

# Policy and Procedures

## UCW Student Code of Conduct

2017 – 20



UNIVERSITY  
CENTRE  
WESTON

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## Background

This document sets out the Code of Conduct to which all students of University Centre Weston (UCW) are expected to adhere, and UCW's approach to dealing with allegations of student misconduct.

UCW believes that students are partners in their learning and strives to promote a higher education community. In order for such a community to function effectively, students are required to meet certain standards and expectations of conduct.

All UCW students are required at all times (not only during term time and including whilst on University activities such as placements, residentials and field trips) and both while on and off UCW premises, (including student accommodation), to behave as responsible members of the UCW community. The Code of Conduct works within the requirement of the Disability Discrimination Act Part IV. Where students have a disability, including mental health issues or behavioural difficulties, reasonable adjustments will be made to ensure they are not discriminated against. Assessment will be made of the extent and reasonableness of the adjustments in any relevant disciplinary case.

## Standards of Conduct

UCW expects students to act according to the following standards:

- safely, and with regard for the safety of others;
- with civility, consideration and respect for others at UCW (and the whole of the Weston College Group);
- in accordance with all UCW policies, rules and regulations, and all applicable laws.

UCW has a complete no tolerance approach to violence and harassment in all its forms.

Misconduct is seen as a breach of this policy and the standards of conduct stated above. It includes but is not limited to:

- bullying, harassment or discrimination against another person, including the use of discriminatory language;
- physical, written, or verbal abuse or intimidation against another person, including in communications via social media;
- sexual harassment, violence or abuse;
- any act which brings or threatens to bring UCW's reputation into disrepute;

- theft of UCW property, or that of UCW members of staff or students;
- damage to UCW property or resources, or that of UCW members of staff or students;
- persistent failure to respond to or comply with the formal disciplinary procedure or other UCW policies and procedures;
- persistent failure to respond to requests for improvement in behaviour;
- criminal or other activities that have a bearing on the student's participation on a course at UCW or provide a risk to other students or staff at UCW (or the wider Weston College Group);
- misuse of alcohol, drugs and legal highs (please refer to the UCW Drugs and Alcohol policy);
- unacceptable behaviour or actions as set out in other policies, procedures and regulations of UCW (and the wider Weston College Group if applicable).

Misconduct may be minor, serious or gross. Professional judgement will need to be made concerning the severity of the breach. UCW has a three stage process in dealing with alleged misconduct.

## Disciplinary Stages

### Stage 1 – Verbal Warning

This stage involves early intervention when an issue occurs or when issues arise that are relatively minor; it has the aim of addressing misconduct as quickly as possible and would normally involve a discussion with the Personal Tutor and a member of HE Academic Registry (HEART) if necessary.

A verbal warning may be given and this will be recorded on the student's eILP.

### Stage 2 – Formal Written Warning

This stage is used to address serious breaches of the Code of Conduct (or repeated instances of misconduct dealt with at Stage 1) and usually will result in a Formal Written Warning being issued.

This stage shall be dealt with by the student's Course or Programme Co-ordinator who will undertake enquiries/investigations, as they deem necessary, to establish the facts. Having considered the facts the student's Subject Area Manager will meet with the student (and a member of HEART) to have a discussion and issue the Formal Written

Warning. A Notice of Formal Written Warning (Appendix One) signed and dated by both student and Subject Area Manager will be given to the student and this will be recorded on the student's eILP.

### Stage 3 – Formal Disciplinary Hearing

A matter that cannot be concluded appropriately at Stage 2 or a matter concerning an allegation of gross misconduct may result in a Formal Disciplinary Hearing. This stage shall be dealt with by the student's Head of Faculty and the HE Assistant Director: Academic Registry and in consultation with the partner university.

On receiving a verbal or written report on a student's alleged gross breach of the Code of Conduct the student's Head of Faculty will decide if the student and other person(s) involved should be temporarily suspended, with immediate effect, whilst they, or a nominated investigating officer, undertake enquiries/investigation as they deem necessary to establish the facts. This will all occur in consultation with the student's partner university and they may deem it necessary to invoke their own Student Code of Conduct policy which will be provided to the student.

Having considered the facts, if the student's Head of Faculty believes a gross breach has been committed they will convene a Disciplinary Panel. The Disciplinary Panel comprises of three of these five people:

1. A Head of Faculty (who will act as Panel Chair) from a faculty other than the student's
2. Head of Faculty (Investigating Officer)
3. HE Assistant Director: Academic Registry (or the Deputy Academic Registrar)
4. Deputy Academic Registrar (or a member of HEART)
5. The student's Subject Area Manager

The Panel Chair will call the Formal Disciplinary Hearing, writing to the student and giving them a minimum of five working days' notice. If a student is to be accompanied by a legal professional advisor they **MUST** give UCW two working days' notice of this, UCW retains the right to also have a legal professional advisor in these circumstances.

The Hearing may take place in the student's absence if they fail or decline to attend without good reason.

The Formal Disciplinary Hearing can impose sanctions on the student including a final written warning, suspension or exclusion from UCW (and the whole Weston College Group). All sanctions will be given in consultation with the student's partner university. Should exclusion

deemed to be appropriate then support will be given to the student from HEART in liaising with the Student Loans Company and the finance office of the partner university.

The outcome of the Formal Disciplinary Hearing and sanctions imposed will be recorded on the student's eILP and a written notification of the decision (Appendix Two) will be provided to the student.

The process to appeal against the outcome of a Formal Disciplinary Hearing can be seen in Appendix Three.

UCW is committed to conducting all levels and stages of its disciplinary procedures fairly, consistently, transparently and proportionately. Support and guidance is available from HEART to students who are involved at any stage of this process.

## Other Relevant Policies

Alleged failures by students to comply with the standards of conduct set out in this policy may result in UCW taking action in other policies (including those of the partner university). The HE Assistant Director: Academic Registry will determine the appropriate policy to be followed in any matter.

Other related and relevant policies may include, but are not limited to:

- UCW Student Charter
- UCW Complaints Procedures
- UCW Student Alcohol and Drugs Policy
- UCW Fitness to Student Policy
- UCW Event Capture for Educational Purposes

## Appendix One



### UCW Student Code of Conduct: Notice of Formal Written Warning

Student Name:

Course Title:

Personal Tutor:

This statement is a follow up to the Record of Verbal Warning issued on **(insert date)**.

**(insert name)** has been issued this Formal Written Warning due to:-

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The requested improved behaviour (with immediate effect) is:-

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This will be monitored by your Subject Area Manager and the Deputy Academic Registrar on a **(insert timescale)** basis. A recurrence of the above behaviour within **(insert number)** weeks will result in Stage 3 (**Formal Disciplinary Hearing**) being implemented.

Student:

Date:

Subject Area Manager:

Date:

## Appendix Two



### UCW Student Code of Conduct: Record of Formal Disciplinary Hearing

Student Name:

Course Title:

Personal Tutor:

Date of hearing:

Summary of reason for Formal Disciplinary hearing:-

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Outcome of the Formal Disciplinary hearing:

- No case to answer
- Final written warning
- Exclusion for the remainder of the course

Head of Faculty / Panel Chair:

Date:

## Appendix Three

### Appeal against a decision made under the UCW Code of Conduct

- 1.1 A student has the right of appeal against any decision made under the UCW Student Code of Conduct Stages 1-3.
- 1.2 An appeal against a Stage 1 decision should be made in writing to the student's Subject Area Manager within five working days of the formal meeting with their Personal Tutor. The Subject Area Manager will meet separately with both student and Personal Tutor, their decision will be final.
- 1.3 An appeal against a Stage 2 decision should be made in writing to the student's Head of Faculty within five working days of the date of the written notification of the decision. The Head of Faculty will meet separately with both student and Subject Area Manager and the Deputy Academic Registrar, their decision will be final.
- 1.4 An appeal against a Stage 3 decision should be made in writing to the Vice Principal: Higher Education within five working days of the date of the written notification of the decision.
- 1.5 Appeals against Stage 3 decisions will be heard by the Vice Principal: Higher Education and their decision shall be final.

The Vice Principal: Higher Education (or their nominated deputy), will, as soon as is practicable, write to the student and the Panel Chair informing them of the requirement to attend an Appeal Hearing giving them a minimum of 5 working days' notice. The student (who may be accompanied by a representative) will also be sent copies of any supporting documentation to be used at the Appeal Hearing.
- 1.6 The Appeal Hearing may take place in the student's absence if they fail or decline to attend without good reason.
- 1.7 The order of the Appeal Hearing is as follows:
  - i. Vice Principal: Higher Education or a member of the College's Corporate Team will chair the hearing. They will introduce those in attendance and explain the purpose of the Appeal Hearing
  - ii. Student or their representative will present their case against the Stage 3 decision
  - iii. The Chair may question student
  - iv. The original Disciplinary Panel Chair will present the case supporting the Stage 3 decision
  - v. The Chair may question the Panel Chair
  - vi. Student or their representative will summarise their case against the Stage 3 decision (no new facts)

- vii. The original Disciplinary Panel Chair will summarise case supporting Stage 3 decision (no new facts)
- viii. The decision of the Appeal Hearing to be communicated to all parties in writing within five working days