

Ordinance XLI

Student Discipline Procedure

Contents

Rules of discipline	2
The Disciplinary Committee and Panel.....	3
The Appeal Panel and Board	3
Offences: jurisdiction	4
Offences: procedure.....	5
Appeals against decisions under paragraph 4.2.....	6
Appeals against decisions under paragraph 4.3.....	7
Appeals against decisions under paragraph 4.4.....	7
Suspension or exclusion by the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors	7
Appeal to the Appeal Board against suspension or exclusion	8
Schedule A: procedure to be followed by the Student Disciplinary Committee in dealing with offences and applications against suspensions or exclusions.....	9
Schedule B: procedure for appeals to the Appeal Board under paragraphs 6.2, 8.2 and 10.2.....	11
Schedule C to Ordinance XLI: OFFENCE SCHEDULE	13

Ordinance XLI

Student Discipline Procedure

This ordinance, which replaces Ordinance 1990/1, should be read in conjunction with the Guidance Notes for Students involved in Disciplinary Action and Staff who are initiating Disciplinary Action.

Rules of discipline

- 1.1 The Council is responsible for the discipline of the students of the University and of associate students insofar as the Statutes, Ordinances and Regulations of the University are relevant to associate students.
- 1.2 A breach of discipline whether inside University property or not and via electronic means by a student is defined as:
 - (a) failure to comply with any Statute, Ordinance, Regulation or rule prescribed for the conduct and discipline of students, or with such instruction relating to their conduct as students as they may receive from members of the University staff in the exercise of their duties or failure to co-operate with an officer who is conducting an investigatory interview;
 - (b) conduct which does, or is liable to, bring discredit upon the University or disrupts or interferes with the normal working and good order of the University or impedes or prevents members or employees going about their lawful University business or results in substantial complaints from the general public or responsible authorities outside the University;
 - (c) riotous or disorderly conduct causing wilful damage to, or defacement of, University property or any other property within the University precincts or premises owned or occupied by the University;
 - (d) misuse of University equipment;
 - (e) offences in connection with examinations and other forms of assessment;
 - (f) falsification or misuse of University records, including award parchments;
 - (g) false pretences or impersonation of others within or outside the University in regard to academic activities, attainments or financial rewards;
 - (h) theft, fraud, misapplication of, or gross negligence in connection with, University funds or property;
 - (i) refusal to provide identification when asked to do so by a member of the University staff in connection with security or an alleged breach of discipline;
 - (j) interference with the right of those conducting or participating in authorised University functions to free speech or to a fair hearing;
 - (k) offences against the criminal law where these offences involve other members or employees of the University or affect the interests of the University;

- (l) infringing safety regulations or disregarding notices concerning safety precautions in any part of the University;
- (m) infringing arrangements made by the University in order to permit it to comply with the provisions of the General Data Protection Regulation (GDPR), introduced in May 2018, that replaces the outgoing Data Protection Act 1998 (DPA), or the provisions of the Freedom of Information Act;
- (n) infringing the University smoking policy;
- (o) infringing the University bullying and harassment policy;
- (p) infringing the University policy with regard to computer misuse;
- (q) infringing the University substance misuse policy.
- (r) infringing the University student Social Media policy.
- (s) infringing the University Sexual Harassment policy. *(Currently being developed)*

The Disciplinary Committee and Panel

- 2.1 Subject to Statute I (7(C)), the Disciplinary Panel shall consist of the following members:
- (a) Pro Vice-Chancellors;
 - (b) Executive Deans of Faculty;
 - (c) Associate Deans of Faculty;
 - (d) one student nominated by the Students ' Union;
 - (e) Provosts;
 - (f) Directors of Faculty Operations
- 2.2 A Student Disciplinary Committee shall be drawn from the membership of the Panel detailed in paragraph 2.1 for each disciplinary meeting.
- 2.3 The Vice-Chancellor, on the authority of Council shall appoint the Chairman of each Committee normally from among the Pro Vice-Chancellors in membership of the Panel. Three members including the Chairman shall constitute a quorum for each meeting of the Committee.
- 2.4 If the Chairman is unavailable, the Committee shall elect its own Chairman, not being a student, for that meeting.

The Appeal Panel and Board

- 3.1 Subject to the provisions of paragraph 3.2, the composition of the Appeal Panel shall be:
- (a) five members of the Council, one of who shall be a student, appointed by the Council;
 - (b) all elected staff members of the Senate;
 - (c) one student, nominated by the Students ' Union.

- 3.2 Members of the Appeal Panel shall hold office for such periods and under such arrangements as may be determined from time to time and only so long as they remain a member of the body by virtue of which membership they hold membership of the Appeal Panel.
- 3.3 The Council shall appoint a Chairman from among the lay members of the Appeal Panel.
- 3.4 An Appeal Board shall be drawn from the Appeal Panel for each Appeal hearing.
- 3.5 Each Appeal Board shall be chaired by the Chairman of the Appeals Panel.
- 3.6 No member of the Appeal Board shall have been a member of the Student Disciplinary Committee at the time when it took the decision or made the recommendation against which the student has appealed; no member shall have any direct or indirect involvement in the case under consideration.
- 3.7 Three members (including the Chairman), only one of which may be a student, shall constitute a quorum for each Appeal Board.

Offences: jurisdiction

- 4.1 The following persons shall be empowered to consider, on behalf of the Student Disciplinary Committee, reports of alleged offences and to make such enquiries and call for such additional reports as may be considered necessary:
- Pro-Vice-Chancellors
 - Provosts
 - Executive Deans of Faculties
 - Associate Deans of Faculties
 - Heads of Schools
 - Director of Campus Life
 - Directors of Faculty Operations
 - Accommodation Officers of Residences
- 4.2 Subject to paragraph 4.3 the persons named in paragraph 4.1 shall have power to impose penalties, but the penalties eligible by them may not exceed prescribed maxima or, in the absence of a prescribed maximum, a fine of an amount not exceeding £250, or a reprimand, or suspension of privilege for a period not exceeding one semester, or a requirement to pay the cost, in whole or in part, of any damage caused, or any or all of these. The maximum level of fine imposed under this paragraph shall be reviewed from time to time by the Council. A schedule of offences and penalties is contained in Schedule C to this ordinance. This schedule shall be reviewed at least annually by the Council.
- 4.3 The Accommodation Officers of Residences may deal only with offences occurring in the Residences or their precincts and, in addition to other powers available to them for the maintenance of good order therein, may impose a fine not exceeding £150 on any

resident student or on any student visiting the Residences. The maximum level of fine imposed under this paragraph shall be reviewed from time to time by the Student Disciplinary Committee.

- 4.4 Where the person considering an alleged offence is of the opinion that the gravity of the offence appears to warrant it, or the appropriate penalty may be beyond the limits specified in paragraph 4.2 and 4.3, the person shall report the matter to The University Secretary for consideration by the Student Disciplinary Committee in accordance with the provisions of paragraph 5. Referrals may be made to the Student Disciplinary Committee whether or not external investigations are complete and the Committee may postpone its decision and recommend a precautionary suspension pending the conclusion of any investigations.
- 4.5 The penalties which may be imposed by the Student Disciplinary Committee may include reprimand, fine, suspension from any or all studies at the University or suspension from academic or other privileges or a recommendation to the Council and Senate for the student's expulsion from the University, or revocation of the status of associate student, as well as restitution and, in the case of damage to property or premises, a requirement to pay the cost, in whole or in part, of any damage caused.

Offences: procedure

- 5.1 When a report of an alleged offence is considered under paragraphs 4.1 - 4.4 inclusive, the student concerned shall be informed of the details of the alleged offence and given the opportunity of presenting a defence. The person authorised under paragraph 4.1 to impose a penalty shall inform the student in writing of the decision and in cases where the offence is proved, of the student's right of appeal to the Student Disciplinary Committee, except where the penalty has been imposed by an Accommodation Officer, in which case the appeal shall be heard by the Provost of the relevant campus (see paragraph 7). Where the alleged offence is admitted or proved, the person shall also inform The University Secretary by use of the appropriate report form and any other relevant documentation. Procedures for considering reports of alleged cheating in examinations shall be approved by the Council in consultation with the Senate.
- 5.2 When the University Secretary receives a report of an alleged offence under paragraph 4.4 for consideration by the Student Disciplinary Committee she/he shall inform the student of the details of the alleged offence and shall ask the student either to admit the charge or appear before the Student Disciplinary Committee. If the student wishes to admit the charge the student may do so in writing to The University Secretary on receipt of the notice and shall then appear before the Student Disciplinary Committee to hear its decision in regard to penalty.
- 5.3 In considering reports of alleged offences, the Student Disciplinary Committee shall follow the procedure set out in Schedule A of this Ordinance.
- 5.4 In the event that a student declares that he/she wishes the committee to take into account

an illness or disability, the student will be obliged to provide satisfactory evidence of same in advance of any hearing. It will be at the discretion of the committee whether or not to take such material into account. If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the Student Disciplinary Committee, or the appropriate person named in paragraph 4.1; may deal with the matter and, if necessary impose a penalty in the students' absence.

- 5.5 A complainant, or a witness, who is summoned to attend a meeting arranged by the Student Disciplinary Committee, or by the person empowered under paragraph 4.1 of this Ordinance, and who fails to attend without due cause, may be liable to Disciplinary proceedings under paragraph 1.2(a) and (b) of this Ordinance. The Student Disciplinary Committee, or the person arranging the meeting, shall determine whether the complainant, or the witness, has due cause for absence.
- 5.6 The Student Disciplinary Committee shall report its decision or recommendation to the next meeting of the Council and Senate. The Council and Senate may not take any action on a decision or recommendation of the Committee until the period within which the student may appeal under paragraph 8, has expired or, if an appeal was lodged within that period, until the decision of the Appeals Board is known.
- 5.7 Where the Student Disciplinary Committee forwards a recommendation to the Council and Senate for the student's suspension from the University, it may direct, without reference to the Council and Senate, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.
- 5.8 Where the Student Disciplinary Committee forwards a recommendation to the Council and Senate for a student's expulsion from the University, or revocation of the status of associate student, it may direct, without reference to the Council and Senate, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the Appeal Board or, in a case where the student does not exercise the right to appeal, the expiry of the period within which that right may be exercised.

Appeals against decisions under paragraph 4.2

- 6.1 If the student is not prepared to accept the decision of the person who has dealt with the alleged offence, the student has the right to appeal in writing through The University Secretary within ten days of the decision. The appeal may be either against the decision or against the penalty or both and must state briefly the grounds on which it is made.
- 6.2 In determining appeals of decisions made under Paragraph 4.2, the Student Disciplinary

Committee shall follow the procedure set out in Schedule B of this Ordinance.

- 6.3 The Student Disciplinary Committee may set aside, vary or confirm the decision taken by the person who dealt with the offence under paragraph 4.2, or may set aside or vary the penalty imposed. There shall be no appeal from a decision taken by the Student Disciplinary Committee under this paragraph unless the Committee has imposed a greater penalty (in which case the appeal will be considered by the Appeal Board).

Appeals against decisions under paragraph 4.3

- 7.1 If the student is not prepared to accept the decision of the Accommodation Officers who have dealt with the alleged offence, the student has the right to appeal, in writing, through The University Secretary within ten days of the decision. The appeal may be either against the decision or against the penalty, or both, and must state briefly the grounds on which it is made. This shall not apply where an Accommodation Officer has referred a matter to the Disciplinary committee in accordance with paragraph 4.4.
- 7.2 The University Secretary will forward the details of the appeal to a Provost normally the Provost of the campus on which the alleged offence took place.
- 7.3 The Provost may set aside, vary or confirm the decision of the Accommodation Officer who dealt with the offence under paragraph 4.3, or may set aside or vary or confirm the penalty imposed. There shall be no appeal from a decision taken by the Provost under this paragraph unless a greater penalty is imposed.

Appeals against decisions under paragraph 4.4

- 8.1 If the student is not prepared to accept the decision of the Student Disciplinary Committee, the student has the right to appeal in writing through The University Secretary, within ten days of the decision. The appeal may be either against the decision of the Committee or against the penalty or both, and must state briefly the grounds on which it is made. The University Secretary and one other lay member of the Council appointed by the Council shall determine, on the basis of the grounds on which the appeal is made, whether or not such an appeal will be considered by an Appeal Board.
- 8.2 In determining appeals, the Appeal Board shall follow the procedure set out in Schedule B of this Ordinance.
- 8.3 The Appeal Board may set aside, vary or confirm the decision of the Student Disciplinary Committee or may set aside or vary the penalty imposed. There shall be no appeal from a decision of the Appeal Board.

Suspension or exclusion by the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors

- 9.1 The Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors may suspend any student from any or all studies at the University, and may exclude any student from

the University or any part of the University and its precincts and other premises owned or occupied by the University, for such period as the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors may determine but not lasting after the conclusion of disciplinary proceedings (including an appeal, if any) in respect of that student. The Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors shall also report such suspension or exclusion to a special meeting of the Student Disciplinary Committee if the next ordinary meeting of that Committee is not to be held within 14 days of the date of such suspension or exclusion.

9.2 The Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors shall report any such suspension or exclusion to the next meeting of the Council and the Senate.

9.3 The Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors shall inform the student in writing at the time of suspension or exclusion of:

(a) the reason for the suspension or exclusion;

(b) the right of application to the Appeal Board against such suspension or exclusion made under Paragraph 9.1

Appeal to the Appeal Board against suspension or exclusion

10.1 A student who has been suspended from any class or classes, or excluded from the whole or any part of the University by the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors may appeal in writing through The University Secretary within ten days of the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors' decision. The appeal must state briefly the grounds on which it is made.

10.2 In considering such appeals, the Appeal Board shall follow the procedure set out in Schedule B of this Ordinance.

10.3 The Appeal Board may amend, ratify or revoke the suspension or exclusion of the student, or may forward a recommendation to the Council and Senate for the student's expulsion from the University.

10.4 The Appeal Board shall report its decision or recommendation to the Vice-Chancellor, Deputy Vice-Chancellor or Pro Vice-Chancellors and to the next meeting of the Council and Senate.

10.5 Where the Appeal Board forwards a recommendation to the Council and Senate for the student's expulsion from the University, it may direct, without reference to the Council and Senate, that the student be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation and the decision of the Council and Senate.

Schedule A: procedure to be followed by the Student Disciplinary Committee in dealing with offences and applications against suspensions or exclusions

1. The Student Disciplinary Committee (through the University Secretary) shall notify the student in writing to appear before it, allowing at least ten days' notice of the hearing. The notice shall give a brief statement of the alleged offence, or the reason for the suspension or exclusion. At the same time the student shall be informed:
 - (a) of the names of the members of the Student Disciplinary Committee;
 - (b) that an objection to any member of the Student Disciplinary Committee may be lodged with the University Secretary at least 48 hours before the hearing, with an explanation of the grounds for objection;
 - (c) that a member of the University, nominated by the student, or in the case of an associate student, a member of staff or a student of the institution at which the student is registered, may act as the student's representative. {Other representatives (with the exception of Legal Representation) may be permitted to accompany the student at the Chair's discretion}. This representative, in addition to the student, shall be allowed to address the Committee; the name of the person must be lodged with the University Secretary at least 48 hours before the meeting.
2. In the case of an alleged offence, if the student wishes to admit the charge, this may be done in writing to the University Secretary on receipt of the notice. The student shall be called before the Committee to hear its decision in regard to penalty.
3. After a student has been called to a hearing and has been notified of the membership of the Student Disciplinary Committee for the hearing, no member of the Committee shall be replaced except for reasons of unavoidable absence. In the event of the need arising for a change of membership, due to unavoidable absence, the student shall be informed as soon as possible of such a change and shall have the right to lodge an objection with the University Secretary notwithstanding the provisions of paragraph 1(b) above.
4. The Student Disciplinary Committee shall itself decide on any objections to its members lodged by the student. No member to whom objection is raised shall take part in the decision in relation to membership and the Committee may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this paragraph, shall constitute a quorum.
5. Hearings shall not be held in public.
6. The Committee has discretion to adjourn, continue or postpone a hearing. If the student does not appear on the date and at the time appointed, and the Committee is satisfied that due notice to appear has been received, it may proceed to deal with the matter and, if necessary, impose a penalty in the student's absence.
7. The names of witnesses called in support before the charge or the suspension or

exclusion shall be made known to the student at least 48 hours before the hearing. The names of witnesses called by the student must be lodged with the University Secretary at least 48 hours before the hearing. Persons whose names are forwarded to the University Secretary after this period will not be called as witnesses.

8. The University Secretary will nominate the person who is to present the charge, or to specify the reason for the suspension, exclusion or penalty. The student shall be informed of the name of the person presenting the charge at least 48 hours before the hearing. The evidence in support of the charge or the suspension or exclusion shall be heard first, and then the evidence on behalf of the student. The student concerned, and witnesses who are called, shall be subject to examination and cross-examination in accordance with any procedural directions of the Chairman.
9. In the case of an application against suspension or exclusion the student may be allowed to call or present fresh evidence at the discretion of the Committee, in which event the committee may allow the presentation of further evidence to meet any new or additional issues raised by the student. The Committee has the right to call and examine any member of the University and to invite and examine any other person. The student or the student's representative may examine any person present at the hearing who has been called to give evidence to the Committee.
10. In the case of an alleged offence the student may admit the charge, or part of it, at any stage of the proceedings.
11. Both the student and the person presenting the charge or specifying the reason for the suspension or exclusion shall be allowed to make a final address, the student having the last word.
12. The persons appearing before the Committee shall be notified of the decision of the Committee normally within ten working days.
13. Decisions of the Committee shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
14. If the Committee finds the charge proved, the student shall be entitled to be heard in mitigation before any penalty is determined.
15. In determining the penalty, the Committee may take into account any record of previous misconduct in respect of which a disciplinary penalty has been imposed.
16. A minute of the proceedings shall be kept and, if the Chairman so directs, a précis of the statements of witnesses.

Schedule B: procedure for appeals to the Appeal Board under paragraphs 6.2, 8.2 and 10.2

The following procedure shall be used in relation to appeals to be considered under paragraphs 6.2, 8.2 and 10.2 of the Ordinance.

1. When an appeal has been notified, the Appeal Board, (through the University Secretary) shall call the student in writing to the hearing. At the same time the student shall be informed:
 - (a) of the names of the members of the Appeal Board;
 - (b) that an objection to any member of the Appeal Board may be lodged with The University Secretary at least 48 hours before the hearing, with an explanation of the grounds for objection.
 - (c) that a member of the University, nominated by the student, or in the case of an associate student, a member of staff or a student of the institution at which the student is registered, may act as the student's representative. This representative, in addition to the student, shall be allowed to address the Appeal Board; the name of the person must be lodged with the University Secretary at least 48 hours before the meeting.
2. After a student, who has been called to a hearing, has been notified of the membership of the Appeal Board for the hearing, no member of the Appeal Board shall be replaced. In the event of the need arising for a change of membership due to unavoidable absence, the student shall be informed as soon as possible of such a change.
3. The Appeal Board shall itself decide on any objections to its members lodged by the student. No member to whom objection is raised shall take part in the decision in relation to membership, and the body may ask a member to withdraw when reaching its decision. The remaining members, for the purposes of this paragraph, shall constitute a quorum.
4. Hearings shall not be held in public.
5. The Appeal Board has the discretion to adjourn, continue or postpone a hearing. If the student does not appear on the date and at the time appointed, and the Appeal Board is satisfied that due notice to appear has been received, it may proceed to deal with the appeal and, if necessary, impose a penalty in the student's absence.
6. In an appeal arising out of a decision under paragraph 4.5 the student shall be furnished, at least 48 hours before the hearing, with a notice giving a brief statement of the alleged offence.
7. The names of witnesses called in support of the decision against which the appeal is lodged shall be made known to the student at least 48 hours before the hearing. The names of witnesses called by the student must be lodged with The University Secretary at least 48 hours before the hearing. Persons whose names are forwarded to The

University Secretary after this period will not be called as witnesses.

8. The University Secretary will nominate the person who is to speak in support of the decision against which the appeal is lodged. The student shall be informed of the name of the person presenting the charge at least 48 hours before the hearing. The evidence in support of the decision against which the appeal is lodged shall be heard and then the evidence on behalf of the student. The student concerned, and witnesses who are called, shall be subject to examination and cross-examination in accordance with any procedural directions of the Chairman.
9. The student may be allowed to call or present fresh evidence at the discretion of the Appeal Board, in which event the Appeal Board may allow the presentation of further evidence to meet any new or additional issues raised by the student. The Appeal Board has the right to call and examine any member of the University and to invite and examine any other person. The student or the student's representative may examine any person present at the hearing who has been called to give evidence to the Appeal Board.
10. The persons appearing before the Appeal Board shall withdraw while the Appeal Board considers the matter and, except for witnesses, may return to hear the decision.
11. Decisions of the Appeal Board shall be by simple majority of the members attending. The Chairman has the right to exercise a casting vote in the event of a tie of votes.
12. Except where the appeal is against penalty only, if the Appeal Board rejects the appeal the student shall be entitled to be heard in mitigation before any penalty is determined.
13. In determining the penalty the Appeal Board may take into account any record of previous misconduct in respect of which a disciplinary penalty has been imposed.
14. A minute of the proceedings shall be kept and, if the Chairman so directs, a precise of the statements of witnesses.

Guidance notes for Disciplinary Procedures and for students who are involved in disciplinary action are available along with template letters at the Student Discipline website:

<https://www.ulster.ac.uk/about/governance/compliance/student-discipline>

Schedule C to Ordinance XLI: OFFENCE SCHEDULE

TYPES OF OFFENCE	*NATURE	SENIOR OFFICER PENALTY	DISCIPLINARY COMMITTEE PENALTY	COMMENTS
1 Failure to comply with rules or directions or interference with normal working of the University	Minor**	<ul style="list-style-type: none"> – reprimand*** – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
2 Conduct by which is liable to bring discredit to the University, either on or off campus	Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
3 Complaints from general public	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion – report to the appropriate civic authorities 	
4 Riotous conduct or causing wilful damage	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a suspension from any or all studies at the University – recommendation to the Council and Senate for a student's expulsion – report to the appropriate civic authorities 	
5 Misuse of equipment	Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
6 Offences in connection with examinations (academic stream)	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – work is disallowed – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – work is disallowed – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion 	

TYPES OF OFFENCE		*NATURE	SENIOR OFFICER PENALTY	DISCIPLINARY COMMITTEE PENALTY	COMMENTS
7	Falsification of records (academic stream)	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion 	
8	False pretences, personation in regard to academic activities, attainments or financial records	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion 	
9	Theft, fraud etc in relation to academic related activities, attainments or financial rewards	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion 	
10	Refusal to provide identification	Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
11	Interference with free speech	Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
12	Criminal offences against other members of the University	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester – report to the appropriate civic authorities 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion – report to the appropriate civic authorities 	

TYPES OF OFFENCE		*NATURE	SENIOR OFFICER PENALTY	DISCIPLINARY COMMITTEE PENALTY	COMMENTS
13	Infringing safety regulations	Major	<ul style="list-style-type: none"> – reprimand – fine to £250 – suspension of privilege for a period not exceeding one semester – report to the appropriate civic authorities 	<ul style="list-style-type: none"> – fine to £500 – suspension from any or all studies at the University – suspension from any or all academic or other privileges – recommendation to the Council and Senate for a student's expulsion – report to the appropriate civic authorities 	
14	Infringing arrangements for compliance with Data Protection Act	Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	
15	Infringing University policies <ul style="list-style-type: none"> – smoking – harassment – computer misuse – substance misuse 	Minor Minor Minor Minor	<ul style="list-style-type: none"> – reprimand – fine to £100 	<ul style="list-style-type: none"> – fine to £250 – suspension of privilege for a period not exceeding one semester 	

In all cases where there has been damage caused to property or financial liability incurred by an injured party the student would be expected to make retribution in full

**** In the case of minor offences this schedule reflects the basic level of the offence. It is likely that there will be a rising scale within the minor category and it will be for the individual or committee dealing with the complaint to determine the seriousness of any individual incident. Senior officers and the disciplinary committee would have discretion to make a case for any offence to 'major' in its nature and levy penalties accordingly**

***** Where a student accepts responsibility for a minor offence, it being a first offence, the minimum penalty should be applied.**