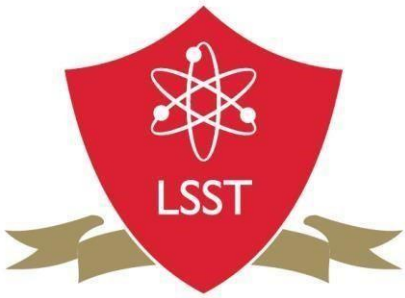
`



LONDON SCHOOL
OF SCIENCE & TECHNOLOGY

Student Code of Conduct and Disciplinary Procedures (DMU Registered Students)

Version 8.0

Approved by the Board of Governors

Last Amendment: October 2026

The Student Code of Conduct and Disciplinary Procedures are intended to set and maintain acceptable standards of behaviour within the School community, to encourage individuals to accept their obligations to the community, to protect the rights of members of that community to participate freely in the educational purposes of the School and to help maintain the School's good name and standing.

The following should be read in conjunction with the School's:

- *Regulations for the Use of IT Facilities*
- *Social Media Policy*
- *Academic Freedom and Freedom of Speech Policy (Code of Practice)*

DOCUMENT INFORMATION

Document owner(s)*: Head of Registry

Date of next review: September 2027

Document Status: IN USE

Dissemination: For general publication

*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current regulatory requirements.

Contents

DOCUMENT INFORMATION 2
1. GENERAL 4
1.15. Definitions 5
2. CODE OF CONDUCT 6
3. REPORTING UNACCEPTABLE BEHAVIOUR 6
3.1. Zero-Tolerance Statement 6
3.2. Scope 6
3.3. Reporting Unacceptable Behaviour 6
3.4. Reporting Serious Incidents 7
3.5. Confidentiality and Sensitivity 7
3.6. Referral to Procedures and External Authorities 7
3.7. Support for Those Affected 7
3.8. General Standards of Behaviour 7
4. PROHIBITED SUBSTANCES AND WEAPONS 8
4.1. Prohibited Substances 8
4.2. Weapons 9
4.3. Use of Buildings, Grounds, and Equipment 9
5. MISCONDUCT CLASSIFICATION 10
5.1. Minor Misconduct 10
5.2. Major Misconduct 10
5.3. Gross Misconduct 10
6. ADDRESSING MISCONDUCT 10
6.1. Minor Misconduct 10
6.2. Major Misconduct 10
6.3. Gross Misconduct 11
DISCIPLINARY PROCEDURE 12

7. INITIATION OF PROCEEDINGS 12
7.1. Eligible Parties 12
7.2. Initial Investigation 13
7.3. The Disciplinary Panel 14
7.4. Procedural Approach by the Disciplinary Panel 15
7.5. Procedures to Follow if a Student Fails to Respond or Attend 15
7.6. Decision of the Panel and Imposition of Penalties 15
8. PENALTIES FOR BREACHES OF THE STUDENT CODE OF CONDUCT 17
8.1. Minor Breaches 17
8.2. Major Breaches 17
9. PROCEDURES REGARDING SUSPENSION OR EXCLUSION 18
9.2. Suspension 18
9.3. Disciplinary Exclusions 19
10. EXCLUSION FOR NON-PAYMENT OF TUITION FEES 20
10.5. Personal Identification Exclusion 21
10.6. Non-Attendance or Non-Engagement in Studies Exclusions 21
10.7. Re-Enrolments 21
11. OTHER PROCEDURES 22
11.1. Criminal Offences 22
11.2. Licensed Premises 22
11.3. Fitness to Practice and Professional or Regulatory Requirements 22
11.4. Prevent and Safeguarding 23
12. STUDENTS' RIGHT TO APPEAL 23
12.6. Grounds for Appeal 23
12.7. Procedure for an Appeal of a Decision of the Registrar or the Panel 24
12.8. Procedures Following Appeal 24
13. REVIEW BY THE OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA) 25
VERSION HISTORY 26

1. GENERAL

1.1. This document supplements several other School Policies and Regulations that govern student conduct and behaviour, as well as the use of specific facilities and services. Students are expected to become acquainted with the other School regulations, policies, and documents referred to.

1.2. Students agree to follow the Student Code of Conduct by signing the LSST Application/ Registration Form.

1.3. The *Student Code of Conduct and Disciplinary Procedures* shall not be applied with respect to any misconduct that takes place after a student has ceased to be enrolled on their course. However, the School reserves the right to take action against any behaviour that poses a safeguarding risk to any LSST member of staff, student, visitor or applicant will be considered a breach of our code of conduct and will be dealt with appropriately or to take action against a student for misconduct prior to enrolment (with the exception of spent convictions) which, in the judgement of the Admissions Officer, indicates that there may be a threat to good order and/or safety or the good name of the School.

1.4. When behaviour resulting from a diagnosed or suspected mental illness violates the Code of Conduct, the Disciplinary Procedures will normally be used if medical and counselling interventions have failed to adequately address the problem behaviour or have been refused by the student. However, when implementing the Disciplinary Procedure, the Registrar and/or Disciplinary Panel must keep the *Equality, Diversity, and Inclusion Policy* in mind. Where appropriate—and particularly where continued study may present a risk to the health, safety, or wellbeing of the student or others—the matter may be referred for consideration under LSST's **Fitness to Study Policy**. Such a referral does not preclude disciplinary action; rather, it ensures that the student's circumstances are considered holistically and in accordance with the requirements of the **Equality Act 2010.**

1.5. Students enrolled on a course with De Montfort University (DMU) should refer to this policy in the first instance for information regarding the Student Code of Conduct and Disciplinary Procedures. Disciplinary processes involving an DMU registered student will be managed by LSST in accordance with this Policy. Where an DMU registered student has exhibited major or gross breaches of misconduct, which result in temporary suspension from LSST Campus (access to online materials should remain) or permanent exclusion from their course, cases will usually be shared with the awarding body for ratification.

1.6. Admonishment, counselling, or mediation should be used where appropriate in all circumstances to achieve the goals of these Regulations and Procedures.

1.7. The LSST Executive Committee may amend or replace the Student Code of Conduct and Disciplinary Procedures at any time. Any changes made are deemed to take effect immediately.

1.8. Students are expected to adhere to LSST Student Code of conduct throughout their studies and will apply to all behaviour which takes place:

- On or in close proximity to LSST premises.
- At any temporary sites used by LSST for teaching/examinations.
- During online or distance learning teaching sessions.
- On social media or online engagement platforms.
- During any LSST organised or sponsored events, placements, visits, and/or study trips.
- At any point when the student has been asked to represent LSST.
- When using and accessing all LSST IT services and online networks, both off and on LSST sites.

1.9. The LSST Registry and Quality Unit will ensure that the Student Code of Conduct and Disciplinary Procedures are reviewed regularly and recommend such changes as are necessary.

1.10. It is the Student's responsibility to become familiar with LSST's policies which are available from the LSST Connect.

1.11. When students enrol, they will be given information on how to access the full range of School policies, rules, and regulations. The information will remain available on LSST website, student portal and student handbook. A printed copy could also be requested on request.

1.12. Any disciplinary incident involving a student that may result in suspension and/or exclusion shall be handled in accordance with LSST's policies and procedures. LSST and DMU have agreed to work together fully in the event of a disciplinary incident.

1.13. The LSST Executive Committee may from time to time amend these Student Code of Conduct and Disciplinary Procedures or replace them entirely. Any changes effected shall be deemed to have immediate effect.

1.14. Where the term Registrar is referenced in this policy, this includes the authorised nominee from the Registry department. In most cases, this will be the Assistant Registrar or a designated registry officer.

1.15. Definitions

1.15.1. "Registrar" means the senior officer of LSST responsible for student administration and discipline, or their nominee.

1.15.2. "Disciplinary Panel" means the body convened under this Policy to determine allegations of Major or Gross Misconduct.

1.15.3. “Student” means any individual registered for a programme of study at LSST.

1.15.4. “Suspension” means the temporary removal of a student’s right to attend teaching, assessments, or to use LSST facilities.

1.15.5. “Exclusion” means the permanent termination of a student’s registration.

2. CODE OF CONDUCT

2.1. Students shall conduct themselves in a manner which:

- Upholds the academic integrity of LSST.
- Respects the rights, dignity, and wellbeing of others.
- Complies with the law of England and Wales.
- Safeguards LSST property and resources.
- Does not bring LSST into disrepute.

3. REPORTING UNACCEPTABLE BEHAVIOUR

3.1. Zero-Tolerance Statement

3.1.1. LSST maintains a strict zero-tolerance stance toward all forms of unacceptable conduct. Bullying, discrimination, sexual harassment, violent behaviour or threats, and the possession of drugs or weapons are strictly prohibited on campus.

3.1.2. Any student found to be in violation of these prohibitions will be removed from campus immediately and may face expulsion from the institution. Where necessary, LSST will report such behaviour to the appropriate external authorities, including the Police.

3.1.3. LSST is committed to providing a safe, respectful, and inclusive environment for all members of its community. Unacceptable behaviour undermines this commitment and will not be tolerated. This policy sets out the procedures for reporting such behaviour and outlines the support available to students and staff.

3.2. Scope

3.2.1. This policy applies to all LSST students, staff, visitors, and contractors. It covers conduct occurring on campus, during online learning, at LSST-related events, or in any context where individuals represent the institution.

3.3. Reporting Unacceptable Behaviour

3.3.1. Any individual who believes they have witnessed or experienced unacceptable behaviour is strongly encouraged to report the matter at the earliest opportunity. Reports may be made **confidentially** to any of the following:

- Personal Academic Tutor, Lecturer, or Course Leader.
- Students' Union Representative or local student center.
- Campus Student Support Officer.
- Campus Academic Support Officer.
- Campus Safeguarding Officer.
- Registry Department.

3.3.2. These staff members will provide advice, support, and referral to the appropriate LSST procedures where necessary.

3.4. Reporting Serious Incidents

3.4.1. In cases involving serious misconduct—including but not limited to violence, sexual misconduct, hate crime, or any conduct that may constitute a criminal offence—students and staff may report the matter directly to the Police.

3.4.2. LSST staff can provide guidance and support in making such a report. However, the decision to involve the Police rests with the victim, unless there are overriding safeguarding or legal obligations requiring LSST to report the matter.

3.5. Confidentiality and Sensitivity

3.5.1. All reports of unacceptable behaviour will be handled sensitively and with due regard for confidentiality and the wellbeing of all parties involved. Information will only be shared on a need-to-know basis and in accordance with LSST's safeguarding, data protection, and disciplinary procedures.

3.6. Referral to Procedures and External Authorities

3.6.1. Where concerns relating to safeguarding, criminal conduct, or disciplinary matters arise, LSST may refer the case through the appropriate internal procedures. When required, LSST may also refer the matter to external agencies or authorities.

3.7. Support for Those Affected

3.7.1. Individuals reporting unacceptable behaviour will have access to appropriate support, which may include pastoral support, academic adjustments, safeguarding assistance, and signposting to external specialist services.

3.8. General Standards of Behaviour

3.8.1. Students must always be respectful and considerate of their peers, School employees and agents, as well as guests and visitors on campus.

3.8.2. Students must follow all School policies and any reasonable instructions given by the school's staff.

3.8.3. Students must not purposefully disrupt or interfere with the education of other students or the school's work.

3.8.4. Students shall not engage in behaviour that is likely to endanger their own or another person's safety.

3.8.5. Students are not permitted to take, misuse, or damage any property belonging to any student, employee, or agent of the school, or to any guests or visitors.

3.8.6. Students must not be disorderly, abusive, threatening, indecent, or violent. The threat or use of violence against staff, visitors, or students will not be tolerated at the School.

3.8.7. Students shall not provide or withhold information in any application for financial aid or other benefit or service with the intent to deceive.

3.8.8. Students are not permitted to falsify, alter, or misuse any School documents, records, or identification cards.

3.8.9. Students must always provide the School with genuine documents, such as proof of academic qualifications, medical status, and so on. Where there is doubt, the School reserves the right to seek clarification from the awarding body, GP surgery, etc.

3.8.10. Students are not permitted to invade, abuse, or attempt to abuse the security, integrity, or privacy of any files or confidential material (including those stored on the School's computer system).

3.8.11. Students must pay all debts and charges due and payable to the School (including fines) on time.

3.8.12. Students must not file frivolous complaints through the Student Complaints procedure.

3.8.13. Students must assist the school in fulfilling its Prevent Duty and must not knowingly engage in any extremist or terrorism-related activity.

4. PROHIBITED SUBSTANCES AND WEAPONS

4.1. Prohibited Substances

4.1.1. Through appropriate safeguarding and welfare practices, the School will take a supportive role toward students who have or display elements of alcohol and/or illegal drug abuse or dependency behaviour. However, prohibited substances are not at all permitted at our campuses, nor at any School related events.

4.1.2. 'Prohibited substances' include alcoholic drinks as well as other substances such as drugs that are prohibited or prohibited by law or another authority. Students found in possession of prohibited substances, particularly those prohibited by law, may face a charge of gross misconduct and expulsion from the School.

4.2. Weapons

4.2.1. Students are prohibited from bringing any weapon to any campus or any other location the student may be required to be because of their studies. This prohibition extends to any student who is authorised to carry a firearm or weapon.

4.2.2. Weapon includes any firearm, loaded or unloaded, from which a shot can be discharged, including but not limited to pistols, revolvers, shotguns, rifles, BB guns, or any knife, including switchblade knives, gravity knives, or any other bladed object; this prohibition includes, but is not limited to, metal knuckles, bow and arrow, electric stunning devices etc.

4.2.3. A weapon can also be a commonplace object (such as a club, sport equipment (mainly referring to hockey sticks, bats, iron ball, dumbbells etc)tool or other heavy blunt instrument) where a member of staff suspects it will be used offensively.

4.2.4. If a student is unsure whether an instrument or device is prohibited under this policy, they must seek clarification from the Dean of their respective campus, the Principal, or the Head of Legal Services to ensure they are not in violation of this policy.

4.2.5. A violation of this policy will be considered gross misconduct and will result in immediate removal from the school premises as well as immediate expulsion from the school.

4.2.6. The school will support students who have or exhibit elements of alcohol and/or illegal drug abuse or dependency behaviour through appropriate safeguarding and welfare practices. Prohibited substances, on the other hand, are not permitted on our campuses or at any School-related events. Prohibited substances include alcoholic beverages as well as other substances, such as drugs, that are prohibited or prohibited by law or other authority. Students found in possession of prohibited substances, particularly those prohibited by law, may face a charge of gross misconduct and expulsion from the school.

4.3. Use of Buildings, Grounds, and Equipment

4.3.1. Students are not permitted to remove, deface, or damage any School-owned or controlled equipment or property.

4.3.2. Students must not intentionally or recklessly interfere with or misuse any equipment provided for health and safety, nor should they activate a fire alarm without reason.

4.3.3. Students must not leave their desks in a disorderly state after lessons.

4.3.4. Students are not permitted to eat or drink in areas where such activity is prohibited. Smoking will be allowed only in designated areas.

4.3.5. When entering the building, students must show their ID cards to reception staff. Students must not attempt to gain unauthorised access to any of the School's campuses.

4.3.6. Students are not permitted to use School’s telephone devices or IT equipment without permission; for more information, please see the School's *Regulations for the Use of IT Equipment.*

4.3.7. Students who bring a car or motorcycle onto School grounds must obey all road signs and speed limits, must not cause an obstruction, must park only in designated areas, and must drive with care and attention. Students are not permitted to park motor vehicles on any Campus unless specifically authorised.

4.3.8. Students who ride bicycles on School grounds must ride carefully and responsibly, obey all official notices, and not ride in a way that endangers pedestrians. Bicycles must not be left in places that obstruct access or exit.

4.3.9. Students are not permitted to use mobile phones in any teaching environment and must have them turned off or set to silent mode.

5. MISCONDUCT CLASSIFICATION

5.1. Minor Misconduct

5.1.1. Behaviour that constitutes a breach of the Student Code of Conduct but has only minimal and temporary impact on the LSST community. Such behaviour does not pose a significant risk to the rights, dignity, welfare, or safety of others.

5.2. Major Misconduct

5.2.1. Behaviour that is unacceptable and/or disruptive, and which has the potential to cause, or does cause, significant adverse effects on the LSST community, its operations, or its reputation. Major Misconduct may also include repeated or escalated instances of Minor Misconduct.

5.3. Gross Misconduct

5.3.1. Behaviour that represents a serious and fundamental breach of the standards expected of students. Such conduct may endanger the safety, security, or wellbeing of members of the LSST community, or seriously undermine the integrity, reputation, or proper functioning of the School. Gross Misconduct will normally constitute grounds for exclusion.

6. ADDRESSING MISCONDUCT

6.1. Minor Misconduct

6.1.1. Incidents of Minor Misconduct should be addressed promptly by campus staff to minimise impact through immediate intervention, guidance, or de-escalation. These matters are normally resolved locally and do not require escalation beyond the campus level unless the behaviour is repeated, persistent, or escalates in severity.

6.2. Major Misconduct

6.2.1. Cases of Major Misconduct will be addressed in accordance with LSST's formal disciplinary procedure. Such cases will be considered by LSST in the first instance;

however, all cases of this nature may also be reported to the student's awarding body, De Montfort University (DMU).

6.2.2. Where a case concerns a student's course progression and/or represents a serious breach of the Student Code of Conduct and Disciplinary Policy, the matter will be referred directly to DMU for investigation and final determination.

6.3. Gross Misconduct

6.3.1. Where the disciplinary procedures have been completed in relation to proven Gross Misconduct, the Chair of the Panel may, in addition to the penalties set out above:

- Permanently exclude the student from LSST.
- Recommend to the awarding body, DMU, that the student be withdrawn from their programme of study.
- Refer the matter to the Police or other external authorities, where appropriate.
- Impose any further conditions deemed necessary to safeguard the LSST community.
- Any exclusion as a result of Gross Misconduct must be reviewed and approved by the awarding body, DMU, prior to action.
- A non-exhaustive list of Gross Misconduct breaches includes:
    - Physical assault or sexual assault of staff, students, or visitors.
    - Possession, use, or supply of illegal drugs or other controlled substances on LSST premises or at LSST-related activities.
    - Possession or use of weapons (including imitation or offensive weapons) on LSST premises or at LSST-related activities.
    - Serious criminal offences resulting in conviction or caution, particularly those involving violence, harassment, hate crime, fraud, or dishonesty.
    - Deliberate acts endangering the health, safety, or wellbeing of others, including serious breaches of safeguarding duties.
    - Serious misuse of School facilities, systems, or data (including IT systems) leading to reputational or financial damage.
    - Repeated or escalated Major Misconduct, particularly where accompanied by threats, harassment, discrimination, or bullying.
    - Fraudulent activity, including serious falsification of academic or administrative documents.

- Any conduct which fundamentally breaches the trust between the student and LSST, or which is judged to bring the School into serious disrepute.

DISCIPLINARY PROCEDURE

7. INITIATION OF PROCEEDINGS

7.1. Eligible Parties

7.1.1. Allegations of misconduct can be raised by:

- LSST staff, and/or contracted staff.
- Another student, or a group of students.
- The Police and/or Law Enforcement Officer.
- Member of the public and/or visitors to LSST.

7.1.2. The School must receive allegations within 10 working days of the incident. The person reporting the incident must provide their full name, contact information, and any supporting evidence. If, for any reason, such as safety, the individual was unable to disclose their details at the time of the allegation and/or failed to report the allegation within the 10-working-day deadline, such allegations will be evaluated on a case-by-case basis. However, anonymous allegations will not be accepted. The school will provide a written acknowledgement to the party reporting misconduct.

7.1.3. Third parties who make allegations will not be informed of the details of the investigation but will be informed of the outcome and actions taken.

7.1.4. Members of LSST, staff or students have the right to appeal the decision and outcome of a disciplinary proceedings within 10-working days of their notification of the outcome. Third parties, however, do not have the right to appeal, they may instead submit a complaint to LSST expressing their concerns. Such complaints will be handled as per the Complaints Policies and procedures.

7.1.5. If there are allegations that a breach or breaches of the above Code of Conduct have occurred, the following procedures shall apply: The person making out the allegation that a student or students have breached the Student Code of Conduct will arrange for the documents in relation to that allegation to be passed as soon as possible to the Registry Department, who will either:

- Carry out an investigation of the allegation, or
- In cases where the evidence already available clearly warrants it, proceed directly to a disciplinary Panel hearing.

7.1.6. At their discretion, the Registry Department will seek the advice of members of a relevant office, such as the Head of Security for disorder breaches, the Head of IT for computer misuse, and the Head of Admissions/ Assistant Registrar for documentary issues. If the incident occurs at a satellite campus, the Registrar may delegate the investigation to an appropriate member of staff who is not a member of the Disciplinary Panel (e.g., the Operations Manager or a Programme Leader).

7.1.7. If the Registrar believes that the student(s) should be suspended whilst the procedure is carried out, the procedure herein shall apply.

7.2. Initial Investigation

7.2.1. This procedure aims to be impartial, transparent and fair and will be used to investigate and address reports of misconduct. The purpose of the investigation is to establish:

- Whether a breach of the Student Code of Conduct may have occurred.
- The nature and seriousness of the alleged misconduct.
- Whether the matter should be classified as Minor, Major or Gross Misconduct.
- Any aggravating or mitigating factors relevant to the circumstances of the case.

7.2.2. Following receipt of an allegation, the Registrar will appoint an Investigation Officer or Investigation Panel to assess the available evidence and determine whether there is a case to answer under this procedure.

7.2.3. The Investigation Officer or Investigation Panel will make a recommendation regarding the classification of the alleged misconduct as Minor, Major or Gross Misconduct.

7.2.4. Members of the Investigation Officer or Investigation Panel will not normally be members of any subsequent Disciplinary Panel convened to determine the allegations. This is to preserve independence, objectivity and procedural fairness.

7.2.5. The Registry Department will remain responsible for the administration and progression of the case and for providing relevant facts, witness statements, evidence and other documentation to the Investigation Officer or Investigation Panel.

7.2.6. The initial investigation should normally be completed as soon as reasonably practicable and, where possible, within 14 calendar days (10 working days) of receipt of the allegation.

7.2.7. The School will seek to conclude disciplinary cases, including any formal disciplinary stage, within 90 calendar days of receipt of the allegation.

7.2.8. Where these timescales cannot be met due to the complexity of the case or other relevant circumstances, the student will be informed of:

- The reason for the delay.
- Where possible, the revised expected timescale.

7.2.9. Examples of circumstances which may result in an extended timeframe include, but are not limited to.

- Cases involving multiple departments, campuses, witnesses or staff members.
- Cases requiring significant evidence gathering.
- Cases involving external organisations, professional bodies or awarding bodies.
- Cases involving Police investigations, regulatory authorities or other third parties.

7.2.10. At the conclusion of the investigation, the Registrar may either:

- Dismiss the allegation(s) and notify the relevant parties of the dismissal.
- Determine that there is a case to answer and refer the matter for consideration under the appropriate disciplinary process.

7.2.11. The Registry Department will notify the student of the outcome of the initial investigation by letter or email and, where appropriate, will arrange a Disciplinary Panel in accordance with this procedure.

7.2.12. Where the Registrar feels necessary to interview the student, they should normally make a decision following the interview.

7.2.13. Where the Registrar decides to interview a student, at least 5 working days' notice must be given by letter or email containing:

- A summary of the allegation made against the student.
- A statement of the student's right to be accompanied by a friend or Students' Union representative.
- A statement of the student's right to see the documents relied upon (where possible copies should be enclosed).
- The student's right to ask questions to clarify the allegations and evidence being considered.

7.3. The Disciplinary Panel

7.3.1. If the Registrar decides that a Disciplinary Panel should be held, they will notify the student in writing at least 10 working days before the Panel takes place. That letter/email shall include and confirm:

- A statement of the allegation(s) to be considered and the purpose of the hearing.
- Details of the date, time and place of the hearing.
- Copies of any documentary evidence and description of other evidence (e.g., CCTV) to be considered in connection with the allegation.

- That the student should submit a written statement of their version of the events and any evidence on which they wish to relay no later than 5 working days before the hearing date.

- A statement of the student's right to be accompanied by a friend or Student Union representative.

7.3.2. The Panel is normally chaired by the Dean of the relevant campus and includes the Registrar or Assistant Registrar as well as a representative from the Student Union or Student Support. All members of the Panel will have no prior involvement in the case. This ensures fairness, maintains objectivity and avoids bias in the process.

7.4. Procedural Approach by the Disciplinary Panel

7.4.1. The Registrar's report, as well as the student's response, will be read aloud and considered alongside the supporting documentary evidence and witness statements.

7.4.2. The student may then make brief verbal comments on the accusations, and the Panel may question the student.

7.4.3. The panel will announce the decision after an internal confidential discussion.

7.5. Procedures to Follow if a Student Fails to Respond or Attend

7.5.1. If a student notifies the Registrar in advance of the Panel meeting that they will be unable to attend the hearing on the scheduled date, and has provided a satisfactory reason for their absence, the Registrar will consider whether the hearing should be rescheduled. However, only one further attempt will be made to reschedule the hearing in order for the student to attend.

7.5.2. If the student does not attend the Panel meeting and does not communicate any reason for their absence to the Registrar, the Chair of the Panel will normally proceed in the student's absence.

7.5.3. The Registrar is in charge of reconvening the Panel when necessary.

7.6. Decision of the Panel and Imposition of Penalties

7.6.1. The Panel's decision shall be communicated by the Chair of the Panel and shall be determined by a majority vote of the Panel members.

7.6.2. The burden of establishing that misconduct has occurred rests with the institution; students are not required to prove that they did not commit the alleged misconduct.

7.6.3. When determining whether an allegation is proven, the Panel will apply the civil standard of proof, namely the balance of probabilities. This means the Panel must be satisfied that, based on the evidence available, it is more likely than not that the alleged misconduct occurred.

7.6.4. The Panel will consider all relevant evidence fairly, objectively and impartially before reaching a decision. Decisions will be based solely upon the evidence presented and the circumstances of the case.

7.6.5. If the allegation against the student is upheld and penalties are to be imposed, the Chair of the Panel will request and consider a summary of the student's current academic position and disciplinary record from the Registry Department. In determining the appropriate outcome, the Panel will take account of any previous disciplinary findings and the individual circumstances of the case.

7.6.6. The Chair of the Panel will sign the written record of the Panel's decision and any penalties imposed. The Registry Department will retain the record and place a copy on the student's file.

7.6.7. Where appropriate, a report will be made to the awarding body's Assessment or Progression Board. The Chair of the Assessment or Progression Board will be responsible for ensuring that any academic penalty arising from the decision is implemented.

7.6.8. The Registry department on behalf of the Registrar is responsible for notifying all relevant parties of the outcome of the hearing within 5 working days of the decision, wherever reasonably practicable.

7.6.9. The written outcome will normally include:

- The allegation(s) considered.
- The finding in relation to each allegation.
- The reasons for each finding.
- Any penalty imposed.
- The reasons for the penalty.
- Any mitigating and aggravating factors considered.
- Any conditions attached to the outcome.
- The student's right to request a review.
- The grounds on which a review may be requested.
- The deadline for submitting a review request.
- Information regarding sources of advice and support.

7.6.10. Where there is a delay in issuing the written outcome, the student will be informed of the reason for the delay and, where possible, the expected date of notification.

8. PENALTIES FOR BREACHES OF THE STUDENT CODE OF CONDUCT

8.1. Minor Breaches

8.1.1. The following penalties (in any combination) may be imposed for proven minor violations:

- A first written warning of the potential consequences of future misbehaviour. The warning will be kept on the student's file indefinitely.
- Payment by the student for the repair of damaged property or equipment, or payment of reasonable compensation.
- Removing or limiting access to School facilities.
- The requirement of an appropriate apology to any person.

8.1.2. Any of the sanctions listed above may be suspended (for up to 12 months) or made conditional (for example, on making an apology or compensating a victim). If you use abusive language toward staff, you will automatically receive a written warning.

8.1.3. The following is a non-exhaustive list of likely minor breaches:

- Negligently or recklessly causing damage to property.
- Breaches of breaches of the Code of Conduct other than in cases of attempted or actual criminality (e.g., theft, burglary, harassment, or stalking) of the Code of Conduct.
- Students exhibiting behaviour, or engaging in any activity, whether within the School premises or elsewhere which is likely to damage the good name of the School. In particular, a minor breach will be deemed to have occurred in the event of drunken, disorderly, abusive, obstructive, destructive or other behaviour by a student where the said behaviour causes a nuisance (‘Disorder’).

8.2. Major Breaches

8.2.1. Where the disciplinary procedures have been completed in relation to proven major breaches, the Chair of the Panel may, in addition to the penalties set out at above:

- Suspend the student either for a specified period, or until specified conditions have been met.
- Give a Final Written Warning (following which any subsequent minor or major breach will lead to exclusion).
- Exclude the student.

8.2.2. A non-exhaustive list of Major Breaches of the Code of Conduct is:

- Three or more incidents of disorder, or incidents of disorder leading to a criminal conviction (including a police caution).
- Criminal offences (other than motoring offences).
- Threatening or violent behaviour towards staff, visitors, or other students.
- Submitting falsified documents to the school.
- Intimidating witnesses or otherwise interfering with this or any other LSST disciplinary or appeal/complaints procedure.
- Failure to comply with conditions of a conditional penalty imposed under this Procedure.
- Failure to comply with a penalty imposed for a minor breach e.g., to apologise or compensate the victim.
- Minor breaches that are part of a repeated or systematic course of conduct or are aggravated by violence or discrimination/harassment/bullying.

8.2.3. For all more serious breaches of discipline related to DMU students, cases should be referred directly to the University. De Montfort University has its own formal disciplinary procedures, these procedures can lead to expulsion, suspension, restrictions, and other punishments that are dependent upon the severity of the breach. For more information on **DMU**'s policy and processes see: https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/student-code-of-conduct.aspx ; or contact acasupportoffice@dmu.ac.uk for more information.

9. PROCEDURES REGARDING SUSPENSION OR EXCLUSION

9.1. Exclusion or suspension of a student from the school includes exclusion from all School activities, including study at or with the school, as well as use of any School premises and/or facilities.

9.2. Suspension

9.2.1. A student may be suspended from the School while an alleged offence is being investigated if it is determined that such suspension is in the best interests of the School, its staff or students, or the student(s) concerned, or is required to ensure an effective investigation. Even if the alleged breach is otherwise a Minor Breach, a student will always be suspended if the alleged breach is covered by the School's Zero-Tolerance Policy against abusive language or threats of violence directed at its staff.

9.2.2. Serious violations of the Student Code of Conduct will almost certainly result in immediate suspension from the School until the matter is thoroughly investigated. A serious violation that results in suspension must be confirmed in writing within two business days.

9.3. Disciplinary Exclusions

9.3.1. Any disciplinary penalty imposed under this procedure must be proportionate to the seriousness of the misconduct established.

9.3.2. In determining an appropriate penalty, the decision-maker will consider:

- The nature and seriousness of the misconduct.
- The evidence available.
- Any previous disciplinary findings.
- Any mitigating circumstances.
- Any aggravating circumstances.
- The impact of the misconduct on other individuals and the wider LSST community.

9.3.3. Students will be given an opportunity to provide information regarding any mitigating circumstances which they wish to be taken into account before a final decision is made.

9.3.4. When determining an appropriate penalty, the decision-maker will consider the range of sanctions available under this policy and will normally explain why the chosen sanction is appropriate and why a lesser sanction would not sufficiently address the misconduct.

9.3.5. Where a proposed penalty may have significant consequences for a student's studies, future progression, professional status or other personal circumstances, those consequences will be considered as part of the assessment of proportionality.

9.3.6. The Disciplinary Panel may decide on an appropriate course of action, which may include immediate exclusion from the School, following the procedure outlined in this policy. Students will receive a Termination of Registration Letter informing them that they have been excluded from LSST if exclusion is implemented.

9.3.7. A non-exhaustive list of Major Breaches of the Code of Conduct that may justify expulsion are:

- Committing a serious criminal offence within the premises of the School or elsewhere (i.e., indictable only, or either-way offences serious enough to warrant immediate custodial penalty), or receiving a custodial sentence for a criminal offence.

- Keeping or using any offensive weapons, or any object that is deemed to be an offensive weapon, even if properly licensed, on School property.

- Repeated major breaches.

- Involvement in extremist activity in breach of the School's *Prevent Policy*.

- Assaults, sexual harassment, or violence against other students, visitors, or staff.

- Any Major Breach aggravated by discriminatory behaviour or bullying.

- Exclusion for non-payment of Tuition Fees.

9.3.8. If students do not satisfy the School's tuition fee payment criteria, by paying their fees in full or making approved arrangements either prior to registering on to their course, or by the due date on their instalment plan, they will be excluded from LSST.

9.3.9. The Exclusion Process will be initiated by a Suspension Letter being issued and it will result in immediate:

- Suspension of students on Student Records System (SMS).

- Communication to all staff that non-compliant students are no longer allowed to attend classes at LSST.

- Suspension of School services such as IT and Library facilities.

  NBB: *Assessments arising on deadlines that coincide with the suspension period cannot be marked and examinations cannot be attended. Students cannot submit Mitigating Circumstances forms for assessments missed whilst they are suspended.*

9.3.10. If financial settlement is made within 30 days of the suspension date, the student's 'Suspended' status will be restored to 'Active', and all services will be reinstated. Students will receive an email notification of their status being reinstated.

9.3.11. Otherwise, the student will be dismissed. If exclusion is implemented, students will receive a Termination of Registration Letter/email informing them that they are no longer enrolled at LSST.

10. EXCLUSION FOR NON-PAYMENT OF TUITION FEES

10.1. If students do not satisfy the School's tuition fee payment criteria, by paying their fees in full or making approved arrangements either prior to registering on to their course, or by the due date on their instalment plan, they will be excluded from LSST.

10.2. The Exclusion Process will be initiated by a Suspension Letter being issued and it will result in immediate:

- Suspension of students on Student Records System (SMS).

- Communication to all staff that non-compliant students are no longer allowed to attend classes at LSST.

- Suspension of School services such as IT and Library facilities.

  NB: *Assessments arising on deadlines that coincide with the suspension period cannot be marked and examinations cannot be attended. Students cannot submit Mitigating Circumstances forms for assessments missed whilst they are suspended.*

10.3. If financial settlement is made promptly after the date of suspension, the student's 'Suspended' status will be restored to 'Active' and all services re-instated. Students will receive a Re-Instatement of Status email notification.

10.4. Otherwise, the student will be excluded. If exclusion is enacted student, will receive a Termination of Registration Letter/email, informing them that they have been excluded from LSST.

10.5. Personal Identification Exclusion

10.5.1. Registration at the School requires proof of identification. However, if a student is registered inadvertently using invalid personal identification or without producing identification, and the requested evidence is not provided within 10 working days of the Termination of Registration Notification, the student will be expelled from the School.

10.5.2. If a student's ID is not presented when required for campus entry or class registration, LSST reserves the right to refuse entry or, if sufficient proof of identity is provided, to charge a £5 duplicate ID fee to produce a temporary ID card.

10.6. Non-Attendance or Non-Engagement in Studies Exclusions

10.6.1. If the Assessment Board believes that a student is not complying with the Academic Regulations regarding submission of work for assessments or with the Attendance Policy regarding satisfactory attendance at classes, the School may initiate the Exclusion process, in which a student is sent a Termination of Registration Letter/ email.

10.7. Re-Enrolments

10.7.1. Exclusion means that a person will no longer be a student at LSST (or any other validating university). Re-enrolment in the School is not permitted.

10.7.2. LSST will attempt to settle any tuition fee debt owed up to the exclusion date. Tuition fees may be reduced in accordance with our *Tuition Fee Policy* to reflect the length of time a student was registered.

11. OTHER PROCEDURES

11.1. Criminal Offences

11.1.1. The following procedures apply where the alleged misconduct would also constitute a criminal offence if proven in a court of law.

11.1.2. Where the criminal law offence has been dealt with through a caution or 'on the spot' fine, or where the maximum penalty does not include imprisonment, action under this Policy may continue; however, such action will normally be deferred while the matter is under active police investigation or where charges have been brought but have not yet been brought to court.

11.1.3. In the case of all other offences under criminal law, the victim should be offered support with reporting the matter to the police. No action (other than suspension) will normally be taken under this Policy until the criminal prosecution has concluded, if the case is currently being investigated or prosecuted in the criminal courts. Where the victim decides not to act in the criminal courts (as may be the case with sexual offence or domestic violence cases where the victim is reluctant to report the crime) action under this Policy may continue.

11.1.4. Only in exceptional circumstances shall the School report an alleged crime to the police contrary to the wishes of the victim. If the victim will not report the crime to the police, or will not co-operate with their inquiries, the School's internal disciplinary procedures should not be invoked.

11.1.5. Where the School continues with its own Panel following a court conviction, the School shall accept the conviction as conclusive proof that the breach was committed, and the penalty imposed by the court shall be taken into consideration by the School in deciding its own penalty.

11.1.6. Proceedings under this Procedure are separate from and additional to the criminal law. A Student is not exempt from this Procedure simply because they have been convicted of a criminal offence arising out of the same set of facts and no defence of double jeopardy can be claimed.

11.2. Licensed Premises

11.2.1. When an alleged incident occurs on licensed premises (whether on School premises or elsewhere), the licensee may face both proceedings under these regulations and exclusion, barring, or suspension of access to the licensed premises under general law.

11.2.2. Proceedings under this Procedure are distinct from and in addition to any decision by a licensee to exclude, bar, or suspend access to licensed premises. A student is not exempt from these regulations simply because a licensee made a decision based on the same set of facts, and there is no defence of double jeopardy.

11.2.3. No decision made under these regulations may overrule, reverse, or amend a licensee's decision regarding licensed premises.

11.3. Fitness to Practice and Professional or Regulatory Requirements

11.3.1. Where allegations are made against a student on a professionally accredited course or are members of a professional body, the School may:

- Notify the relevant body of the matter, and/or
- Take separate action (in addition to any action under this Procedure) under its Fitness to Practise Policy. The School may use any evidence compiled pursuant to this Procedure in any Fitness to Practise proceedings.

11.4. Prevent and Safeguarding

11.4.1. Mistreatment or abuse of vulnerable people will always be considered a Major Breach, and the Designated Safeguarding Officer for the relevant campus will be invited to attend the Disciplinary Panel. Local governments may be informed and consulted as needed.

11.4.2. Where allegations of misconduct indicate a risk of the student being drawn into extremism or radicalization, the misconduct will always be treated as a Major Breach, and the SPOC (if different from the Principal/CEO) will be invited to the Disciplinary Panel. If necessary, a Channel referral may be made and/or the Police may be notified.

12. STUDENTS' RIGHT TO APPEAL

12.1. In accordance with this Procedure, the student has the right to appeal the Panel's decision.

12.2. An appeal against a Panel decision must be made in writing (by letter or email), stating the full grounds for the appeal, and must be submitted within 10 working days of receipt of the decision notice by letter or email.

12.3. If it is agreed that an appeal should be conducted, the decision should be reviewed as soon as possible, and in any case within 10 working days of the request for appeal.

12.4. Reviews will normally be completed within the 90-calendar-day timeframe set out in this policy. However, in order to allow sufficient time for a fair and thorough review, the School requires a minimum of 14 calendar days (10 working days) to consider and respond to a valid review request.

12.5. Where a reviewer determines that a case should be referred back to the disciplinary stage for reconsideration, every effort will be made to conclude the matter within the same 90-calendar-day timeframe.

12.6. Grounds for Appeal

12.6.1. Requests for an appeal a decision of the Disciplinary Panel will only be considered on the following grounds:

- The penalties were unreasonably severe given the circumstances of the case.

- The findings of fact in support of the decision were manifestly perverse and/or there is clear third-party corroborated evidence of bias.

- That the hearing/interview was not conducted in accordance with the procedures set out herein.

- New evidence which was not available to the Panel when it reached its decision and the student had a good reason for not including the evidence in their case.

12.6.2. The student should address their letter or email to the Registrar and the burden of proof is on the student to demonstrate the reason for the appeal. The Registrar may reject any request for appeal which is not submitted within the time limit set out in paragraph 11.4 or does not demonstrate one or more of the grounds specified in paragraph 11.3. If the request for appeal is rejected the student will be informed within 5 working days of their letter to the Registrar.

12.7. Procedure for an Appeal of a Decision of the Registrar or the Panel

12.7.1. Once the Registry Department has notified the student that their request for appeal is valid under of this Procedure, the Registry Department will refer the Panel's decision to the Principal or to an assigned "Independent Reviewer" for a review within 5 working days.

- The Principal/Independent Reviewer may decide the review on the papers submitted or arrange a new Panel of which they will be Chair, which is convenient to all parties.

- Where a new Panel date is set, the Registrar shall write to notify the student at least five working days before the new Panel is due to take place.

12.7.2. Following the completion of the investigation, the Principal may decide:

- To approve the Panel's decision, or

- To overturn the Panel's decision and substitute their own.

12.7.3. The Review decision by the Principal or CEO will be final.

12.8. Procedures Following Appeal

12.8.1. Where on appeal the decision has been overturned in part and the variation of penalties is to be considered, the Principal will make written recommendations to the Registrar/Panel as to the penalties to be imposed.

12.8.2. In all cases, the Principal will notify the Registrar in writing of the Appeal decision and the reasons for it. This shall state that it will be circulated if any further proceedings are initiated. This record, as well as details of any relevant arrangements in relation to the penalty imposed, will be sent by letter or email to the student, their representative, and the Registrar.

12.8.3. Where the decision is confirmed or upheld in part, a copy of the letter/email and the record will be placed on the student's file until the student has completed their studies.

12.8.4. Where the decision is confirmed or upheld in part, a copy of the letter/email and the record will be placed on the student's file until the student has completed their studies.

12.8.5. Where the decision has been overturned in full, the record of the original allegation will be removed from the student's file and sent to the Registry Office.

12.8.6. Please note that no right of review exists to De Montfort University in respect of disciplinary decisions concerning students on a DMU-validated course delivered by LSST.

12.8.7. If such appeals are dismissed as invalid under paragraph 6.1, the Registrar will not refer them.

13. REVIEW BY THE OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)

13.1. LSST subscribes to the independent complaints review scheme, operated by the OIA. Decisions made on disciplinary matters may come under the scope of complaints eligible for review by the OIA. Where a student remains dissatisfied following the completion of the disciplinary procedure, a Completion of Procedures Letter will be issued to the student. Where such requests are eligible for review, the OIA will investigate in accordance with its rules.

13.2. Referral to the OIA must be made within 12 months of the date of the Completion of Procedures Letter, and should be submitted using the OIA's complaints form, which can be found here: http://oiahe.org.uk/making-a-complaint-to-the-oia/oia-complaint-form.aspx

13.3. Further information on the OIA' procedures and eligibility for review of a complaint can be found on the OIA's website; www.oiahe.org.uk, or alternatively students can contact the OIA directly on:

- Tel: 0118 959 9813
- Email: enquiries@oiahe.org.uk
- Office of the Independent Adjudicator
  PO Box: 3362
  Reading
  RG1 9UF

VERSION HISTORY

Version	**1.0 – 4.0**	
Original author(s):	Head of Registry Principal	
Reviewed by:	Executive Committee	January 2017 September 2017 September 2018 September 2019
Version	**4.1 – 4.3**	
Revised by:	Principal Quality Unit	
Revision summary:	*Additional guidance regarding prohibited items and substances on campus added; formatting and version control applied. Final amendments specified by Deputy CEO.*	
Approved by:	Board of Governors	August 2020
Version	**4.4**	
Revised by:	Quality Manager Head of Registry	
Revision summary:	*Annual review; partnerships amended. Document reformatted and version control added.*	
Approved by:	Board of Governors	December 2021
Version	**4.5**	
Revised by:	Quality Manager Head of Registry	
Revision summary:	*Annual review; Document amended to reflect DMU's process and procedures; Document reformatted and version control added.*	
Approved by:	Board of Governors	March 2023
Version	**5**	
Revised by:	Quality Manager Head of Registry	
Revision summary:	*Annual review and update; Minor grammatical updates and version control applied.*	
Approved by:	Board of Governors	October 2023
Version	**6**	
Revised by:	Quality Manager Head of Registry	
Revision summary:	*Annual review and update, Principal changed to Independent Reviewer throughout the policy, title change from 'Awarding Body – DMU, to 'DMU Registered Student', new Disciplinary Panel process added, minor grammatical corrections, document format applied, version control applied.*	
Approved by:	Board of Governors	October 2024
Version	**7.0**	
Original author(s): Revised by:	Head of Registry Principal Quality Unit	
Revision summary:	*Annual review and update –* *Minor grammatical corrections, document format applied, version control applied. .*	
Reviewed by: Approved by:	Publications Committee Board of Governors	September 2025 October 2025
Version	**7.1**	

Original author(s):	Head of Registry Principal	
Revised by:	Assistant Registrar Quality Unit	
Revision summary:	*Policy updated to reflect current DMU processes. Minor grammatical corrections, document format applied, version control applied*	
Reviewed by:	Publications Committee	December 2025
Approved by:	Board of Governors	December 2025
Version	**8.0**	
Original author(s):	Head of Registry Principal	
Revised by:	Assistant Registrar Quality Unit	
Revision summary:	*Annual review and update –* *Policy updated to align with partner university processes. Section 7.2. on Initial Investigation rewritten to align with DMU processes. Section 7.6. on Decision of the Panel rewritten detailing process of decisions and the written outcome content. Section 9.3. rewritten on considerations before imposing a penalty. 12.3.1. and 12.3.2. expanded on investigation timeframes according to case complexity. Minor grammatical corrections, version control applied.*	
Reviewed by:	Publications Committee	October 2026
Approved by:	Board of Governors	October 2026