Please note these regulations replace the current Student Discipline Regulations available at https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/strategic-planning-governance/publication-scheme/5-our-policies-and-procedures/Student-Discipline-Regulations-Jan-2019.pdf from September 2020. All changes are to the way the University processes student discipline. There are no significant changes to what constitutes a breach of the regulations or the possible outcomes of the regulations. Students are not materially affected by these changes.

Student Discipline Regulations  
(From September 2020)

1. Preface

1.1 Lancaster University aims to provide fair and consistent treatment for all students, staff and visitors. It also has a duty to take reasonable steps to protect the University community from harm. To fulfil these, there is a necessary expectation on student conduct.

1.2 The University has the authority, as set out in its governing Charter (to prescribe rules of discipline. Where a student falls short of expectation, and it is deemed sufficiently serious, the University will take disciplinary action that is primarily corrective, but also and as necessary, reasonably punitive.

1.3 The University formally splits student discipline into two broad areas: academic and non-academic. Academic discipline, and the related procedures and penalties, is detailed in the [Manual of Academic Regulations and Procedures](#) and the Standing Academic Committee Terms of Reference. These regulations detail non-academic discipline and the related procedures and penalties.

2. Scope

2.1 The following students\(^1\) are within the scope of these regulations:

- students based at the Bailrigg campus studying for a Lancaster University award;
- visiting students i.e. students based at the Bailrigg campus and registered as Lancaster University students for a short period of time whilst studying for an award of another University;
- Lancaster University distance learning students i.e. students who are studying off site for a Lancaster University award;

\(^1\) For the purpose of these Regulations, ‘students’ may include those who have accepted an offer to study at Lancaster University, even where they have not yet completed registration and/or commenced studies.
Lancaster University students who are temporarily suspended or intercalating or repeating a period of study (with or without attendance);

students studying for a Lancaster University award through a collaborative partnership, whether nationally or internationally and registered with Lancaster University. These students may be subject to additional rules as appropriate to local law, custom and practice;

Lancaster University students, who would usually be based at the Bailrigg campus, but for a defined period are based at another institution for part of their programme (e.g. study abroad, placements, exchange). For the periods such students are at the other institution, they are subject to the discipline arrangements of their host in addition to these regulations.

The following students are outside the scope of these Regulations:

students studying for a Lancaster University award through a collaborative partnership, whether nationally or internationally and not registered with Lancaster University. In such cases students are subject to the non-academic discipline regulations within their respective institution, as agreed through the legal memoranda and associated documents between the University and its partner.

2.2 Students are subject to these regulations regardless of location, for example off campus or via social media.

3. Principles

3.1 In the process of maintaining non-academic discipline the University will abide by the following principles.

3.2 The University will provide appropriate security to personal data disclosed as part of disciplinary procedures and will only share information where appropriate.

3.3 As appropriate, in recognition of the University’s duty of care and its obligation to act without prejudice, the University will support the Reporting Party\(^2\) and the Reported Party\(^3\) as well as Third Parties\(^4\) where they are members of the University.

3.5 Where a Reporting Party reports an incident, he/she will be kept informed of the timescale associated with the investigation and any disciplinary process, and will be provided with appropriate information and support at the conclusion of the process. Appropriate information will be case specific and will be determined taking into account the rights to privacy of all parties and the principles of natural justice.

\(^{2}\) The Reporting Party is the person(s) who has been the subject of an incident.

\(^{3}\) The Reported Party is the person(s) whose behaviour it is alleged amounted to an incident.

\(^{4}\) Third Party is the person(s) who has witnessed another individual being the subject of an alleged breach of the Student Discipline Regulations.
3.6 There may be incidents where there are multiple Reporting and/or Reported Parties. These Regulations apply in such cases.

3.7 Where it is ascertained that there is insufficient evidence, the University reserves the right not to pursue a reported breach.

3.8 While legitimate reports are encouraged, the University will not tolerate frivolous, vexatious or malicious reporting. Students or staff suspected of doing this will be subject to investigation of a breach under these regulations or the relevant staff policy. The fact that a report is not upheld does not by default make it frivolous, vexatious or malicious.

3.9 Reasonable effort will be made to communicate these regulations and all students are expected to be familiar with them. For the avoidance of doubt, ignorance of these regulations will not be deemed an acceptable excuse for breach.

3.10 The University will act promptly to investigate and determine all allegations of a breach of these regulations and will strive to conclude cases within a maximum of 90 days from the report of the alleged incident.

3.11 Under normal circumstances, the University would expect an alleged incident to be reported as soon as possible after it has taken place or has been brought to a person’s attention, as delays to reporting could impair the University’s ability to investigate the alleged incident. However, it is recognised that there may be occasions when circumstances may not allow for this, and therefore the University retains the right to consider cases under these regulations at any time, particularly where they are of a serious nature.

3.12 These proceedings are internal University processes that, while subject to law, are not themselves legal proceedings. The University does not have the legal investigatory powers of the Police, and does not determine criminal guilt. These proceedings focus on whether the Student Disciplinary Regulations have been breached and are not to be regarded as a substitute for a Police investigation or criminal prosecution.

3.13 The University reserves the right to refer cases to the Police where it is considered they may constitute a criminal offence.

3.14 These proceedings seek to establish facts and are inquisitorial rather than adversarial in nature. Information is determined through investigation and questioning, not cross-examination. Investigators and Board of Discipline members are provided with guidance and, as appropriate, training.

3.15 When determining whether there have been breaches of the Student Discipline Regulations, the ‘standard of proof’ used is ‘balance of probability’.

3.16 Guidance on the specific operational arrangements for each type of meeting will be made available to all those involved.
3.17 Students may be accompanied to a disciplinary meeting or Appeals Panel. Students are encouraged to make use of the advice services provided by the Students’ Union. It is the normal expectation that in disciplinary meetings or appeals panels students will speak for themselves, and that those who accompany them will be there for support. However, where a student wishes to be represented, including legal representation, this is acceptable. Any representation must be made known no later than five working days before the meeting. If the student does not provide this information by the deadline, it will be at the discretion of the Chair of the meeting whether or not the student may be represented at the meeting. The person chairing the meeting reserves the right to refuse to allow the accompanying/representing person where there is a clear conflict of interest (for example where the person accompanying is also subject to these regulations for the same or a related breach).

3.18 The University does not encourage the use of family members as either companion or representative as experience has demonstrated that this can detrimentally affect the dynamics of the meeting.

3.19 Failure, without good cause, to appear on the due date and time when summoned to a meeting may attract an automatic fine. A failure to attend will not stop the meeting proceeding. Student cases can be considered in absentia.

3.20 Intercalation or withdrawal from the University will not necessarily stop procedures under these regulations. Where the University determines that it is in its interests, the interests of other student(s) or those of the public, to proceed, it reserves the right to do so.

3.21 Normal practice for the University is that witness evidence will be considered through written witness statements. Exceptionally, and at the discretion of the Chair:

(a) anonymized witness statements may be considered; and
(b) witnesses may be allowed to appear in person.

3.22 Admissibility of evidence will be determined by the person responsible for considering the case at each level, seeking the advice of the Student Conduct Officer as required.

3.23 The University encourages disclosure of individual needs and will make reasonable adjustment to these procedures to meet these needs, particularly where the needs are associated with protected characteristics under the Equality Act or relate to cases involving alleged Hate Incidents or incidents of Bullying, Harassment or Sexual Misconduct. In such cases, the Student Conduct Officer, in consultation with the Chair and appropriate colleagues, will be responsible for determining the necessary adjustments.

3.24 Where a possible breach involves multiple students, the Delegated Local Authority (DLA) and/or investigator considering the case may determine if the students will be considered individually or collectively.
Depending on the individual’s circumstances, actions and sanctions taken under these regulations can affect an international student’s immigration status. Any detrimental effect upon a student’s immigration status will not normally be considered as mitigating circumstances in either determining precautionary actions (see 5 below) or the outcome of procedures under these regulations.

Financial or similar consequences of the outcomes under these regulations will also not be considered as part of these processes. Such consequences will be the sole responsibility of the student.

The implications on a student’s intended career choice will also not be considered as part of these processes. Students should be aware of any professional regulatory requirements, including how disciplinary action could affect their choice of career.

Where there is an alleged breach of disciplinary regulations by a student who is studying on a professional/clinical programme that is subject to fitness to practise considerations, and the alleged breach may call into question the student’s fitness to practise, the fitness to practise procedures will be invoked. Where the breach is investigated and determined under the student disciplinary procedures and implications for fitness to practise emerge, the Student Conduct Officer or Board of Discipline will refer the case to the fitness to practise procedures, which will take account of any previous investigations and determinations. Sequencing of student disciplinary and fitness to practise procedures will be determined on a case by case basis in consultation with the Chair of the Board of Discipline, the Student Conduct Officer and the Chair of the Fitness to Practise panel and making reference to any risk assessment undertaken on receipt of the allegation.

If it is considered that inappropriate conduct may have been the result of an undisclosed physical or mental health issue, the student may be referred for consideration under the Fitness to Study Procedure. Where a student does not cooperate with the Fitness to Study Procedure, or where it is deemed that the student had suitable capacity to manage their behaviour, the University reserves the right to refer the case back for consideration under the Student Discipline Regulations.

Procedures under these regulations may affect a student’s ability to graduate. In such cases the student will be notified of this potential outcome.

Fine tariffs for summary jurisdiction will be common across the University and published on an annual basis.

The University reserves the right to hold formally constituted groups (for example Students’ Union recognised clubs and societies) collectively responsible for the group’s actions or omissions under these regulations.

Guidance on investigation, and templates as required, will be provided to investigating officer(s) prior to any investigation.
3.34 Any person required to act in any capacity under these regulations is subject to an ongoing duty to declare any conflict of interest to the Student Conduct Officer (Student and Education Services). Where a conflict of interest is established, that person will be excused from the process by the Student Conduct Officer. This acts to ensure that processes and decisions remain free of bias and are in line with principles of natural justice.

3.35 The University will not normally, but retains the right to, appoint legal representation in relation to any element of the procedures under these regulations. The student(s) involved will be informed if legal representation is to be used including details of the nature of the involvement.

3.36 Any student dissatisfied with the University’s procedures should consult the University’s Student Complaints Procedures. Disagreement with the outcome of the disciplinary procedure does not constitute a ground for a complaint.

3.37 All students completing a University-level aspect of this procedure with a penalty imposed can be supplied with a completion of procedures letter providing them with information necessary to access the Office of the Independent Adjudicator. Students do not need to complete every stage to receive the letter, but the University must be satisfied that all its internal procedures are complete before a letter will be supplied.

4. Breaches of the regulations

4.1 The expectation of the University is that all students conduct themselves appropriately and in accordance with all relevant regulations and policies. However, where a student does not, the University may consider this as a breach of the Student Discipline Regulations.

4.2 Acts or omissions that may be considered as breaches under these regulations include: (but are not limited to)

4.2.1 unacceptable behaviour towards students, staff or members of the public, including verbal or written abuse in any media; Hate Incidents; Bullying of any kind, Harassment as defined under the Equalities Act or Sexual Misconduct (see the Dignity in Student Life Policy and Student Sexual Misconduct Policy);
4.2.2 failure to respect the rights of others to freedom of speech (see Code of Practice on Freedom of Speech);
4.2.3 misuse or unauthorised use of University property, facilities or name;
4.2.4 disruption, interference or obstruction of the academic, administrative, sporting, social, cultural or other activities of the University;
4.2.5 anti-social behaviour, including noise disruption (see, in particular, requirements in relation to the Exam Period);
4.2.6 failure to disclose name and other relevant details to an officer or employee of the University in circumstance where to do so would be a reasonable expectation;
4.2.7 acts or omissions that threaten the health or safety of themselves or others or which raise false alarm, including any interference with fire detectors, fire alarms or fire extinguishing equipment;

4.2.8 fraud, deception or dishonesty, including intentionally withholding information in relation to University staff or students and/or the falsification of records;

4.2.9 failure to maintain accurate contact information (including term-time and permanent address information) through the University’s self-service system;

4.2.10 intentional or reckless damage to property, either that of the University or others;

4.2.11 failure to declare a criminal conviction to the University when required to do so, subject to the Rehabilitation of Offenders Act (where appropriate);

4.2.12 inappropriately possessing, consuming or supplying controlled substances;

4.2.13 inappropriate behaviour relating to the excessive consumption of alcohol or other substances;

4.2.14 any acts or omissions that bring or have the potential to bring the University or its partners into disrepute, or that damage or have the potential to damage its relationship with its communities;

4.2.15 any breaches under other agreements, codes, contracts, policies and procedures of the University (see section 9 below);

4.2.16 any conduct that leads to a criminal investigation or constitutes a criminal offence (see 4.5 below);

4.2.17 failure to comply with any previously imposed requirement or penalty under these regulations.

4.3 For the purposes of these regulations, acts and omissions can be considered major or minor. For the avoidance of doubt, multiple and/or repeated breaches (whether major or minor) may be considered to constitute a major breach.

4.4 Student positions of responsibility, including but not limited to student representatives or leaders/Executives of Students’ Union-sanctioned clubs and societies, carry with them greater expectations, particularly in relation to honesty, providing an example to others and taking positive steps to prevent breaches of these Regulations. Students holding such positions will have this taken into account in any disciplinary procedure. Examples of such positions are included within the student guidance notes.

Criminal proceedings

4.5 Where matters involve or may involve criminal proceedings the Deputy Chief Executive (Operations) (or nominee), as the officer with overall responsibility for these regulations, following relevant consultation, can suspend internal proceedings until such time as the criminal proceedings are complete. Where an internal procedure is suspended, the University reserves the right to undertake a risk assessment (see section 5) and take any subsequent action it deems reasonable, necessary and proportionate.
4.6 Where criminal proceedings are underway, students subject to those proceedings are obliged to keep the University informed of any progress and/or change of status regarding the legal case by contacting the Student Conduct Officer as soon as any information is available. The Deputy Chief Executive (Operations) (or nominee) will review the status and determine the actions required.

4.7 Should a student be convicted of a criminal offence, the University may choose to take action under these regulations where matters of concern to the University have not been addressed. In this case the conviction in a criminal court will be taken as conclusive evidence that the alleged offence has occurred and no further investigation will be required by the University.

4.8 A decision by authorities not to pursue a criminal conviction and/or an acquittal in court does not preclude the University from pursuing outstanding matters of concern to the University that have not been addressed, and does not imply that reporting of the matter was vexatious or malicious.

4.9 A risk assessment (see section 5 below) will be undertaken in all cases of criminal conviction before a student is permitted to return to study or other conditions placed upon them are lifted. The risk assessment may result in restrictions being placed on the student as part of their return to study.

5. Managing risk relating to breaches of these regulations

5.1 The University has a responsibility to manage the risks faced by its staff, students and visitors, to fulfil its duty of care to staff and students as well as manage any risk to its reputation. It does this through a process of risk assessment. A risk assessment can be conducted for any alleged breaches of these regulations, but the normal expectation would be that a risk assessment may be undertaken where:

- there is a risk of harm to self or others;
- there is an ongoing risk of serious disruption to students or to the University’s activities;
- there are safeguarding issues involved;
- there is a serious risk to the reputation or of the University; or
- the incident involves the police or other authorities.

Potential outcomes of a risk assessment may include – amongst other things – temporary exclusion from the University and/or limited use of a building(s) or service(s) which may have detrimental impact on the reported party. The risk assessment will include mitigations for such impact where possible.

5.2 Risk assessments should be carried out in a timeframe appropriate to the perceived risk, with serious cases being dealt with as a matter of urgency. Where there is actual imminent threat, action to remove that threat should be taken immediately.
5.3 In undertaking a risk assessment, the academic, wellbeing and support needs of any members of the University community directly involved in the alleged incident will be considered, and any actions required to mitigate or reduce the risks and/or any support needs will be identified.

5.4 Following receipt of a report of an alleged breach of the regulations, the Director of Students, Education and Academic Services or person with delegated authority or their nominee will determine whether or not a risk assessment is required. The Student Conduct Officer, with support from the Students, Education and Academic Services team and/or the Strategic Planning and Governance Division and/or any external agency as necessary, will carry out the risk assessment in accordance with 5.3 above. The risk assessment will be considered and signed off by the Director of Students, Education and Academic Services or nominee or person with delegated authority, unless the temporary exclusion of a student from the University is recommended, in which case the risk assessment will be escalated for consideration by a panel consisting of the Deputy Chief Executive (Operations) (or nominee) and the Students’ Union President (or nominee) and supported by a member of the Student and Education Services Division. For the avoidance of doubt, the student will not attend this panel meeting, but will have the right of appeal against its decisions.

5.5 The outcome of the risk assessment can include, but is not limited to, one or more of the following precautionary actions:

- no further action to be taken;
- requirement that the Reported Party and/or the Reporting Party and/or the witness(es) comply with specific conditions, for example, not contacting another student;
- limiting the use of a particular building/service;
- involvement of support personnel from Students and Education Services;
- relocation or alteration to accommodation contracts (for those students living in University accommodation);
- referral for consideration of a breach of discipline under these regulations at whichever level is deemed appropriate;
- temporary exclusion from the University, pending the outcome of relevant due process (e.g. criminal investigations/proceedings and/or internal investigations/disciplinary proceedings);
- a requirement to study by distance (where feasible), pending the outcome of relevant due process (e.g. criminal investigations/proceedings and/or internal investigations/disciplinary proceedings).

Any timescales associated with precautionary actions will be clearly defined and communicated to the student, along with the reasons for the precautionary actions.

The risk assessment may also determine that a student should be referred to the Fitness to Study or Fitness to Practise Procedure where relevant.
5.6 Any precautionary action deemed appropriate through development of the risk assessment is taken solely to mitigate risk and should not be regarded as a penalty or an indication of a presumption of guilt. The University will take steps where possible to minimise the negative impact of precautionary action(s).

5.7 The Director of Students, Education and Academic Services (or nominee) will communicate the outcomes of the risk assessment to the Reported Party. This may be done orally in the first instance for reasons of expediency. Written confirmation including a summary of the allegation, the reasons for the decision and outlining the right of appeal and necessary grounds will be provided by the Director of Students, Education and Academic Services (or nominee) within five working days. In situations where the risk assessment relates to an alleged incident involving a Reporting Party, he/she will receive appropriate information on the outcomes of the risk assessment in writing from the Director of Students, Education and Academic Services (or nominee) within five working days of the risk assessment meeting.

5.8 The risk assessment and any precautionary actions that are put in place will be recorded, reviewed regularly and amended as appropriate. Additional risk assessment review meetings may be convened by the Director of Students, Education and Academic Services (or nominee) as they deem necessary. Where a change to a risk assessment has an implication for a student, they will be informed in writing by the Director of Students, Education and Academic Services (or nominee) within five working days of the risk assessment meeting. A risk assessment review will always be held following the outcome of a case to ensure that any safeguarding issues are identified, considered and mitigated where possible.

5.9 The student against whom the precautionary action has been taken may appeal against the risk assessment outcomes by submitting a written request for an appeal with all relevant details to the Strategic Planning and Governance Division within five working days of the date of issue of the written confirmation.

5.10 The Director of Strategic Planning and Governance (or nominee) will make a prima facie decision on the appeal. The grounds for appeal will be:

- there is evidence that could not reasonably have been made previously available; or
- there is evidence of a material procedural irregularity; or
- there is evidence to demonstrate that the decision did not meet the rules of natural justice.

The Director (or nominee) will normally inform the student of their determination within five working days.

5.11 Should the appeal proceed, a senior member of the University nominated by the Vice-Chancellor, supported by the Strategic Planning and Governance Division, will consider the appeal and may take the following actions:
• uphold the original decision and confirm the terms of the outcome; or
• uphold the original decision but reduce or restrict the terms of the outcomes; or
• overturn the original decision and remove the terms of the outcome.

5.12 In cases where additional material provided by the student suggests that the level of risk is higher than previously assessed, a senior member of the University nominated by the Vice-Chancellor may apply further restrictions within the risk assessment.

5.13 The student will be notified within ten working days of receipt of the appeal. It would not be normal practice for the senior member of the University nominated by the Vice-Chancellor to meet with the student and appeals will normally be considered on the basis of submitted paperwork.

5.14 The student may ask for the terms of the risk assessment to be reviewed while they are in place where there are clear changes in circumstance. Such a request should be made via the Student Conduct Officer to the senior member of the University nominated by the Vice-Chancellor with reasons and relevant details provided. The senior member of the University nominated by the Vice-Chancellor will respond within ten days of receipt of the request.

5.15 Where a student is temporarily excluded as part of a risk assessment and successfully challenges the exclusion, the Director of Students, Education and Academic Services (or nominee) will determine whether the Reporting Party or Parties ought to be informed of the change of outcome.

6. Data handling

6.1 Data relating to these Regulations, including outcomes of student discipline processes, will be held centrally and will be subject to the constraints of the General Data Protection Regulation and Data Protection Act 2018.

6.2 During all aspects of case handling, information will be kept securely and shared only in appropriate circumstances with appropriate people involved in the case. If a Reporting Party chooses to make a Report in order to initiate an investigation by the University, relevant information will need to be shared with the Reported Party in order that they can respond to the allegation(s). All students involved in a case must not share any personal data relating to the case with any individuals not directly involved in the case. Any inappropriate information sharing by any party may lead to disciplinary action. The University reserves the right, and may be under an obligation, to share information e.g. to prevent a crime from taking place, or to comply with statutory obligations. In such cases, the amount of information shared will be kept to a minimum.

6.3 Details of disciplinary offences and penalties, and in some cases of allegations or precautionary measures resulting from a risk assessment, may be made available to relevant staff for consideration under certain circumstances, including but not limited to:
• where a student is subject to another disciplinary process of any kind;
• where a student is seeking mitigation or is appealing an academic decision;
• other student-based processes, for example fitness to study or fitness to practise;
• where a student is living in University allocated accommodation and there are relevant conditions placed on them by the Board of Discipline;
• where a permanently excluded student is seeking re-admission to the University;
• external procedures where details are materially relevant, for example, cases involving the Office of the Independent Adjudicator.

6.4 As detailed in 7.5.16, on a case by case basis, a decision will be made whether the Reporting Party ought to be informed of any or all of the penalties imposed. This decision will take into account the Reported Party’s right to privacy and matters of natural justice.

6.5 The Students’ Union has a Code of Conduct for its student members, along with a procedure that is followed when there is an allegation of an alleged breach of the Code. As students are members of both the Students’ Union and the University, there may be cases where it is appropriate for information to be shared between the University and the Students’ Union e.g. in order that an alleged incident can be considered under both the Student Discipline Regulations and the Students’ Union’s Code of Conduct.

6.6 Suitably anonymised data will be considered periodically by relevant committees including the Student Experience Committee, and can be used to support the development of related procedures and structures within the University.

7. Disciplinary procedures

7.1 The University operates disciplinary procedures at three levels under these regulations, all under delegated authority of Senate. These are:

• fixed penalty procedures;
• summary jurisdiction of discipline;
• University jurisdiction of discipline.

The University reserves the right to take action at any level as appropriate to the seriousness of the alleged breach and to avoid conflicts of interest. The University also reserves the right to change the level of disciplinary procedures part way through proceedings, e.g. if information comes to light during an investigation that indicates the breach is more or less serious than originally appeared to be the case.

7.2 Reporting an alleged breach

7.2.1 Under normal circumstances, the University would expect an alleged breach of these Regulations to be reported as soon as possible after it has taken place or has been brought to a person’s attention, as delays to report could affect the University’s ability to investigate the incident. However, it is
recognised that there may be occasions when circumstances may not allow for this, and therefore the University retains the right to consider cases under these regulations at any time, particularly where they are of a serious nature.

7.2.2 Where the alleged breach clearly relates to a fixed penalty procedure (as defined in section 7.3 below), the appropriate College Principal or Professional Services Director (e.g. Director of Library Services and Learning Development or Director of Information Systems Services) or their nominee should be informed.

7.2.3 Where the alleged breach is minor and summary jurisdiction is likely to apply (see section 7.4 below), the relevant Delegated Local Authority (DLA) should be informed (e.g. College Principal, Dean of Faculty or Professional Services Director). The DLA will determine whether or not summary jurisdiction is appropriate, in consultation with the Student Conduct Officer as necessary. Where the DLA is of the view that a risk assessment may be required, they will contact the Student Conduct Officer, and section 5 above will apply.

7.2.4 Where the alleged breach appears to be major (see section 7.5 below), or where there have been multiple offences by the same student, or where it is unclear whether the alleged breach is minor or major, the Student Conduct Officer should be informed. The Student Conduct Officer will then determine the level of disciplinary procedures that will apply, in consultation with the Director of Students, Education and Academic Services (or nominee) as necessary.

7.2.5 More detailed information on reporting incidents of Sexual Misconduct, Bullying or Harassment, or Hate Incidents, can be found in the Student Sexual Misconduct Policy/Dignity in Student Life Policy respectively.

7.3 Fixed penalty procedures

7.3.1 There are defined breaches of these regulations which result in an immediate fixed penalty fine. Details of fixed penalty fines are located in the relevant documents, for example, the Library Rules.

7.3.2 Students will receive written notification detailing the nature of the breach, the level of the fixed penalty fine and outlining the right of appeal. Students will be expected to pay the fine within a specified timescale. Failure to comply may ultimately result in a referral of the case to a DLA for consideration at the summary jurisdiction of discipline level.

7.3.3 The student may appeal against a fixed penalty fine by submitting a written request with all relevant details to an appropriate College Principal or the officer named in the written notification. Appeals must be submitted within five working days of the date of the issue of the fixed penalty fine. The procedures for considering appeals will be as set out in the relevant documents, for example the Library Rules or the Computer User Agreement.
7.3.4 The relevant officer/College Principal must keep a record of the breach, fine and outcome.

7.4 Summary Jurisdiction of Discipline

7.4.1 Where a potential breach of discipline is deemed within the scope of these regulations, but not of such severity that it requires consideration by the Board of Discipline (see 7.5 below), it will be considered via summary jurisdiction by a Delegated Local Authority (DLA). A list of areas holding delegated local authority and the scope of their delegation is listed in Appendix 1.

7.4.2 Where a DLA (who is usually a College Dean or a member of staff reporting to a Professional Services Director) or someone acting on their behalf (such as, in the case of the Colleges, an Assistant Dean), identifies that a student may have breached these regulations the following procedure will occur.

7.4.3 Where the breach is uncontested, i.e. the student readily admits the breach to a University officer or staff member this will be reported to the DLA and the admission will be taken into account when considering what penalty to apply. Whether the breach is contested or uncontested, the DLA (or nominee e.g. an Assistant Dean) will write to the student, normally within five working days, setting out the allegations against them, how their behaviour is considered to have breached expected standards and setting out any associated penalty. Any available supporting evidence will be provided. The letter will also set out any consequences of agreeing to a penalty at this stage. Should the student wish to contest the breach or the penalty they must inform the DLA within five working days of receipt.

7.4.4 Where the student does not agree that the alleged breach took place or with the subsequent penalty, or where an investigation is required, or where a more substantial penalty is being considered, the student will be required to meet formally with the DLA.

7.4.5 Investigations, if required, will be conducted by a designated investigator following University guidelines. In the case of an investigation in a College, this could be undertaken by an Assistant Dean.

7.4.6 The Investigator will have no previous knowledge of the case and no material connection with the student(s) involved in the incident. Where the alleged breach relates to another party (e.g. in cases of Hate Incidents, Bullying, Harassment or Sexual Misconduct), multiple investigation meetings may need to be held, in order that each party has appropriate opportunity to respond to evidence provided by the other party. Investigators will be sensitive to the nature of the alleged breach, including in their approach to questioning, and will ensure the two parties meet separately with the Investigator. Investigations will normally be undertaken within ten working days of the report of the breach, although this may take longer where a case
is complex or where a case requires the Investigator to interview witnesses and/or other parties. Where an investigation is likely to exceed ten working days, this will be communicated by the Investigator to all relevant parties at the earliest opportunity, and the Investigator will regularly provide updates on any delays (including the reason(s) and the impact on likely timescales) during the course of the investigation.

7.4.7 Following completion of the investigation (where required), the DLA, having taken account of the student’s academic schedule, will inform the Reported Party in writing of the date and time of the DLA meeting. Students will be given at least 48 hours’ notice of any meeting. The written summons will include details of the alleged breach, including key evidence and supporting documents to be considered, and refer to these regulations, the student guidance notes and detail the nature of the meeting and the possible outcomes. Additional materials considered non-key need not be provided in the first instance, but will be available to the student on request.

7.4.8 The DLA will formally meet with the Reported Party, detail the case and invite the student to comment. They will then discuss the case. The designated investigator and a note taker may be present. Students may be accompanied by a representative who has no direct involvement in the case. Where the DLA would like another person to be there as an observer, such as for training purposes, this must be agreed by everyone present.

7.4.9 Where the alleged breach relates to another party, the Reporting Party may be asked to attend a separate meeting with the DLA. S/he will be given at least 48 hours’ notice of the meeting and will be provided with the same evidence that was provided to the Reported Party. The designated investigator and a note taker may be present. Students may be accompanied by a representative who has no direct involvement in the case. Where the DLA would like another person to be there as an observer, such as for training purposes, this must be agreed by everyone present.

7.4.10 The DLA will determine an appropriate outcome and communicate this, along with the reason(s) for the decision, to the Reported Party either immediately or following the meeting, for example where additional information is required. The Reported Party will normally be formally notified of the outcome in writing within five working days.

7.4.11 The DLA can impose the following penalties:

- a formal warning which will be taken into account in any subsequent procedure;
- a fine in line with published tariffs (which may be suspended in whole or in part);
- a requirement to pay for any damages or cleaning charges incurred;
- a ban from a communal area, including, for example, a College bar or University sports facility;
• in collaboration with Security, as required, confiscation of equipment or items causing unreasonable disturbance to others or damage to property;
• a requirement to submit a written apology to those affected by the breach;
• any other penalty deemed commensurate with the breach so long as this does not exceed the authority of the DLA;
• any combination of the above.

A timescale for compliance will normally be specified. Failure to comply with the penalty imposed within the specified timescale may be considered to be in breach of the ruling and the DLA may refer the matter to the Board of Discipline for a higher stage of disciplinary action.

The DLA can also:

• decide that no further action is required e.g. because there is no evidence that the alleged incident took place. In such an instance the case will be dismissed and no disciplinary action will be taken;
• refer the student to the Board of Discipline for a higher stage of disciplinary action;
• refer the student to another process, for example fitness to practise;
• refer the student to other bodies, such as the Accommodation Office, where the breach involves elements of a separate agreement;
• specify boundaries e.g. relating to future behaviours or restrictions on contact with a named person or persons to reduce the likelihood of any further related breaches of the Student Discipline Regulations;
• request the parties involved to consider discussing the incident with the support of a third party;
• specify that the student must undertake additional training and/or recommend that the student attends an appointment for counselling;
• require the student to change College membership (with the consent of the relevant College Principals);
• refer the student for support e.g. to Student Wellbeing Services.

7.4.12 The Reported Party may appeal against a penalty by submitting a written request for an appeal with all relevant details to the relevant College Principal/Professional Services Director – where that individual has not undertaken the initial DLA assessment – within five working days of the date of issue of the written confirmation. Where the College Principal/Professional Services Director undertook the initial DLA assessment, an equivalent counterpart from another College/Professional Service will make a prima facie decision on the appeal. The Reported Party cannot appeal a decision to refer.
The Reporting Party (e.g. in cases of Hate Incidents, Bullying, Harassment or Sexual Misconduct) cannot appeal the outcome of the summary jurisdiction (Delegated Local Authority) disciplinary process, but can make a complaint under the **Student Complaints Procedure** if they have concerns about how the matter was handled, or the penalties imposed.

7.4.13 The College Principal/Professional Services Director (or nominee not previously involved in the case) will make a prima facie decision on the appeal. The grounds for appeal will be:

- there is evidence that could not reasonably have been made previously available; or
- there is evidence of a material procedural irregularity; or
- there is evidence that the judgement did not follow the principle of natural justice.

The College Principal/Professional Services Director (or nominee not previously involved in the case) will normally inform the student whether a prima facie case has been established within five working days.

7.4.14 Should a prima facie case be accepted, the Chair of the Board of Discipline will consider the appeal and may take the following actions:

- uphold the original decision and confirm the terms of the outcome; or
- uphold the original decision but reduce or restrict the terms of the outcomes; or
- overturn the original decision and remove the terms of the outcome.

7.4.15 The reported student and the DLA will be notified of the outcome in writing within ten working days of receipt of the appeal. It is not normal practice for the Board of Discipline to meet with the student for these cases and appeals will be considered by the Chair on the basis of submitted paperwork.

7.4.16 A record of the outcome will be held by the Student Conduct Officer and will be checked in the event of further breaches. Where a breach of the Student Discipline Regulations is found, it will also be recorded on the University’s Student Record System.

7.5 *University Discipline*

7.5.1 Where a potential breach of discipline is deemed major within the scope of these regulations, it will be considered by the Board of Discipline. A potential breach will be deemed major where either: (1) it is deemed so by the Deputy Chief Executive (Operations) (or nominee); or (2) a student is referred to the Board of Discipline by a DLA (for serious and/or multiple offences). In these events the following procedure will occur.
7.5.2 The Student Conduct Officer will write to the student, normally within five working days of the report of the breach, setting out the allegations against them, how their behaviour is considered to have breached expected standards and, where relevant, setting out any associated penalty. Any supporting evidence available at this stage will be provided. The letter will also set out the consequences of agreeing to a penalty at this stage.

7.5.3 Where the breach is uncontested, i.e. the student readily admits it to a University staff member, a record will be agreed by both parties and reported to the Board of Discipline. Admission of the breach will be taken into account when determining the penalty to apply. Exercising discretion, the Chair of the Board, normally represented by the Clerk to the Board, will supply the student with written confirmation of the breach and any associated penalty normally within five working days. Should the student disagree with the penalty they must inform the Clerk to the Board within five working days of receipt of written confirmation. The Chair of the Board reserves the right to require an investigation even where a breach is uncontested.

7.5.4 The student will be formally requested to meet with the Board of Discipline where:

- the student does not agree with the alleged breach or the subsequent penalty;
- the Chair of the Board deems that an investigation is required;
- the matter has been referred by a DLA; or
- a more substantial penalty is being considered, for example where the breach is a repeat/multiple offence.

7.5.5 When an investigation is required, the Director of Students, Education and Academic Services (or nominee) will appoint the Investigator(s). The Investigator(s) will have no previous knowledge of the case and no material connection with the student(s) involved in the incident. Normally no person who is a member of the Department or College of the student(s) involved will be appointed as an Investigator. In the majority of cases, one Investigator will investigate the alleged incident. However, where the alleged incident is deemed particularly serious, two Investigators may be appointed (one identified as lead). The University reserves the right to appoint an external expert as one of the Investigators. The Director of SEAS or nominee will guide the appointed external expert(s) on investigating allegations under these Regulations.

7.5.6 Investigations will be conducted by the Investigator(s) following the University guidelines. Where the alleged breach relates to another party, multiple investigation meetings may need to be held in order that each party has appropriate opportunity to respond to any evidence provided. Investigators will be sensitive to the nature of the alleged breach, including in their approach to questioning, and will ensure the two parties meet separately with the Investigator.
Investigations will normally be completed within 20 working days of the report of the breach, although this may take longer where a case is complex. Where an investigation is likely to exceed 20 working days, this will be communicated in writing by the Investigator to all relevant parties at the earliest opportunity, and the Investigator will regularly provide updates in writing on any delays (including the reason(s) and the impact on likely timescales) during the course of the investigation.

7.5.7 Following completion of the investigation (if required), the Board of Discipline meeting will be set up. The Reported Party will be informed, in writing, of the date, time and location of the Board of Discipline meeting. Prior to the meeting – and normally at least ten days in advance – the Reported Party will be provided with a written summons containing details of the alleged breach, including key evidence and supporting documents to be considered, and reference to the guidelines detailing the nature of the meeting and the possible outcomes. The reported student will be invited to submit any further evidence: all relevant available evidence should be provided by the reported student no less than five working days before the meeting. Unless there are exceptional reasons, evidence will not normally be accepted later than this and cannot be tabled on the day of the meeting.

7.5.8 The Reported Party will be required to attend the Board of Discipline. As stated in 3.17, students can be accompanied or represented at the Board meeting. In some circumstances it may be permissible for the student to attend the meeting by video; the Reported Party can request this no later than five working days before the meeting. Failure to attend does not prevent the Board from considering the case; the Board can, at its discretion, consider a matter and make a determination without the student being present, based on the submitted evidence and the Investigator’s report. A decision by a student not to attend shall not be regarded by itself as valid grounds for subsequent appeal against a decision of the Board.

7.5.9 Where a joint or group allegation is being considered by the Board, the Deputy Chief Executive (Operations) or nominee will determine whether to hold a single Board session with all students in attendance, or separate Board sessions for each individual. Where it is determined that all students will be in attendance at once, each student will also be given an opportunity to speak privately to the Board.

7.5.10 Where the alleged breach relates to another party, and it has been determined that a Board of Discipline meeting is required, the Reporting Party will normally be asked to meet with the Board of Discipline. Every effort will be made to ensure that the Reporting Party and Reported Party are not required to attend the Board at the same time. The Reporting Party will be given at least ten working days’ notice of the meeting and will be asked if there are any proportionate adjustments the University can make in order to facilitate their participation in the meeting e.g. participating by video link. Adjustments will be considered by the Chair on a case by case basis. The
Reporting Party will also be asked whether they wish to provide any further evidence for consideration by the Board (beyond the evidence already provided to the Investigator). All such evidence should be provided by the student no later than five working days before the meeting and will be shared with the Reported Party prior to the meeting of the Board.

7.5.11 A Board of Discipline will be convened from an approved pool of members, approved by Senate. A Board convened to hear a case must consist of:

- a Chair appointed by Senate;
- one member of staff not previously involved in the case allocated from a list appointed by Senate;
- one student not previously involved in the case appointed by the Students’ Union President.

The University will endeavour to ensure the pool of Board of Discipline members is balanced in terms of gender and cultural diversity. All members of the Board will be provided with training prior to participation in a Board meeting.

The selected Board of Discipline members will have no prior involvement in or knowledge of the case and, where possible, will not be from the same College or Department as the student(s) involved.

7.5.12 All materials relating to the Board of Discipline meeting will be distributed to all attending normally no later than four working days in advance of the meeting.

7.5.13 In the Board of Discipline meeting the Investigator will present the case against the student including setting out the specific charge(s) and the student will be allowed to answer the charge and to provide any information by way of mitigation. Mitigation is not normally relevant to determining whether or not the Regulations have been breached, but will normally be taken into account when deciding on a penalty. Where the alleged breach relates to another party, the Board may meet separately with the Reporting Party to ask questions or clarify points. In such cases, the Board will be sensitive to the nature of the incident and will seek to minimise distress to the Reporting Party. Further details of the operation of the meeting are provided in the student guidance notes. The Investigator, Reported Party, and where relevant, Reporting Party will not be present for the deliberations of the Board.

7.5.14 The Board will determine an appropriate outcome. If the Board determines that on the balance of probabilities the Regulations have been breached, information about the Reported Party’s previous disciplinary record will normally be provided at the point a decision is taken about an appropriate
penalty. The outcome, along with the reason(s) for it, and any associated penalty will be communicated in writing to the Reported Party, normally via the Clerk. Where the outcome cannot be given immediately, the University will aim to notify all relevant parties of the outcome within five working days.

7.5.15 The penalties which may be imposed either singularly or in combination are:

- a formal warning which will be taken into account in any subsequent procedure;
- a fine (which may be suspended in whole or in part);
- a requirement to pay for any damages or cleaning charges incurred;
- a ban from University residences or from a particular part of the University or a facility associated with the breach for a specified period;
- confiscation of equipment or items causing unreasonable disturbance to others or damage to property;
- a requirement to submit a written apology to those affected by the breach;
- a requirement to undertake relevant training and/or development (with the student paying the associated fee/charge);
- exclusion either permanently\(^5\) or for a period of time from the University;
- any other penalty deemed appropriate and commensurate with the breach.

A timescale for compliance with penalties will normally be specified. Failure to comply with the penalty imposed within the specified timescale may be considered to be a breach of the ruling and the Board of Discipline may determine that further disciplinary action is necessary.

The Board of Discipline may also:

- decide that no further action is required (e.g. because there is no or insufficient evidence that the alleged incident took place). In such an instance the case will be dismissed and no disciplinary action will be taken;
- refer the student to other University procedures as appropriate (for example Standing Academic Committee or Fitness to Practise);
- deem it appropriate to communicate any relevant penalties imposed to other parties in the University, for example, the student’s department;
- specify boundaries e.g. relating to future behaviours or restrictions on contact with a named person or persons to reduce the likelihood of any further breaches of the Student Discipline Regulations;
- require the student to change College membership and/or accommodation.

\(^5\) Where a decision is taken to permanently exclude a student from the University, the Board of Discipline will recommend to the Senate the award of credits and/or a University Award as appropriate, relating to the student’s academic achievements prior to the exclusion.
7.5.16 The Reporting Party will be informed of the decision of the Board (i.e. whether the Reported Party has breached the Student Discipline Regulations). The Director (or nominee) will determine, on a case by case basis, whether the Reporting Party ought also to be informed of any or all of the penalties imposed. This decision will take into account the Reported Party’s right to privacy and matters of natural justice.

7.5.17 The Reported Party may appeal against the outcome by submitting a written request for an appeal with all relevant details to the Director of Strategic Planning and Governance (or nominee) within ten working days of the date of issue of the written confirmation. The Reporting Party (e.g. in cases of Hate Incidents, Bullying, Harassment or Sexual Misconduct) cannot appeal the outcome of the disciplinary process, but can make a complaint under the Student Complaints Procedure if they have concerns about how the matter was handled, or the penalties imposed.

7.5.18 The Director (or nominee) will make a prima facie decision on the appeal. The grounds for appeal will be:

- there is evidence that could not reasonably have been made previously available; or
- there is evidence of a material procedural irregularity; or
- there is evidence that the judgement did not meet natural justice.

The Strategic Planning and Governance Division will normally inform the student of the Director’s (or nominee’s) determination in writing within five working days.

7.5.19 Should the appeal proceed an Appeals Panel consisting of the Vice-Chancellor or senior management nominee not previously involved in the process, one member of staff appointed by the Vice-Chancellor and one student appointed by the Students’ Union President, supported by the Strategic Planning and Governance Division, will consider the appeal.

7.5.20 Processes for the arrangement of an Appeals Panel will follow those for the Board of Discipline (as above) except that the case will be presented by the Chair of the Board of Discipline. At the discretion of the Appeals Panel Chair, depending on the nature of the appeal, the Investigator, Reported Party and/or Reporting Party may be invited to attend the appeal and either present materials or respond to questions. Detailed reasons for the decision of the Board of Discipline will be provided to the Appeals Panel.

7.5.21 The Panel will take one of the following actions:

- uphold the original decision and confirm the terms of the outcome;
- uphold the original decision but replace the outcome(s) with one(s) no more severe than those imposed by the Board;
• overturn the original decision and either agree new terms of the outcome or remove them altogether.

7.5.22 Formal notification of the outcome of the appeal will be provided to the appellant in writing within ten working days of the Appeals Panel. Formal notification will include a completion of procedures letter to allow the student access to the Office of the Independent Adjudicator.

7.5.23 Where it is determined that the outcome of an appeal may have significant consequences for others, appropriate information may be shared (e.g. with the Reporting Party).

7.5.24 A record of the outcome will be held by the Student Conduct Officer and will be checked in the event of further breaches.

8. Responsibilities under these regulations

8.1 All members of the University community should be aware of these regulations and their contents. Any suspicion of a breach of these regulations should be reported immediately, in accordance with section 7.2 above.

8.2 The following University officers have specified responsibilities:

The Deputy Chief Executive (Operations) has overall responsibility for these regulations.

8.2.1 Board of Discipline

The Board of Discipline is appointed by the Senate. The Board has delegated authority for determining any non-academic student-related disciplinary action required within the University. This authority is further delegated to Delegated Local Authorities (see below) for those specific cases heard through summary jurisdiction.

8.2.2 Delegated Local Authority (including College Deans)

A delegated local authority (DLA) is a person holding delegated authority from the Senate to determine disciplinary cases via summary jurisdiction. DLAs have limited powers (see 7.4 above) but can refer students to other processes if a more serious finding, up to and including permanent exclusion, is being sought.

Within the Colleges, each College has a College Dean, who is a member of the University appointed by the governing body of the College and acts as the College’s DLA. College Deans have delegated authority for investigating possible breaches of these regulations and for taking any disciplinary action required within the College not considered major. Where the breach within the College is considered major, as detailed in section 7 above, the College Dean will pass responsibility to the Board of Discipline.
8.2.3 **Assistant Deans**

Each College will have Assistant Deans appointed by the College to support the work of the College Deanery. While fulfilling the role of an Assistant Dean, an individual, even if a student, is considered an officer of the University with agreed delegated authority.

8.2.4 **Investigators**

Where it is deemed necessary by the Director of Students, Education and Academic Services (or nominee), or DLA, that a case be investigated, an Investigator will be appointed. An investigator, having received relevant training, and with support from central services, will undertake an investigation of the case. This will include gathering statements, facts and other aspects of evidence about the case from those involved or those who witnessed the alleged incident. In the light of the evidence, and in consultation with the Director of Students, Education and Academic Services (or nominee), the Investigator will help to inform determination of which breaches of the Student Discipline Regulations or other procedures may have occurred and how these should be considered (summary justice, board of discipline etc.). In gathering evidence the Investigator will maintain an impartial view of the case and will make no judgement on its outcome.

8.2.5 **Student and Education Services Division**

The Student and Education Services Division provides the professional support, including advice, for the implementation and operation of these regulations.

8.2.6 **Strategic Planning and Governance Division**

The Strategic Planning and Governance Division is responsible for University-level appeals relating to these regulations.

8.3 For the avoidance of doubt, the roles above can be performed by a nominee or by someone of greater relevant authority within the institution.

9. **Interactions with other regulations, policies and documents**

9.1 These regulations detail the approach to student non-academic discipline at the University. Along with academic discipline, as detailed in the Manual for Academic Regulations and Procedures, the University also has other related regulations, policies and documents that are applicable to students and that specify requirements under particular areas of the University’s activity. These include:
• Admissions Policy;
• Sexual Misconduct Policy;
• Dignity in Student Life Policy;
• Code of Conduct on Protests;
• Code of Practice on Freedom of Speech;
• College Rules;
• complaints procedures;
• Computer User Agreement;
• Data Protection Regulations;
• Equality, Diversity and Inclusion Plan;
• finance requirements;
• Fitness to Practise;
• Fitness to Study;
• Health and Safety Regulations;
• insurance arrangements;
• Intellectual Property Policy;
• Laboratory Rules;
• Library Rules;
• Misconduct in Examinations Policy;
• quiet during the University Examinations period statement;
• Safeguarding Policy
• smoke-free workplace and Public Place Policy;
• University accommodation tenancy agreement;
• vehicle regulations;
• visa requirements.

Breaches of any of these policies could lead to consideration of a disciplinary breach under the Student Discipline Regulations.

9.2 Where an action or omission by a student could potentially be considered under more than one process, the Director of Students, Education and Academic Services (or nominee) will determine how best to proceed in the best interests of the student, of expediency and of natural justice. Procedures may be combined, run in parallel or run in series.

10. Review of the regulations

10.1 The Deputy Chief Executive (Operations), supported by the Director of Students, Education and Academic Services, and the Director of Strategic Planning and Governance, is responsible for the oversight and management of these regulations.

10.2 A report of the operation of these regulations, as well as any minor modifications to them and approval of associated fine levels will be taken to the body holding the relevant delegated authority from Senate for consideration and approval on an annual basis. Major modifications will require the approval of Senate.
Appendix 1: 
Areas holding Delegated Local Authority

The following table specifies delegations in relation to the operation of the listed policies. The areas listed do not necessarily have the delegated authority to change these policies nor to approve new documents in these areas.

<table>
<thead>
<tr>
<th>Delegated Local Authority area</th>
<th>Regulation/Policy/Rule</th>
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<tbody>
<tr>
<td>Colleges</td>
<td>College Rules</td>
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<td>Quiet during the University Examinations period statement</td>
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<tr>
<td>Strategic Planning &amp; Governance</td>
<td>Code of Conduct on Protests</td>
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<td>Code of Practice on Freedom of Speech</td>
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<td>Data Protection Regulations</td>
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<td>ISS</td>
<td>Computer User Agreement</td>
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<td>Finance</td>
<td>Finance requirements</td>
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<td>Insurance arrangements</td>
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<td>Designated academic departments</td>
<td>Fitness to Practise</td>
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<tr>
<td>Student and Education Services</td>
<td>Student Sexual Misconduct policy</td>
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<td>Dignity in Student Life policy</td>
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<td>Equality, Diversity and Inclusion</td>
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<td>Misconduct in examinations policy</td>
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<td>Visa requirements</td>
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<td>Fitness to Study Procedure</td>
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<tr>
<td>RES</td>
<td>Intellectual Property Policy</td>
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<tr>
<td>Faculties</td>
<td>Health and Safety Regulations</td>
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<td>Laboratory rules</td>
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<td>Library</td>
<td>Library Rules</td>
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<td>Facilities</td>
<td>Smoke-free workplace and Public Place policy</td>
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<td>Sports Centre related arrangements</td>
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<td></td>
<td>University accommodation licence agreement</td>
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<td></td>
<td>Vehicle regulations</td>
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