



# Student Code of Conduct and Disciplinary Procedures (Awarding Body – De Montfort University)

## Version 5

Approved by Board of Governors

Last Amendment: September 2023

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)*

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## Document Information

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## 1. General

- 1.1. This document supplements several 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 do not apply to any misconduct that occurs after a student has ceased to be enrolled. However, with the exception of spent convictions that, in the opinion of the Admissions Officer, indicate that there may be a threat to good order and/or safety or the good name of the School, the School reserves the right to take action against a student for misconduct prior to enrolment.
- 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 and Diversity Policy* in mind.
- 1.5. Admonishment, counselling, or mediation should be used where appropriate in all circumstances to achieve the goals of these Regulations and Procedures.
- 1.6. 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.
- 1.7. The Principal and Quality Unit will ensure that the Student Code of Conduct and Disciplinary Procedures are reviewed on a regular basis and will recommend any necessary changes.
- 1.8. It is the Student's responsibility to become familiar with LSST's policies which are available from the LSST Connect.
- 1.10. When students enrol they will be given information on how to access the full range of School policies, rules, and regulations.
- 1.11. 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.

## 2. Code of Conduct

**Bullying, discrimination, sexual harassment, violent behaviour or threats, and possession of drugs or weapons are all prohibited on campus. Any student who violates the foregoing will be removed from campus immediately and may be expelled from the School; if necessary, the School will notify the appropriate authorities, including the Police, about such behaviour. If you believe you have witnessed or been the victim of unacceptable behaviour, please notify one of the following staff/departments who can assist you:**

- Personal Academic Tutor, Lecturer or Course Leader
- Student Union Representative and/or centre
- Campus Student Support Officer
- Campus Academic Support Officer
- Campus Safeguarding Officer
- Registry Department

### 2.1. General Standards of Behaviour

- i. Students must always be respectful and considerate of their peers, School employees and agents, as well as guests and visitors on campus.
- ii. Students must follow all School policies and any reasonable instructions given by the School's staff.
- iii. Students must not purposefully disrupt or interfere with the education of other students or the School's work.
- iv. Students shall not engage in behaviour that is likely to endanger their own or another person's safety.
- v. 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.
- vi. 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.
- vii. Students shall not provide or withhold information in any application for financial aid or other benefit or service with the intent to deceive.

- viii. Students are not permitted to falsify, alter, or misuse any School documents, records, or identification cards.
- ix. 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.
- x. 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).
- xi. Students must pay all debts and charges due and payable to the School (including fines) on time.
- xii. Students must not file frivolous complaints through the Student Complaints procedure.
- xiii. Students must assist the School in fulfilling its Prevent Duty and must not knowingly engage in any extremist or terrorism-related activity.

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 drinks as well as other substances such as a 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.

**Students are prohibited from bringing any weapon to any campus or any other location the student may be required to be as a consequence of their studies.**

This prohibition extends to any student who is authorised to carry a firearm or weapon.

Weapon means 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, and so on.

A weapon can also be a commonplace object (such as a tool or other heavy blunt instrument) where a member of staff suspects it will be used offensively.

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.

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.

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.

## **2.2. Use of Buildings, Grounds and Equipment**

- i. Students are not permitted to remove, deface, or damage any School-owned or controlled equipment or property.
- ii. 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.
- iii. Students must not leave their desks in a disorderly state after lessons.
- iv. Students are not permitted to eat or drink in areas where such activity is prohibited. Smoking will be allowed only in designated areas.
- v. 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.
- vi. Students are not permitted to use School phones or IT equipment without permission; for more information, please see the School's *Regulations for the Use of IT Equipment*.
- vii. 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.
- viii. 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.
- ix. Students are not permitted to use mobile phones in any teaching environment and must have them turned off or set to silent mode.

### 2.3. Misconduct Classification

- a. Minor Misconduct defined as a behaviour which is in breach of the student code of conduct expectations of LSST but has a minimal and temporary impact on the LSST community.
- b. Major Misconduct relates to an unacceptable and/or disruptive behaviour that has the potential to, or does significantly affect the LSST community.
- c. Gross Misconduct is a behaviour which demonstrates a fundamental breach of behavioural standards and may jeopardise the safety and security of the LSST community.
- d. Incidences of minor misconduct should be addressed immediately by campus staff in an effort to minimise impact by addressing or deescalating the incident.
- e. Cases of Major or Gross misconduct will be addressed using the following disciplinary procedure.

## 3. Disciplinary Procedure

3.1. Allegations of Major or Gross 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

3.2. 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.

3.3. 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.

3.4. 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 final outcome. Third parties, however, do not have the right to appeal, they may instead submit a complaint to the university expressing their concerns. Such complaints will be handled as per the Complaints Policies and procedures.

3.5. 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.

3.6. 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).

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

### **Initial Investigation**

3.8. An initial investigation will be conducted by the Registrar to determine:

- whether any violations of the Student Code of Conduct have occurred; and
- the severity of the breach, taking into account any aggravating or mitigating factors in the surrounding circumstances, including any previous penalties imposed on the student(s).

3.9. The Registry Department is responsible for gathering information about the incident or allegation. The Registry Department is ultimately responsible for informing the student and managing the investigation. Interviewing the student may be part of the investigation.

3.10. The investigation should normally be resolved within 10 working days of the incident. At the conclusion of the investigation, the Registrar may either:

- a. dismiss the allegation(s) and notify the relevant parties of the dismissal; or
- b. if there is a case to answer on the evidence available, decide whether if proved the breach would be Minor or Major.

3.11. The Registrar will then notify the student of the decision via letter or email, and if necessary, will convene a Disciplinary Panel within 10 working days of the letter's date.



3.12. Where the Registrar decides to interview the student, the Registrar should make a decision as to a) or b) at the interview.

3.13. Where the Registrar decides to interview a student, they must give at least 5 working days' notice to the Student by letter/email containing:

- i. a summary of the allegation made against the students.
- ii. a statement of the student's right to be accompanied by a friend or Student Union representative.
- iii. a statement of the student's right to see the documents relied on (where possible copies should be enclosed), and the student's right to ask questions to clarify the allegations and facts being alleged.

### **The Disciplinary Panel**

3.14. 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:

- i. a statement of the allegation(s) to be considered and the purpose of the hearing;
- ii. details of the date, time and place of the hearing;
- iii. copies of any documentary evidence and description of other evidence (e.g. CCTV) to be considered in connection with the allegation;
- iv. that the student should submit a written statement of their version of the events and any evidence on which they wish to rely no later than 5 working days before the hearing date;
- v. a statement of the student's right to be accompanied by a friend or Student Union representative;

3.15. The Panel is normally chaired by the Dean of the relevant campus and includes the 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.

### **Procedural Approach by the Disciplinary Panel**

- 3.16. 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.
- 3.17. The student may then make brief verbal comments on the accusations, and the Panel may question the student.
- 3.18. The Panel will then ask the student and their representative to leave the room and discuss their decision.
- 3.19. Procedures to follow if a student fails to respond or attend:
- 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 in all circumstances. However, only one more attempt will be made to reschedule the hearing in order for the student to attend.
  - 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.
  - The Registrar is in charge of reconvening the Panel when necessary.

### **Decision of the Panel and imposition of penalties**

- 3.20. The Chair of the Panel shall deliver the Panel's decision, which must be made by a majority vote of the Panel on the balance of probability.
- 3.21. If the allegation against the student is upheld and penalties are to be imposed, the Chair of the Panel will request and consider a short summary of the student's current academic position and disciplinary record from the Registry Department. When deciding on disciplinary penalties to be imposed, the Panel will consider any previous penalties on file and will impose the penalties on an individual basis.
- 3.22. The Chair of the Panel will sign the written record of the Panel's decision on any penalties to be imposed. The Registry Department will keep the record, and a copy will be placed in the student's file.
- 3.23. A report will be made to the awarding body's Assessment/Progression Board, as appropriate. The Chair of the Assessment/Progression Board is responsible for ensuring that any academic penalty imposed by the Panel is carried out by the Assessment/Progression Board.
- 3.24. The Registrar is responsible for notifying all relevant parties of the outcome of any hearing within 5 working days of the decision.

### **Penalties for breaches of the Student Code of Conduct Minor breaches:**

3.25. 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;

3.26. 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.

3.27. 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').

### **Major Breaches:**

3.28. 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 of time, 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.

3.29. A non-exhaustive list of Major Breaches of the Code of Conduct are:

- 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.

3.30. 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](mailto:acasupportoffice@dmu.ac.uk) for more information.

#### **4. Procedures Regarding Suspension or Exclusion**

- 4.1. 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.

##### **Suspension**

- 4.2. 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.
- 4.3. 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.

##### **Disciplinary Exclusions**

- 4.4. The Disciplinary Panel may decide on an appropriate course of action, which may include immediate exclusion from the School, following the procedure outlined in paragraphs 4 through 9 above. Students will receive a Termination of Registration Letter informing them that they have been excluded from LSST if exclusion is implemented.
- 4.5. 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.

4.6. 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.

4.7. 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.*

4.8. 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.

4.9. 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.

### **Personal Identification Exclusion**

4.10. 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.

- 4.11 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.

### **Non-Attendance or Non-Engagement in Studies Exclusions**

- 4.12. 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.

### **Re-enrolments**

- 4.13. 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.
- 4.14. 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.

## **5. Other Procedures**

### **Criminal Offences**

- 5.1. The following procedures apply where the alleged misconduct would also constitute a criminal offence if proven in a court of law.
- a. 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.
  - b. 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 take action 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.

- c. 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.
- d. 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.
- e. 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.

### **Licensed Premises**

- 5.2. 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.
- 5.3. 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.
- 5.4. No decision made under these regulations may overrule, reverse, or amend a licensee's decision regarding licensed premises.

### **Fitness to Practice and professional or regulatory requirements**

- 5.5. Where allegations are made against a student on a professionally accredited course or are members of a professional body, the School may:
  - a. Notify the relevant body of the matter; and/or



- b. 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.

## **Prevent and Safeguarding**

- 5.6. 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.
- 5.7. 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.

## **6. Students' Right to Review of Disciplinary Decisions**

- 6.1. In accordance with this Procedure, the student has the right to request a review of the Panel's decision.
- 6.2. A request for review of a Panel decision must be made in writing (by letter or email), stating the full grounds for the review, and must be submitted within 10 working days of receipt of the decision notice by letter or email.
- 6.3. If it is agreed that a review should be conducted, the decision should be reviewed as soon as possible, and in any case within 10 working days of the request for Review.

### **Grounds for Review**

- 6.4. Requests for a review of 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.

6.5. 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 Review. The Registrar may reject any request for review 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 review is rejected the student will be informed within 5 working days of their letter to the Registrar.

### **Procedure for a Review of a decision of the Registrar or the Panel:**

6.6. Once the Registry Department has notified the student that their request for review is valid under of this Procedure, the Registry Department will refer the Panel's decision to the Principal for review within 5 working days.

- a. The Principal 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.
- b. 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.

6.7. 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.

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

### **Procedures Following Review**

6.9. Where on Review 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.

6.10. In all cases, the Principal will notify the Registrar in writing of the Review 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.



- 6.11. 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.
- 6.12. 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.
- 6.13. 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.
- 6.14. If such appeals are dismissed as invalid under paragraph 6.1, the Registrar will not refer them.

#### **Review by the Office of the independent Adjudicator (OIA)**

- 6.15. LSST participates in the OIA's independent complaints review scheme. Discipline decisions may fall under the purview of complaints eligible for review by the OIA. If a student is still dissatisfied after the disciplinary procedure, a Completion of Procedures Letter will be issued to the student.
- 6.16. Guidance on when and how to file a complaint with the OIA is available here: <https://www.oiahe.org.uk/students/how-to-complain-to-us/#:~:text=To%20bring%20a%20complaint%20to,your%20Completion%20of%20Procedures%20Letter>; the OIA will conduct an investigation in accordance with its rules.



## Version History

<b>Version</b>	<b>1.0 – 4.0</b>	
Original author(s):	Head of Registry Principal	
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Reviewed by:	Executive Committee	
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