciplinary Process

General Principles

At every stage, staff should refer to the Student Code of Conduct to determine if it has been breached. Professional judgement is key to determining the level of seriousness.

Disciplinary Stages will normally be applied incrementally but latter-stage warnings may be applied immediately to more serious offences.

Heads of School/Department may ask the Deputy Director for Curriculum & Learner Success to issue a precautionary suspension, without prejudice to investigation findings.

Formal records should be kept at each stage of the Student Disciplinary Process and stored with relevant School Administrators.

The Disciplinary Process

Appendix A gives examples of breaches of the Student Code of Conduct and appropriate disciplinary sanctions. Disciplinary sanctions, with the exception of a Verbal Warning, may only be given if the alleged breach has been proven following investigation by the appropriate Investigating Authority. See Appendix B for details of the role of the Investigating Authority, and Appendix C for details of the role of the Disciplinary Authority.

If a student has a Nominated Signatory due to their mental capacity, the Nominated Signatory must be invited to accompany the student to any investigation meeting or disciplinary hearing.

A record of the disciplinary action taken must be filed at each stage and the relevant course manager(s) notified and given access. A copy of the disciplinary action taken must be sent to the student. If the student gives consent at the point at which the disciplinary action is taken (incorporated into the **Student Disciplinary Policy Forms** on the staff intranet), the College will send a record of the action taken to their parent/guardian/employer (as appropriate).

The table below shows the relevant Investigating Authority, Disciplinary Authority and period of validity for disciplinary sanctions at each of the four stages of the disciplinary process.

Stage	Investigating Authority (Role Details in Appendix B)	Disciplinary Authority (Role Details in Appendix C)	Period of validity
1 – Verbal Warning	N/A	Class Lecturer/ Course Co-ordinator	6 Months
2 – First Written Warning	Class Lecturer / Course Co-ordinator	Course Co-ordinator / Curriculum Area Manager	6 Months
3 – Final Written Warning	Course Co-ordinator / Curriculum Area Manager	Curriculum Area Manager / Head of School	9 Months
4 – Suspension / Dismissal	Curriculum Area Manager / Head of School	Deputy Director for Curriculum & Learner Success	2 Years

Table shows the relevant Investigating Authority, Disciplinary Authority and period of validity for disciplinary sanctions at each of the four stages of the disciplinary process

- Beyond the Verbal Warning Stage, the Investigating Authority and the Disciplinary Authority must be two separate members of staff and the Disciplinary Authority must have had no previous involvement with the Student Disciplinary Incident/Case.

10.1 Stage 1 – Verbal Warning

A verbal warning may be issued for minor acts of misconduct where informal instruction has failed to achieve the desired improvement. A verbal warning is issued after a formal meeting with the relevant Disciplinary Authority, i.e. the Class Lecturer/Course Co-ordinator. No formal investigation for this level of disciplinary action is required over and above the recorded notes of the class lecturer. A verbal warning must be raised within 5 working days of the Class Lecturer/ Course Co-Ordinator's determination of minor misconduct. Note: a student may only be issued with one verbal warning – any further proven breach (of the same or a different nature) must result in escalation.

A written copy of a verbal warning must be kept on the student's personal record for a period of six months from the date of issue.

A copy of the disciplinary action taken must be sent to the student. A copy of the disciplinary action taken may only be sent to a student's parent/guardian/employer (if appropriate), if the student has given explicit written consent for the College to do so (incorporated into the **Student Disciplinary Forms** on the staff intranet).

10.2 Stage 2 – First Written Warning

A first written warning may be issued for recurrence of the same or a similar offence (for which a verbal warning is still current) or for a more serious misconduct.

For a first written warning to be issued, the case must have been proven through an investigation by the relevant Investigating Authority i.e. the Class Lecturer/ Course Co-ordinator.

The College would normally expect an investigation to be completed within a period not exceeding forty working days. Where an investigation takes longer than this, the student should be notified in writing of the delay by the Investigating Officer and the reasons for the delay.

A first written warning is issued after a formal disciplinary interview by the relevant Disciplinary Authority i.e. the Course Co-ordinator/ Curriculum Area Manager. A copy of a first written warning must be kept on the student's personal record for a period of six months from the date of issue.

The student will be asked to countersign the copy attached to his/her records. Refusal to do so will not negate the disciplinary action. Likewise, refusal or failure to attend a disciplinary interview will not prevent the disciplinary process from continuing.

A copy of the disciplinary action taken must be sent to the student. A copy of the disciplinary action taken may only be sent to a student's parent/guardian/employer (if appropriate), if the student has given explicit written consent for the College to do so (incorporated into the **Student Disciplinary Forms** on the staff intranet). Note: a student may only be issued with one First Written Warning – any further proven breach (of the same or a different nature) must result in escalation.

10.3 Stage 3 – Final Written Warning

A final written warning may be issued for recurrence of the same or a similar offence (for which a written warning is still current) or for a more serious misconduct.

For a final written warning to be issued, the case must have been proven through an investigation by the relevant Investigating Authority i.e. the Course Co-ordinator/ Curriculum Area Manager.

The College would normally expect an investigation to be completed within a period not exceeding forty working days. Where an investigation takes longer than this, the student should be notified in writing of the delay by the Investigating Officer and the reasons for the delay.

A final written warning is issued during a formal interview by the relevant Disciplinary Authority, i.e. the Curriculum Area Manager/ Head of School.

A copy of a final written warning must be kept on the student's personal record for a period of nine months from the date of issue.

The student will be asked to countersign the copy attached to his/her records. Refusal to do so will not negate the disciplinary action. Likewise, refusal or failure to attend a disciplinary interview will not prevent the disciplinary process from continuing.

A copy of the disciplinary action taken must be sent to the student. A copy of the disciplinary action taken may only be sent to a student's parent/guardian/employer (if appropriate), if the student has given explicit written consent for the College to do so (incorporated into the **Student Disciplinary Forms** on the staff intranet). Note: a student may only be issued with one Final Written Warning – any further proven breach (of the same or a different nature) must result in escalation.

10.4 Stage 4 – Suspension / Dismissal

The Deputy Director for Curriculum & Learner Success must act as the Disciplinary Authority and issue any suspension / dismissal letter. This could be for the continued recurrence of the same or a similar offence (for which a final written warning is still current) or for a serious breach of discipline.

For a suspension / dismissal letter to be issued, the case must have been proven through an investigation by the relevant Investigating Authority i.e. the Curriculum Area Manager/ Head of School. However, a precautionary suspension may be issued prior to an investigation if there is a reasonable concern for the safety and wellbeing of students and/or staff.

The College would normally expect an investigation to be completed within a period not exceeding forty working days. Where an investigation takes longer than this, a student should be notified in writing of the delay by the Investigating Officer and the reasons for the delay.

A copy of a suspension/dismissal letter must be kept on the student's personal record for a period of two years from the date of issue.

The College may refuse a dismissed student re-entry to any course at the College during this period. The decision on re-entry rests with the Deputy Director for Curriculum and Learner Success.

A copy of the disciplinary action taken must be sent to the student. A copy of the disciplinary action taken may only be sent to a student's parent/guardian/employer (if appropriate), if the student has given explicit written consent for the College to do so (incorporated into the **Student Disciplinary Forms** on the staff intranet).

Any student who is suspended or dismissed may make an appeal to the Principal and Chief Executive. This includes the right to make oral representations, for which purpose the student can be accompanied or represented by a friend, but not by a legal representative.

11. Recording and Communication of Student Disciplinary Sanctions

Course teams and/or CAMs must keep a central record of all disciplinary sanctions given to students. .

The Investigating Authority must confirm the student's current level of disciplinary sanction from the central record before making a recommendation to the Disciplinary Authority on subsequent disciplinary sanctions.

The Disciplinary Authority cannot issue the same level of disciplinary sanction to a student for a subsequent offence. For example, a student cannot have two current verbal warnings - the second disciplinary sanction must be at least a first written warning.

12. Academic Misconduct - Additional Implications

If academic misconduct is deemed to have occurred, the College retains the right to notify Awarding Bodies, Higher Educational Institution (HEI), and/or Professional, Statutory & Regulatory Bodies (PSRB) and to withhold certification / accreditation until the Awarding Body, HEI and/or PSRB is satisfied of the investigation and/or conclusion.

13. Misconduct of a Criminal Nature and Associated Implications

If the College has identified a suspected criminal act, this must be reported to the PSNI. The College may not notify the student in advance. The College reserves the right to continue with its own internal investigation but may decide to suspend any internal investigation pending completion of any criminal investigation(s).

14. Appeals Against Student Disciplinary Sanctions

Appeals must be made in writing within 10 working days of the date on which the relevant disciplinary action was taken. Appeals must be sent to:

Deputy Director for Curriculum & Learner Success
Belfast Metropolitan College
Titanic Quarter Campus
7 Queen's Road
Belfast
BT3 9DT

Appeals will normally be heard and answered within 20 working days of receipt of the appeal letter. The student will be required to attend an appeal hearing, at which evidence will be presented by the Disciplinary Authority and the student.

The appeal hearing must be chaired by College personnel of the appropriate level, as detailed below.

Stage	Appeal Chair
1 – Verbal Warning	Course Coordinator/Curriculum Area Manager
2 – First Written Warning	Curriculum Area Manager / Head of School
3 – Final Written Warning	Head of School/ Deputy Director for Curriculum and Learner Success
4 – Suspension / Dismissal	Principal and Chief Executive

Table showing that an appeal hearing must be chaired by College personnel of the appropriate level

The Appeal Chair will consider the evidence and decide whether to uphold or reject the appeal, and will send a letter to the student to inform them of the appeal outcome.

The decision of the Appeal Chair is final and there is no further right of appeal. The student will be informed of the decision of the Appeal Chair within 5 working days of the appeal hearing.

15. Complaints

If the student remains dissatisfied with the outcome they have the right to raise the matter with:

The awarding body associated with their programme of study.

And/or the Northern Ireland Ombudsman's Office (in his/her role as Commissioner for Complaints).

The student can complain to the Ombudsman; however, the Ombudsman will normally only consider a complaint after it has been managed in accordance with the College's Customer Complaints Policy.

Contact details for the Ombudsman are:

Northern Ireland Public Services Ombudsman
Progressive House
33 Wellington Place
Belfast
BT1 6HN

Appendix A - Examples of breaches of the Student Code of Conduct and appropriate disciplinary sanctions

This appendix offers guidance only - professional judgement must be used by the Disciplinary Authority at all times.				
Challenge Behaviour	Verbal Warning	1 st Written Warning	Final Written Warning	Dismissal
<ul style="list-style-type: none"> • Eating or drinking in class • Bad language • Poor attendance • Poor punctuality • Use of mobile phone in class • Littering 	<ul style="list-style-type: none"> • Smoking / vaping on the premises • Attendance dropping below 80% • Punctuality dropping below 80% • Wearing symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, including Glasgow Celtic and Glasgow Rangers football shirts and symbolism, as they have the potential to cause disharmony 	<ul style="list-style-type: none"> • Cheating on a class test/ assessment • Plagiarism • Attendance continuing to drop below 80% • Punctuality continuing to drop below 80% • Off campus anti-social behaviour that brings the College into disrepute • Failing to comply with any reasonable instruction of a member of staff • Abusive, offensive or otherwise inappropriate comments (whether online or offline) 	<ul style="list-style-type: none"> • Verbal abuse of students, staff or visitors • Causing damage to College equipment • Making false allegations against another student or a member of staff • Lewd, indecent or obscene conduct • Stealing/gaining advantage by deception • Falsifying documents • Tampering with College tools or equipment, including safety equipment • Misuse of social media • Making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission. • Missing 4 weeks or 4 classes in a row 	<ul style="list-style-type: none"> • For a serious breach of the Student Code of Conduct • Selling or supplying illegal substances on College premises or placements etc. • Risking the health/safety/wellbeing/professional reputation of students, staff and visitors • Physically assaulting a student, member of staff or a visitor • Abusive (physical, emotional, sexual, financial) misconduct or neglect or exploitation

Table showing examples of breaches of the Student Code of Conduct and appropriate disciplinary sanctions

Appendix B - The role of the Investigating Authority

The overarching responsibility of the Investigating Authority is to ensure that the integrity of the investigation process cannot be called into question in the event of an appeal. The investigation must be completed as soon as possible following the alleged breach of the Student Code of Conduct.

The Investigating Authority must provide the Disciplinary Authority with a factual report on the alleged breach of the Student Code of Conduct (using [Appendix E](#) of this document) and how it can be attributed to the misconduct of the student under disciplinary investigation.

The facts of the alleged breach must be fully examined in a systematic and objective manner. Professional judgement must be used with respect to the scope of the investigation, in line with the perceived seriousness of the alleged breach of the Code and the student's current level of disciplinary sanction.

The Investigating Authority must:

- Determine the alleged breaches of the Student Code of Conduct, bearing in mind that one incident could involve several elements of the Code
- Determine the exact nature of the allegation, e.g. the student is alleged by A to have done X, Y and Z using the template at [Appendix E](#)
- Determine a timeline of events
- Determine who will be able to make a statement to confirm or refute the allegation
 - Make a list of those people, including the student who is accused of misconduct
 - Invite them to a student disciplinary investigation meeting
 - Interview them separately. Open the interview by advising them why they are there:
 - You are here because you are alleged to have breached the Student Code of Conduct
 - You are here because you are a witness to an alleged breach of the Student Code of Conduct
 - Read out the alleged breach(es) of the Code and the exact nature of the allegations being made. Ask them to explain in their own words what happened from their perspective. Do not allow them to deviate from the issue under investigation
 - Record their response (or have a note taker do it for you)
 - Read their response back to them. If their statement is contrary to other statements, advise them of this and give them the opportunity to explain any contradictions
 - If they are happy with the content, ask them to sign it
 - Ask them if they have any questions, or anything further by way of comment
 - Advise them that they should keep all details of the interview confidential
 - Bring the interview to a close by thanking them for their co-operation and advising them that their statement will be included in your report to the Disciplinary Authority
- Determine the outcome of the investigation by deciding whether, on the balance of the evidence presented, the alleged breach(es) of the Code did or did not take place
- If the case is proven, check the central log held by the departmental administrator to confirm the current level of disciplinary sanction (if any) of the student(s) under investigation
- If the case is proven, recommend an appropriate disciplinary sanction for the student(s)
- Submit your completed report to the Disciplinary Authority

Appendix C - The role of the Disciplinary Authority

- The role of the Disciplinary Authority is to review the investigation report and to consider any recommended disciplinary sanction against the student(s) under investigation
- The Disciplinary Authority must then determine the level of the disciplinary sanction to be issued and make comment with respect to their decision making. This is particularly important if the sanction to be given differs from the Investigating Authority's recommendation
- The Disciplinary Authority must then invite the student to a Student Disciplinary Hearing at which they will inform the student of the outcome of the investigation and of any disciplinary action to be taken against them
- The Disciplinary Authority should ask the student to sign the paperwork to confirm that they acknowledge the student disciplinary sanction, or make a note on the paperwork of the student's refusal to sign
- After the Student Disciplinary Hearing, the Disciplinary Authority must ensure that formal correspondence is sent out to the student confirming the decision made
- The Disciplinary Authority must ensure the records are kept centrally by the course team/CAM.

Appendix D – Student Off Campus Anti-Social Behaviour Penalties

Standard Penalty			
Offence	First Breach	Second Breach	Repeated Breaches
Anti-social disturbance including off- campus noise disturbance.	1 st Written Warning - can be offset by attendance at the Alcohol Education Initiative Workshop if appropriate.	Final Written Warning	Referral to Student Discipline Panel
Failure to comply with a previously imposed penalty under these regulations for a minor offence.	Final Written Warning	Referral to Student Discipline Panel	Referral to Student Discipline Panel
Contempt of the College's Discipline procedures by failing to co-operate with the College's discipline authorities or otherwise.	1 st Written Warning	Referral to Student Discipline Panel	Referral to Student Discipline Panel

Table showing Student off Campus Anti-Social Behaviour Penalties

Appendix E - Investigation Report Template

Name:

Student Number:

Course:

The above student is alleged to have breached the following elements of the Student Code of Conduct:

Abusive Misconduct	Tick all that apply
Behaving in a violent, indecent, disorderly, threatening, anti-social or offensive manner, or using offensive language.	
Behaving in a manner likely to cause injury or a risk of injury to health and safety.	
Behaving in a manner amounting to, or likely to amount to, bullying or harassment, including bullying and harassment through the use of communication technologies. (The College defines harassment as any unwanted conduct which has the purpose or effect of (a) violating a person's dignity, or (b) creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.)	
Behaving in a manner amounting to, or likely to amount to, differential treatment or discrimination on grounds of race, nationality, ethnic or national origin, colour, religion or belief, gender, marital status, sexual orientation, gender reassignment, disability, political opinion, age or any other improper criterion.	
Making any statement or publishing or broadcasting any information or opinion (including expressing orally, in writing, by images or by sign or by other visible representation, including electronically) which is prejudicial, threatening, abusive, insulting or offensive, or which constitutes harassment or makes others fear violence.	
Making or distributing photographic, video or audio recordings of members of staff, students or visitors of the College without their permission.	
Creating, making, possessing, storing, sharing or distributing unauthorised video, digital or photographic images of a person taken in a location in which that person has a reasonable expectation of privacy.	
Any sexual act or contact of a sexual nature that occurs without the consent of the other person, or occurs when the person is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. This includes, but is not limited to, online or video voyeurism, violence of a sexual nature, sexual abuse, unwanted sexual contact, and obtaining, posting or disclosure of intimate descriptions, photos or videos without the express consent of the other individual.	
Academic Misconduct	
Any type of cheating that occurs in relation to a formal academic exercise in order to receive course credit or a higher grade, or to avoid a lower grade, misrepresenting your knowledge and abilities.	
Forgery, falsification or misuse of the College's name or of any College record or document, or knowingly making any false statement or being party to impersonation in relation to any academic examination or assessment or College administrative function or service.	
Breach of copyright, plagiarism, copying the work of others or any other form of cheating in work, tests or examinations.	
Failure to submit work in a timely manner without prior approval or acceptable explanation.	

Attendance and Punctuality Misconduct	
Poor or inconsistent attendance in a module, programme, placement, place of employment and/or additional classes.	
Poor punctuality with respect to a module, programme, placement, place of employment and/or additional classes.	
Behavioural Misconduct	
Smoking or vaping within any part of the College Campus.	
Possession, use, consumption, sharing or distribution of legal or illegal substances, including the distribution, use or possession of prescription medications contrary to a valid prescription.	
Being in possession, within the precincts of the College or whilst taking part in any College activity, of any 'weapon', defined as being ' <i>any article made or adapted for use to cause injury to the person, or intended by the person having it with him for such use</i> '.	
Being in possession, within the precincts of the College or whilst taking part in any College activity, of alcohol, except where permission has expressly been given in writing in advance by the relevant Director.	
Gambling on College premises.	
Disposing of litter inappropriately.	
Off campus anti-social behaviour or criminal behaviour which causes reputational damage to the College.	
Lewd, indecent or obscene conduct, including nudity or sexually explicit behaviour, that would reasonably be offensive to others.	
Disorderly Misconduct	
Causing damage to, or defacement, misappropriation or unauthorised use or misuse of, any property or equipment belonging to the College.	
Obstructing, frustrating or disrupting any lecture, class or other instruction, or any laboratory work, or any examinations, or any meeting or other function (including social or sporting activities) authorised to take place within the College.	
Obstructing, frustrating or disrupting the conduct of the administrative work of the College or its public or official functions, activities or legal duties.	
Interfering with or impeding any employee, student or visitor of the College in going about any activity or business to which they are lawfully entitled, or preventing them from seeking entry to, or exit from, the College.	
Fraudulent Misconduct	
Failure to adhere to the College's Student Criminal Convictions Disclosure Policy.	
Stealing or otherwise obtaining any property, money or advantage by deception.	
Altering, falsifying or otherwise misrepresenting documents relating to any member of College staff/ student.	

General Misconduct	
Infringing any policies of the College, whether contained within this Code or otherwise.	
Failing to comply with any sanction previously imposed for a breach of this Code.	
Contempt of the College's discipline procedures by failing to cooperate with the College's discipline authorities or otherwise.	
Aiding, abetting, counselling or procuring, or inciting or conspiring with others to commit, any breach of this Code.	
Failing to comply with the reasonable instruction of any member of staff at the College.	
Failing to disclose name and other relevant details or to show an identity card to an officer or employee of the College upon reasonable request.	
Refusing to make any payment due to the College.	
Refusing to make any payment, or to comply with any direction or restriction (subject to any right of appeal applicable) imposed by the Librarian in respect of the use of Library facilities.	
Making false, frivolous, malicious, mischievous or vexatious complaints.	
Wearing symbolism or symbols of a sectarian significance linked to the community conflict in Northern Ireland, e.g. Celtic or Rangers kit.	
Health and Safety Misconduct	
Interfering with any mechanical, electrical or other property, services or installations within the College.	
Tampering with, or unapproved activation of, any safety equipment and/or warning system; setting or causing a fire; engaging in dangerous activity.	
Operating a vehicle or machinery or using tools whilst under the influence of drugs/alcohol.	
IT, Internet and Social Media Misconduct	
Unauthorised access to or use of a computer, computer system, network, software or data.	
Alterations of computer equipment, software, network or data.	
Failing to comply with laws, license agreements and contracts governing network, software and hardware use.	
Using the College's computing resources for prohibited activities.	
Breach of the College's IT Acceptable Usage Policy.	
Misuse of social media, leading to reputational damage to the College, staff or students.	
Use of College facilities to create, display, produce, store, circulate or transmit obscene or pornographic material, or any material which may be deemed offensive in any form or medium.	
Sharing of your college network password, permitting anyone outside the class group to access or participate in your online lesson, or facilitate anyone else access to your online teaching delivery/materials without explicit authorisation from Designated College Staff to do so.	
Sexual Misconduct	

Relates to all unwanted conduct of a sexual nature. This includes, but is not limited to:	
Sexual harassment	
Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment	
Assault	
Rape	
Physical unwanted sexual advances	
Intimidation, or promising resources or benefits in return for sexual favours	
Distributing private and personal explicit images or video footage of an individual without their consent	

Investigating Report Template Table

Through their actions on: (Date and Time)

By:

Give details of the incident:

The timeline of events is as follows:

-
-
-

The list of witnesses who can confirm or refute the allegations includes:

-
-
-

Witness Statement 1

Witness Statement 2

Witness Statement 3

Outcome

On the balance of the evidence, this investigation has concluded that the breach/breaches of the Student Code of Conduct did/did not take place.

The current status of the student within the student disciplinary process is:

- No sanction
- Verbal Warning
- First Written Warning
- Final Written Warning

The Investigating Authority therefore recommends the following sanction for implementation by the Disciplinary Authority:

- No sanction
- Verbal Warning
- First Written Warning
- Final Written Warning
- Suspension / Dismissal

Signed (Investigating Authority):

Name (print):

Date:

This Investigation Report was considered by the Disciplinary Authority on _____ (Date).

As Disciplinary Authority, I have decided that the following disciplinary sanction will be implemented:

- No sanction
- Verbal Warning
- First Written Warning
- Final Written Warning
- Suspension / Dismissal

Comment here if the sanction given is different from the Investigating Authority's recommendation:

The following conditions/contract of attendance/ risk management measures are attached:

The student Disciplinary Hearing took place on _____ (Date).

The student signed/refused to sign to acknowledge the student disciplinary sanction.

Formal correspondence was sent out to the student on _____ (Date).

Signed (Disciplinary Authority): _____

Name (print):

Date:
