

Student Discipline Regulations

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 students¹ 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;
 - 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.

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.

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 members of the University. In the context of Student Discipline this relates to the Reporting Party² and the Reported Party,³ as well as Third Parties.⁴

3.4 Reports of possible breaches of these Regulations may be reported by other students, staff or external sources such as visitors, members of the public or people in position of authority (for example the Police). The University encourages third party reporting particularly where there is the potential of harm to others. Where a third party reports, and provides contact information, they will be told when the case has been investigated and whether any action was taken. They will not, however, be given the details of these actions.

3.5 Once reported, the Reporting Party 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 procedural fairness.

3.6 There may be incidents where there are multiple Reporting and/or Reported Parties. These Regulations apply in such cases. Where a possible breach involves multiple students, the reported parties may be considered individually or collectively to ensure that the process is fair for all students involved.

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.

- 3.7 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. Ignorance of these Regulations is not deemed an acceptable excuse for breach.
- 3.1 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 may consider cases under these Regulations at any time, particularly where they are of a serious nature. Where a case is deemed out of time a rationale for that decision will be provided to the Reporting Party.
- 3.12 These Regulations 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 cannot determine criminal guilt. The University considers only whether its Student Discipline Regulations have been breached, and this process is not to be regarded as a substitute for a Police investigation or criminal prosecution.
- 3.13 The University reserves the right to refer a reported incident to the Police where it is considered it may constitute a criminal offence.
- 3.14 These Regulations 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 to determine what is more likely than not to have occurred.
- 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 Review 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 review 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 a disciplinary meeting. If the student does not provide this information by the deadline, it will be at the discretion of the Organiser or 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 strongly discourages 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. Disciplinary cases can be considered in the student's absence.
- 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) anonymised witness statements may be considered; and
 - (b) witnesses may be allowed or requested to appear in person.
- 3.22 Admissibility of evidence will be determined by the person(s) responsible for considering the case at each level, seeking the advice of the Student Conduct Manager as required.
- 3.23 The University encourages disclosure of individual needs and will make reasonable adjustments 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 Manager, 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 will determine whether the students will be considered individually or collectively to ensure that the process is fair for all students involved.

- 3.25 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.
- 3.26 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.
- 3.27 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.
- 3.28 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 Manager 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 Manager and the relevant member of staff from the department responsible for the Fitness to Practise panel, and making reference to any risk assessment undertaken on receipt of the allegation.
- 3.29 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 procedural fairness. Procedures may be combined, run in parallel or run in series.
- 3.30 If it is considered that inappropriate conduct may have been the result of a physical or mental health issue (even when undisclosed), 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.
- 3.31 Procedures under these Regulations may affect a student's ability to graduate. In such cases the student will be notified of this potential outcome.
- 3.32 Fine tariffs for summary jurisdiction will be common across the University and published on an annual basis.

- 3.33 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.
- 3.34 Guidance on investigation, and templates as required, will be provided to investigating officer(s) prior to any investigation.
- 3.35 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 Manager (Student and Education Services). Where a conflict of interest is established, that person will be excused from the process by the Student Conduct Manager. This acts to ensure that processes remain free of bias or the perception of bias, and that decisions are arrived at fairly and rationally.
- 3.36 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.
- 3.37 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.
- 3.38 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) unacceptable behaviour such as:
- 4.2.1 verbal or written abuse in any media;
 - 4.2.2 hate incidents (see the [Bullying](#) and Harassment Policy);
 - 4.2.3 bullying of any kind (see the [Bullying](#) and Harassment Policy);
 - 4.2.4 harassment as defined under the Equality Act 2010 (see the [Bullying](#) and Harassment Policy);
 - 4.2.5 sexual misconduct (see the [Student Sexual Misconduct Policy](#));
 - 4.2.6 Violent Conduct;
 - 4.2.7 failure to respect the rights of others to freedom of speech (see [Code of Practice on Freedom of Speech](#));
 - 4.2.8 misuse or unauthorised use of University property, facilities or name;

- 4.2.9 disruption, interference or obstruction of the academic, administrative, sporting, social, cultural or other activities of the University;
 - 4.2.10 anti-social behaviour, including noise disruption (see, in particular, requirements in relation to the Exam Period);
 - 4.2.11 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;
 - 4.2.12 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;
 - 4.2.13 fraud, deception or dishonesty, including intentionally withholding information in relation to University staff or students and/or the falsification of records;
 - 4.2.14 failure to maintain accurate contact information (including term-time and permanent address information) through the University's self-service system;
 - 4.2.15 intentional or reckless damage to property, either that of the University or others;
 - 4.2.16 failure to declare a criminal conviction to the University when required to do so, subject to the Rehabilitation of Offenders Act (where appropriate);
 - 4.2.17 inappropriately possessing, consuming or supplying controlled substances;
 - 4.2.18 inappropriate behaviour relating to the excessive consumption of alcohol or other substances;
 - 4.2.19 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;
 - 4.2.20 any breaches under other agreements, codes, contracts, policies and procedures of the University (see section 9 below);
 - 4.2.21 any conduct that leads to a criminal investigation or constitutes a criminal offence (see 4.5 below);
 - 4.2.22 failure to comply with any previously imposed requirement or penalty under these Regulations.
- 4.3 For the purposes of these Regulations, acts and omissions will be categorized as category 1, 2, and 3 with category 1 representing minor breaches, category 2 representing serious breaches, and category 3 representing major breaches. For the avoidance of doubt, multiple and/or repeated breaches (whether major, serious 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.

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 the internal proceedings described within these Regulations 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 and it is determined in consultation with the Information Governance Manager that the University has a legitimate interest, students subject to those proceedings will be obliged to keep the University informed of any progress and/or change of status regarding those proceedings by informing the Student Conduct Manager as soon as any information is available. The Deputy Chief Executive (Operations) (or nominee) will review the information and determine any 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 and before 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 (staff, student or visitors of the University);
 - 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 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 Manager, with support from the Student and Education 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, unless the temporary exclusion of a student from the University is recommended, in which case the risk assessment will be escalated for consideration and sign-off by the Deputy Chief Executive (Operations) (or nominee).
- 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;
 - engaging with wellbeing support from Student Wellbeing Services in Student 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 described in these Regulations);
- 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 described in these Regulations).

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 to request a review of the outcomes and necessary grounds for this review 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 sign-off.
- 5.8 The risk assessment and any precautionary actions that are put in place will be recorded, reviewed regularly and amended as appropriate 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 review. A risk assessment review will always be held following the outcome of a case to ensure that any risks are identified, considered and mitigated where possible.
- 5.9 The student against whom the precautionary action has been taken may request a review of the risk assessment outcomes by submitting a written request for a review 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 an initial decision on the risk assessment review. The grounds for review will be:
- there is evidence that could not reasonably have been made previously available; or
 - there is evidence of a material procedural irregularity; or
 - the decision maker(s) reached an unreasonable decision; or
 - there was bias or reasonable perception of bias during the procedure.

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

- 5.11 Should the review proceed, a senior member of the University nominated by the Vice-Chancellor, supported by the Strategic Planning and Governance Division, will consider the review 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 review request. It would not be normal practice for the senior member of the University nominated by the Vice-Chancellor to meet with the student and reviews 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 Manager 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 principles of procedural fairness.
- 6.5 Audio or video recording of proceedings held as part of disciplinary procedures outlined in these Regulations is not standard practice, but can happen under the following conditions:
- where there is a noted accessibility or other reasonable need; and
 - all parties consent to recording; and
 - terms are set for retention and subsequent deletion of the recording.
- 6.6 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 Student Union's [Code of Conduct](#).

- 6.7 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 *Reporting*, for the purposes of these Regulations, is the sharing of information with a staff member of the University regarding an alleged breach of these Regulations for the purpose of initiating an investigation into an alleged breach of these Regulations.

Reports of an alleged breach of these Regulations can be made to the University by members of the University community or members of the public using the following channels:

- emailing the Student Conduct Manager on studentconduct@lancaster.ac.uk;
- making a report via the University's Unisafe system, available through the ASK pages;
- contacting a College Dean or College Principal.

The University's [Student Support webpages](#) include further information on how to report an alleged breach of these Regulations.

- 7.2.2 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 in reporting 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 may consider cases under these Regulations at any time.

- 7.2.3 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 or Chief Information Officer) or their nominee should be informed.
- 7.2.4 Where the alleged breach is categorized as 1 or 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 Manager as necessary. Where the DLA is of the view that a risk assessment may be required, they will contact the Student Conduct Manager, and section 5 above will apply.
- 7.2.5 Where the alleged breach appears to be serious or major (see section 7.5 below), or where there have been multiple offences by the same student, or where it is unclear which category the alleged breach is, the Student Conduct Manager should be informed. The Student Conduct Manager 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.
- 7.2.6 More detailed information on reporting incidents of Sexual Misconduct, Bullying or Harassment, or Hate Incidents, can be found in the Student Sexual Misconduct Policy/Bullying and Harassment 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 to request a review. Students will be expected to pay the fine within a specified timescale. Failure to comply may 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 seek a review in relation to 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. Requests for review must be submitted within five working days of the date of the issue of the fixed penalty fine. The procedures for considering reviews 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, a College Community Assistant), identifies that a student may have breached these Regulations the following procedure will occur.
- 7.4.3 The DLA (or nominee) 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. 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 which penalty to apply. 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 a College Community Assistant.
- 7.4.6 The Investigator will be neutral in their approach and 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, multiple 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. The Reporting Party 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;
- 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 Reporting and Reported Party may request a review of a penalty by submitting a written request for a review 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 an initial decision on the request for a review.

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

- the reporting/reported student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; or
- the procedures were not followed properly; or
- the decision maker(s) reached an unreasonable decision; or
- there was bias or reasonable perception of bias during the procedure; or
- the penalty imposed was disproportionate or not permitted under the procedures.

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

7.4.14 Should an initial case be accepted, the Chair of the Board of Discipline will consider the request for a review 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 Reporting/Reported Party and the DLA will be notified of the outcome in writing within ten working days of receipt of the request for a review. It is not normal practice for the Board of Discipline to meet with the student for these cases and normally reviews 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 Manager 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-level Discipline*

7.5.1 Upon receipt of a report of an alleged breach of these Regulations, the Student Conduct Manager will undertake a preliminary assessment to determine whether the alleged conduct may constitute a serious or major breach and warrant consideration at University level. As outlined in 5.4 above, where the alleged breach is considered to be major, the Student Conduct Manager may then complete a risk assessment, in consultation with relevant colleagues and external agencies, in order to identify and mitigate any immediate risks.

7.5.2 For alleged breaches that are deemed major, the Student Conduct Office will initiate a formal investigation and appoint an Investigator. In addition, the Student Conduct Manager will write to the Reported Party, normally within five working days of receipt 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 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 Reported Party 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 Reported Party with written confirmation of the breach and any associated penalty, normally within five working days. Should the Reported Party 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 Reported Party will be formally requested to meet with the Board of Discipline where:
- the Reported Party 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 Student Conduct Manager - acting on delegated authority from the Director of Students, Education and Academic Services, will appoint the Investigator(s). The Investigator(s) will have no material connection with those involved in the incident. Normally no person who is a member of the Department or College of those 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 or complex, 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 appointed Investigator(s). The Investigator will invite the Reported Party to meet with them at their earliest opportunity. The Reported Party will be given notice of the meeting and provided with sufficient information to allow them to respond to the allegation(s). The Investigating Officer will provide the Reported Party with information on how to access advice and support, and who can accompany them to the meeting. Should the Reported Party decline the request to meet with the Investigator, the Investigating Officer will note in their report that a meeting was requested but did not take place.

The Investigator will act in a neutral capacity, gathering information and any available evidence from all parties. As such, the Investigating Officer may also invite the Reporting Party, or others with knowledge of the alleged breach, to meet with them. Multiple 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 receipt by the Student Conduct Manager of a 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, the Investigator will submit a written report to the Student Conduct Manager, who will determine in consultation with the Director of Students, Education and Academic Services or their nominee, whether to:
- dismiss the case;
 - send it to the relevant DLA for summary jurisdiction as a lower category offence;
 - refer it for consideration by chair's action on behalf of the Board of Discipline; or
 - refer it to a formal meeting of the Board of Discipline.
- 7.5.8 Where it is determined the case should be referred to the Board of Discipline, a meeting will be arranged. 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 Party will be invited to submit any further evidence: all relevant available evidence should be provided by the Reported Party 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.
- 7.5.9 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 conference.

Where the meeting has been arranged to be held in person, the Reported Party can request virtual attendance no later than five working days before the meeting. Failure to attend, in person or by video link, 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 a subsequent request for a review of a decision of the Board.

7.5.10 Where a joint or group allegation is being considered by the Board, the Deputy Chief Executive Officer (Operations) or nominee will determine, in the interest of fairness for all involved, whether to hold a single Board meeting with all Reported Parties in attendance, or separate Board sessions for each individual. Where it is determined that all Reported Parties will be in attendance at once, each Reported Party will also be given an opportunity to speak privately to the Board.

7.5.11 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. virtual attendance by video call. Requested 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.

7.5.12 A Board of Discipline will be convened from a Senate-approved pool of members. 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 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 detailed knowledge of the case and, where possible, will not be from the same College or Department as the student(s) involved.

- 7.5.13 All materials relating to the Board of Discipline meeting will be distributed to all attending normally no later than four working days before the meeting.
- 7.5.14 In the Board of Discipline meeting the Investigator will present the report of their investigation. The Investigator will not be expected or invited to share their view on the guilt or innocence of the Reported Party: their role remains that of neutral gatherer and presenter of information to allow the Board to consider the statements and any evidence gathered. The student will be allowed to respond to the allegation(s) against them, 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 (see 7.5.15).
- 7.5.15 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.
- 7.5.16 The Investigator, Reported Party and Reporting Party will not be present for the deliberations of the Board. The Board will collectively determine an appropriate outcome taking into account the investigation report and any further information provided by those present at the Board meeting. If the Board determines on the basis of the available information that, on the balance of probabilities, the Regulations have been breached, the Student Conduct Manager will then share information about the Reported Party's previous disciplinary record to help the Board in their determination of an appropriate penalty or penalties. 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. The University will aim to notify all relevant parties of the outcome within five working days.
- 7.5.17 The penalties which may be imposed by the Board of Discipline, 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 and/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 permanently⁵ 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.

7.5.18 The Reporting Party will be informed of the decision of the Board (i.e. whether the Reported Party has been found to have 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 procedural fairness.

7.5.19 The Reported Party may request a review of the outcome by submitting a written request for a review 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. Should the Reported Party choose to request a review, they will ordinarily waive the right to privacy, because as part of the Review process the Reporting Party will be provided with information about the original outcome and any penalties imposed not previously made available to them. The Director of SPG or nominee may undertake a risk assessment to determine whether it is reasonable to share such information with the Reporting Party.

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Where a decision is taken to permanently exclude a student from the University, the Board of Discipline may 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.

The Reporting Party can request a review of the outcome by submitting a written request for a review 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.

7.5.20 The Director (or nominee) will make an initial decision on the request for a review. The grounds for a review will be:

- the Reported/Reporting Student has new material evidence that they were unable, for valid reasons, to provide earlier in the process; or
- the procedures were not followed properly; or
- the decision maker(s) reached an unreasonable decision; or
- there was bias or reasonable perception of bias during the procedure; or
- the penalty imposed was disproportionate, or not permitted under the procedures.

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.

7.5.21 Should the review proceed, a Review 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 review.

7.5.22 Processes for the arrangement of a Review Panel will normally follow those for the Board of Discipline (as above), except that the case will be presented by the Chair of the Board of Discipline who will provide detailed reasons for the decisions of the Board of Discipline. At the discretion of the Review Panel Chair, depending on the nature of the review, the Investigator, Reported Party and Reporting Party may be invited to attend the review to present materials and/or respond to questions. The Review Panel reserves the right to consider reviews by correspondence where neither the Reporting nor Reported Party wish to make oral representations.

7.5.23 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.

- 7.5.24 Formal notification of the outcome of the review will be provided to the Reported/Reporting Party in writing within ten working days of the Review Panel. Formal notification may, as appropriate, include a completion of procedures letter to allow the student access to the Office of the Independent Adjudicator.
- 7.5.25 Where the Board of Discipline or Review Panel determines, on the basis of information previously gathered and any risk assessments completed, that the outcome of a review may have significant consequences for others, appropriate information about the Review outcome may be shared (e.g. with the Reported/Reporting Party).
- 7.5.26 A record of the Review outcome will be held by the Student Conduct Manager 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 *College Community Assistants*

Each College will have College Community Assistants (or other titles as may be used from time to time) appointed by the College to support the work of the College Deanery. While fulfilling the role of a College Community Assistant, 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 gathering evidence the Investigator will maintain a neutral view of the case and will make no judgement as to the guilt or innocence of those reported.

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 reviews of Board outcomes 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;
- Student Bullying and Harassment 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;
- Financial Regulations;
- 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;
- Student Sexual Misconduct Policy;
- Smoke-free workplace and Public Place Policy;
- University accommodation tenancy agreement;
- Vehicle regulations;
- UKVI regulations.

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 procedural fairness. 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.

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