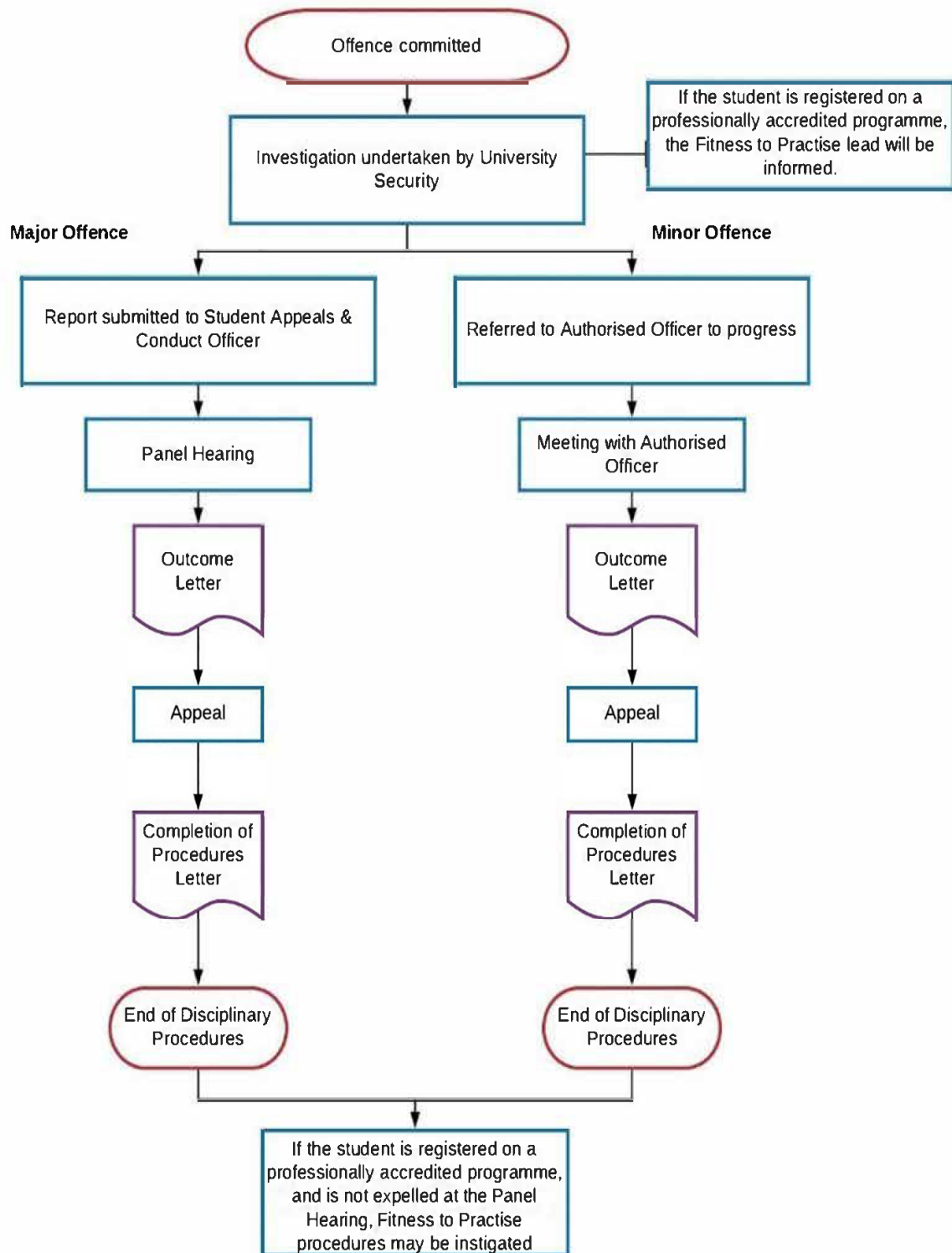


Annex 1 - Process of disciplinary procedure



Annex 2 - Recommended Timeline

| Stage | Details | Recommended Timeline ** |
|-------|--|--|
| 1 | Notification of breach received by the University | |
| 2 | University Security inform Head of Student Appeals & Conduct, the relevant Head of School, and Fitness to Practise Lead (if applicable) | 24 hours |
| 3 | Investigation conducted by University Security with Student statement taken and those of any other witness/es | 10 University working days |
| 4 | Investigation report forwarded to Head of Student Appeals & Conduct for consideration | |
| 5 | Decision determining whether minor or major offence, to move to stage 6 or stage 7 made by Executive Director, of Student and Academic Services (or designate) | 3 University working days |
| 6 | Minor Offence – case moves to stage 13 | |
| 7 | Major Offence – case moves to stage 8 | |
| 8 | Invitation to Panel Hearing | |
| 9 | Major Offence Panel Hearing – requirement for University to give 10 University working days' notice to Student | 20 University working days |
| 10 | Major offence - outcome report issued with details of penalties | 25 University working days from notification of breach |
| 11 | Major offence – Right of Appeal | |
| 12 | Major offence - Completion of Procedures Letter | |
| | Major offence – End of Process | |
| 13 | Minor offence - Outcome report issued with details of penalties | 15 University working days from notification of breach |
| 14 | Minor offence – Right of Appeal | |
| 15 | Minor offence – Completion of Procedures Letter | |
| | Minor offence – End of Process | |

**Recommended timeline

Subject to change as a result of University closure days or events outside of the University's control, e.g. key Staff absence or police involvement.

Annex 3 - Procedures for the investigation of serious disciplinary offences and any subsequent disciplinary action for parts of the University based overseas or associate/franchise partners based in the UK or overseas

1. This procedure is to be used where it appears that a serious offence has been committed by any Student of the University studying either at a part of the University based overseas or any associate/franchise partner.
2. The categories of offences are set out Chapter 2 of these Regulations
3. Minor offences should be dealt with under the Minor Offences procedure (in Chapter 2 of the Regulations) if the Student is studying at a part of the University based overseas; and by the local partner regulations if the Student is studying at an associate/franchise UK or overseas partner.
4. The 'how' and 'who' should carry out the 'administration' of the disciplinary exercise; the letters to the Student convening the hearing, the notes of the hearing itself and the communication of the outcome/penalty to the Student are matters best left to each individual location to manage within its own administration. The relevant Partnership account manager will be the University's point of contact for this process.
5. When an allegation is made or an apparent disciplinary breach is found, a member of Staff in the location shall be charged with conducting a formal investigation into the allegation.
6. The member of Staff selected to conduct the investigation must be a senior member of Staff who does not have an academic relationship with the Student (i.e. they are not involved in the teaching or assessment of the Student). Wherever possible the same member of Staff will conduct all investigations at that location.
7. The investigation will be carried out under the advice/guidance of the University's Head of Security, or nominee based in the UK.
8. Having completed the investigation, the designated senior member of staff at the partner institution shall determine whether a Student should be subject to disciplinary action.
9. If it is decided that disciplinary action should be taken then the designated senior member of Staff (or their nominee) will instruct the investigating member of Staff to bring the charge formally against the Student.
10. A hearing shall then be convened in accordance with the procedure set out in the Partner Institute Regulations (the Student will be informed in writing according to the set timescales, providing them with copies of evidence, advising them of witnesses to be called and their rights of representation and requiring them to disclose their evidence, name of

witnesses and so forth).

- 11.** Advice on any aspect of the operation/administration of this procedure can be sought from the Student Appeals and Conduct Officer.

Annex 4 - Student regulations for the use of information and communication technology and associated software and media.

- 1 The University wants Students to make best use of the Information Technology (IT) facilities it provides to support their learning and research. To do this the regulations below have been produced which cover the use of IT equipment, facilities and networks by all Students.
- 2 In addition, Students should be familiar with the following regulations, guidelines and codes of practice for IT use available in campus libraries, campus offices and on the University Internet pages.
 - De Montfort University [Principal Information Security Policy](#)
 - De Montfort University [Code of Conduct](#)
 - De Montfort University [Use of Information Systems Policy](#)
 - De Montfort University [Network Management Policy](#)
 - De Montfort University [Social Media Policy](#)
 - [Janet acceptable use guidelines](#).
- 3 Any breach of the regulations, guidelines and/or codes of practice set out in point 2 above will be treated as a disciplinary offence.
- 4 The University retains the right to monitor all systems and networks used within or attached to the organisation or used on University premises.
- 5 **Computer and communication systems**
 - 6.1 Students are only permitted to use University computing or communication systems or software for the purposes specified in their programme of study or research.
 - 6.2 Without the specific and written agreement of the University, Students are not allowed to use University equipment, software or facilities for:
 - 5.2 Consultancy or any other services leading to commercial exploitation of a product for personal gain
 - 5.2 Work of significant benefit to a third party, including a Student's employer, whether permanent or for an industrial placement
 - 5.2 The distribution or acquisition of software, data, documentation or media to or from any third party or parties
 - 5.2 To gain access without permission and/or illegally to other systems either within the University or elsewhere
 - 6.3 Students must take due care not to introduce computer viruses onto any of De Montfort University's computer systems. Anti-virus software, where provided by the University, must be used to screen any external software, data or other electronic communication or any media transfer

- 6.4 No computing or communication equipment, data, documentation or software may be borrowed, removed or modified without the written agreement of the University section or department responsible
- 6.5 The use of computing and communications facilities is subject to the provision of several legal Acts including the [Data Protection Act](#), the [Copyright, Designs and Patent Act](#), and the [Computer Misuse Act](#). Offences against these and any other or subsequent legislation currently in force may be reported to the appropriate authorities for further investigation and possible prosecution

6 Software

- 6.1 Students will respect and fulfil the statutory and legal obligations pertaining to all University software, whether purchased, leased or otherwise obtained from a third party, or generated by any member(s) of Staff or Student(s) of the University.
- 6.2 Unless specifically stated otherwise, it will be assumed that the use of any software is restricted by copyright legislation making it an offence to:
 - 6.2 Copy any software, data, documentation or media produced by a third party without their explicit permission to do so
 - 6.2 Export software, data, documentation or media to any other computer system, whether or not that system belongs to De Montfort University
 - 6.2 Modify any software, data, documentation or media produced by a third party without their express permission to do so
 - 6.2 Install or download software, data, documentation or media onto any systems of De Montfort University without the explicit permission or instruction from the University Staff responsible for the system
 - 6.2 To reverse engineer or decompile any third-party software, unless this is specifically permitted in the licence agreement or their permission has been obtained so to do

7 Audible devices

- 6.1 Students are required to ensure that all audible devices (such as mobile phones, smart watches, tablets or laptops) are turned off or switched to silent at all times when their use would be disruptive to the academic or administrative processes of the University.
- 6.2 Such devices must therefore be silenced, for example, during lectures, seminars, tutorials, laboratory classes, assessments and during

registration. They must also be silenced in all areas set aside for research or study and in areas set aside for Student administration such as enquiries and loan administration. They must also be silenced in the vicinity of such areas where required. Any official notices indicating that these devices must be turned off in a particular location must be complied with.

- 6.3 Any breach of this regulation will be dealt with as a minor offence, and any repetition will be dealt with as a major offence, under the provisions of the Disciplinary Procedure, except that non-compliance with this regulation in an examination will be regarded as an academic offence and will be dealt with under Chapter 4 of these regulations.

Annex 5 - Student placements

Students should also refer to and comply with any code of practice on Student placements and/or any regulations, procedures or provisions stipulated by the Faculty or the Programme

Provision for temporary withdrawal from placement

- 1** The Programme Leader (or deputy) or Faculty Authorised Officer may require a Student to withdraw temporarily from a placement if, in the view of the Programme Leader or Faculty Authorised Officer there is good and sufficient cause to do so. The Programme Leader or Faculty Authorised Officer shall, when requiring the Student to withdraw, provide a brief written statement outlining the reasons for the withdrawal. The withdrawal shall take place with immediate effect and shall be for no more than 7 calendar days.
- 2** The Programme Leader or Faculty Authorised Officer shall provide a full report of any such withdrawal to the Head of School and the designated senior member of Staff as soon as possible and within 24 hours unless reasonably prevented from so doing.
- 3** The Student shall have the right to make written representations to the designated senior member of Staff provided that those representations are received by the designated senior member of Staff within 4 calendar days of the temporary withdrawal.
- 4** Within 7 calendar days of the temporary withdrawal, the designated senior member of Staff (or their nominee) shall, after making such investigation as they see fit and considering any representations which may have been made, make a decision to Suspend the Student from placement or to take such other action under their general powers as they may decide, including discharging the temporary withdrawal.
- 5** The Suspension shall be reviewed every 4 weeks by the designated senior member of Staff who may confirm, revoke or vary the Suspension in the light of any developments or of any representations made by the Student or anyone on their behalf. If the Suspension is for more than 10 University working days' duration, the Suspended Student has the right of appeal, through written representation, to the Vice-Chancellor.
- 6** Notwithstanding the order of Suspension, the University shall not be prevented from taking disciplinary or Fitness to Practise action against the Student.

Annex 6 - Policy and guidelines on the misuse of illegal drugs including novel psychoactive substances

1 Policy statement

The possession, supply and production of drugs covered by the Misuse of Drugs Act 1971 is against the law. Many drugs not covered by the Misuse of Drugs Act (including some so called 'novel psychoactive substances') are controlled through other legislation such as the Medicines Act 1968, making their possession and/or supply without a licence unlawful. Accordingly, the University undertakes to deal with Students who commit such offences and who may thereby endanger themselves or others, or may bring the University into disrepute. In addition to this, however, the University recognises that it has a duty of care towards Students. It will therefore endeavour to restrict availability of dangerous or illicit substances at the University and provide health education and information about the dangers of illicit drug use and will refer those who need help to the appropriate support agencies.

2 Disciplinary issues

It is an offence under the Misuse of Drugs Act 1971 to possess, manufacture, produce, sell or give controlled drugs to another or to knowingly allow anyone to possess, use, manufacture, produce, sell or give controlled drugs to another. Other legislation creates offences such as possessing prescription drugs without a prescription and supplying certain drugs without a licence. Disciplinary action will be taken against any Student who commits any such offence on University premises, or elsewhere in circumstances likely to endanger other Students or bring the University into disrepute. Students registered on professionally accredited programmes and found to have engaged in the misuse of illegal drugs and 'legal highs' may be referred to the Fitness to Practise lead.

3 Reporting suspected drug use

Details of any suspected illegal drug use must be reported to the Head of Security or nominee so that, if appropriate, the matter may be referred to the Police for investigation¹.

¹ See Chapter 2, paragraph 4 of these Regulations.

4 Students in private accommodation

Any Student or member of Staff who becomes aware that Students in non-University accommodation are involved in the supply or use of a suspected illegal substance must report the matter to the Head of Security or Authorised Officer in order that the appropriate action may be taken. This may include disciplinary action and/or advising Students of the support and help available to them, and keeping the appropriate people informed.

Annex 7 - Weapons policy and practice

1 Weapons policy

- 6.1 Students or Staff of the University or their guests must not keep or use guns, firearms, ammunition, knives, catapults or other offensive weapons on University premises except for authorised purposes. For the purpose of this policy, any offensive weapon is one intended or adapted to cause injury.
- 6.2 Craft knives and sharp instruments for the authorised creation of coursework are permitted to be carried in accordance with the guidelines set out in paragraph 4.
- 6.3 Bladed articles carried for religious purposes are permitted in accordance with the guidelines set out in paragraph 6.
- 6.4 Bows and arrows used for archery are dealt with separately by this policy.
- 6.5 Students are not permitted to use firearms or other weapons as set out at 1.1 on University premises other than for authorised purposes.

2 Legislation and good practice

- 2.1 Staff and Students who use firearms for authorised purposes must be familiar with the relevant legislation as it relates to their practice, eg:
 - The Firearms Act 1968
 - The Criminal Justice Act 1988
 - The Crossbow Act 1987
 - The Offensive Weapons Act 1966
 - And all other related legislation.
- 2.2 Weapons of any kind may be used for authorised purposes only when an approved instructor, firearms co-ordinator or firearms officer is present.
- 2.3 It shall be the responsibility of an individual to promptly inform the University's Head of Security (or nominee) if the Police withdraw a shotgun certificate or firearms certificate or similar licence, if that individual is holding or using firearms for authorised purposes on University premises. The University will require all Students using firearms for authorised purposes to sign an agreement that they are prepared to be vetted by the

University in liaison with the local Police to establish whether or not they are a prohibited person by virtue of the Firearms Act. Failure to sign this agreement debars a Student from using a firearm on University property. The University expects that the Students will comply with all storage requirements set by the Police/University when firearms are held on University premises. Students will comply with all storage requirements set by the Police/University when firearms are held on University premises.

3 Appeals

3.2 Appeals against any decision made in accordance with these provisions will be dealt with by the Appeals Committee, as outlined In Chapter 2, Part G of these Regulations.

4 Craft use

4.1 The University recognises that Staff and Students engaged in creative courses of study make use of bladed tools and equipment in the creation of their work. Staff and Students engaged in creative activities must abide by the rules of possession, transportation and use as set out below:

- Students will receive induction on the correct use of bladed instruments and tools as part of their workshop induction.
- Bladed instruments should only be used in designated workshops or learning spaces. The use of bladed instruments outside the designated areas is prohibited.
- All bladed instruments should be protectively covered when not in use and be covered at all times when being carried or transported. An additional case should be used when equipment is being transported away from the workshop area.
- Bladed instruments should not be left unattended on University property in any circumstances.
- Bladed instruments should not be modified in any way from their manufactured state and intended use.
- Spent craft knife blades should be disposed of in designated sharps collection boxes.

5 Sporting and recreational use

5.1 Staff and Students of the University who use firearms for sporting or recreational purposes off campus (e.g. a gun club) are required to keep

their firearms at a secure and approved venue which is off University premises.

6 Religious symbols

6.1 It is permitted for Staff and Students to carry bladed instruments for religious purposes, such as the ceremonial dagger known as the Kirpan which is carried by some members of the Sikh community.

7 Sporting equipment, such as Archery and Fencing

7.1 Archery may be conducted for sport and recreation on University premises. Staff, Students and guests of or visitors to the University may participate in organised archery events only if the requirements of the Grand National Archery Association are observed in respect of the holding, possessing, transit and use of archery equipment. Students who are resident on University premises and who wish to keep archery equipment on campus for use in organised events must sign their archery equipment into a gun room and must not hold or keep such equipment in residential accommodation or in vehicles. Such Students must obtain written authority from the University's Head of Security to bring archery equipment on to University premises.

7.2 Fencing may be conducted for sport and recreation on University premises. Staff, Students and guests of or visitors to the University may participate in organised fencing events only if the safety guidelines of British Fencing are observed in respect of the maintenance, holding, possessing and use of fencing equipment. Students who are resident on University premises and who wish to keep fencing weapons on campus for use in organised events must sign their fencing swords into a gun room and must not hold or keep such equipment in residential accommodation or in vehicles. Such Students must obtain written authority from the University's Head of Security to bring archery equipment on to University premises.

8 Monitoring and review of the policy and regulations in relation to actual and potential weapons

8.1 It is the responsibility of the Committee of Authorised Officers to monitor and review the application of regulations and policy relating to weapons on an annual basis.

9 Exemptions

- 9.1 In exceptional circumstances a Student may apply for exemption from the regulation concerning the possession of personal or privately-owned weapons on University premises, e.g. if they are a sportsperson who occasionally needs to carry firearms across University premises going to or from an external gun club. In such instances, a written application must be made to the Head of Security or nominee.
- 9.2 Any Student who is granted an exemption from the Regulation forbidding the holding, possession or use of personal or privately-owned weapons must carry the exemption at all times when the weapon(s) is/are on University premises.

10 Replica weapons

- 10.1 A Student may be permitted to possess and use replica firearms or other imitation weapons on University premises in connection with their course of study, for example for the purposes of a dramatic performance or piece of artwork, provided they have written permission from their Faculty Dean obtained at least 5 University working days in advance. The Dean will, in deciding whether to grant permission or to set certain conditions or limitations on the use of such weapons, consult with the Head of Security. In any event, a copy of the Dean's written permission must be lodged with the Head of Security at least 5 University working days before the weapon is brought onto University premises. Permission will need to be sought for each and every instance that a replica weapon is intended to be brought onto University premises.
- 10.2 The granting of such permission does not remove from the Student any criminal implications in relation to the possession of replica firearms or other imitation weapons in a public place.

Annex 8 - Fitness to Practise Procedures

1 Introduction

- 1.1 The University expects all Students registered to meet the behavioural and professional standards of the profession they are studying to enter, whilst maintaining adherence to the behavioural standards expected by DMU.
- 1.2 Programme teams will provide further information about the standards of behaviour expected of Students training for a particular profession. It is the Student's responsibility to familiarise themselves with the provisions and requirements of the relevant professional body.
- 1.3 Students on such courses whose behaviour and/or health raises any other concerns about their fitness to practise may be subject to the HLS Fitness to Practise procedures found here: [2021 HLS Fitness to Practice Procedure \(dmu.ac.uk\)](#)
- 1.4 A Student subject to such procedures may be accompanied at all meetings by a Student's Companion (as defined in the Glossary to these regulations)

2 Suspension from theory and/or practice

- 2.1 In cases where it is believed that there is good and sufficient cause to suspend a Student from placement, the procedure set out in Chapter 2, Annex 5 of these Regulations shall be followed.
- 2.2 In cases where it is believed that there is good and sufficient cause to suspend a Student from attending theory classes or from the University or other facilities and activities, the procedure set out in Chapter 2, paragraph 16 of these Regulations shall be followed.
- 2.3 In both cases, if the suspension is for more than 10 University working days' duration, after this time the Suspended Student has the right of appeal, through written representation, to the Vice-Chancellor.

3 Fitness to Practise Panel Procedure Summary

(The full procedure can be found in the document link in paragraph 1.3)

3.1 The Fitness to practise panel consists of:

- Chair (Head of School or Associate Head of School from a School within the Faculty of Health and Life Sciences but not from the School in which the student is enrolled)
- A senior registered practitioner from the same discipline as the student under investigation
- A lay member (a person who is not a registrant with any of the Professional Regulatory Statutory Bodies)
- A member of academic staff who is a registrant from the same discipline and School as the student under investigation. Where this is not possible due to lack of opportunity or availability (for example for Trainee Nurse Associates) a senior registered practitioner from the same Professional Regulator will attend.

3.2 All members of the Fitness to Practise panel shall be present at a hearing.

3.3 In attendance (and not part of the decision making process):

- An administrator to ensure the meeting runs smoothly, records the hearing and takes minutes.
- The Investigator, to present the case.
- The Student under investigation
- The Student Companion.
- Witnesses as required.

4 Fitness to Practise Panel Proceedings

4.1 Chair welcomes the Student under investigation, panel members, administrator, investigator and the Student Companion.

4.2 The Chair will explain the process of the panel hearing and inform the student of the issues giving cause for concern

4.3 All attendees will introduce themselves including the capacity in which they are sitting.

4.4 The investigator will present the case.

4.5 The panel members will ask the investigator any points requiring clarification

- 4.6 The Student will present their response.
- 4.7 The panel members will ask the Student any points requiring clarification.
- 4.8 The Student may ask questions of any individuals present.
- 4.9 All questions must be for the clarification of matters of fact and should be addressed through the panel Chair
- 4.10 The chair will ask the Investigator whether there have been any inconsistencies in the Student's responses and whether the Student has volunteered any new information during their discourse.
- 4.11 The Investigator is dismissed.
- 4.12 The Student and companion will retire for the panel's deliberations.

5 Panel Deliberations

- 5.1 Panel deliberations and decision making are in private
- 5.2 The panel will consider the evidence before them and make their decisions in this order:
 - whether the individual charges are proven or not proven
 - whether fitness to practise is impaired
 - determine the most appropriate and proportionate sanction.
- 5.3 The civil standard of proof is used by the panel; that is proof on the balance of probabilities. A fact will be established if it is more likely than not to have happened.
- 5.4 The panel will take account of the Student's learning and ability to reflect on their behaviours when making their decisions.
- 5.5 The decisions of the panel shall be taken by simple majority. Where the votes are equal, the panel shall decide the issue under consideration in favour of the Student.
- 5.6 The Student and companion return to the panel to hear the outcome.
- 5.7 The panel chair presents the panel's decisions in relation to whether allegations are proven, whether fitness to practise is impaired and the outcome of the hearing.
- 5.8 The Student and companion leave.
- 5.9 Panel hearing closes.

6 Outcomes

6.1 The panel has discretion to make any decision appropriate and proportionate to the circumstances, wherever possible with the Student's agreement. Such decisions may include:

- permitting the Student to continue on the programme with no further action required;
- permitting the Student to continue on the programme under close supervision; (the details of this will be determined by the panel and may include a conditions of practice order)
- requiring any other action considered appropriate, for example referral to an Occupational Health specialist;
- recommending that the Student re-take part of their programme including the assessments;
- recommending that the Student takes a leave of absence with return to study subject to conditions;
- recommending that the Student should be suspended for a defined period of time with return to study subject to conditions;
- recommending that the Student should be dismissed from the programme as unfit to practise.

This list provides examples and is not exhaustive.

7 Appeal against a decision of the Fitness to Practise Panel

- 7.1 A Student has the right of appeal against the decision of the Fitness to Practise Panel on certain grounds only. The grounds for appeal and the appeal process are explained in Part G Chapter 2 of these Regulations. Appeals must be submitted within 10 University working days of the date of the outcome letter.
- 7.2 An appeal panel will review the original outcome and penalty(ies) imposed to ensure process was followed and the outcome appropriate to the case. They will not re-hear a case.
- 7.3 In the event of an appeal, the decision of the Fitness to Practise panel will not be carried out until the appeals process is concluded.
- 7.4 The Chair of the Disciplinary Appeals Committee may dismiss an appeal without holding a hearing on consideration of the appeal papers if in their reasonable opinion it appears that the grounds of appeal are

so lacking in substance that further consideration would not be justified. The decision of the Chair is final and not subject to review by any other University panel.

8 Fitness to Practise Disciplinary Appeals Committee

- 8.1 In cases where the Student is registered on a programme leading directly to a professional qualification or the right to practice a particular profession or calling, a member of the relevant practice area or profession will act as an additional member of the Fitness to Practise Disciplinary Appeals Committee. The Fitness to Practise Disciplinary Appeals Committee consists of:
- A member of the Board of Governors who shall be the Chair;
 - Another external Governor or recently retired Governor; and
 - A Designated Senior Member of Staff
 - A qualified registrant from the same profession. Where this is not possible due to lack of opportunity or availability (for example for Trainee Nurse Associates) a senior registered practitioner from the same Professional Regulator will attend.
- 8.2 No person who has been previously consulted or involved in the particular case shall act as a member of the Fitness to Practise Disciplinary Appeals Committee.
- 8.3 The Fitness to Practise Disciplinary Appeals Committee may dismiss the appeal and confirm the penalty imposed, or it may uphold the appeal and instruct a new and impartial Fitness to Practise hearing be held, returning the Student to the previous point in the process.
- 8.4 In the event of a new Fitness to Practise panel hearing, the Student will have the right to appeal the outcome of the new panel.

9 Dismissal from a programme of study

- 10.1 Where it is proven that a Student has acted in such a way as to render them unfit to practise the profession to which that Student's programme directly leads, the Student will not be permitted to continue on that programme. In such cases the University reserves the right to inform the relevant professional or regulatory body of the outcome and the reasons for the Fitness to Practise Committee's decision.
- 10.2 Students who are dismissed from their programme as unfit to practise will not be permitted to re-register onto the programme from which they

have been dismissed. The University reserves the right to decline applications to other programmes leading to:

- registration with a professional body
- to a professional qualification
- or the right to practise a particular profession when the Student has previously been dismissed from their programme as unfit to practise

10.3 The University has a statutory duty to refer a Student to the Independent Safeguarding Authority, the Disclosure and Barring Service and other relevant external stakeholders where that Student has been dismissed from training because their behaviour is believed to pose a risk of harm to children and/or other vulnerable people. Only the designated senior member of Staff may make such a referral on the recommendation of the Fitness to Practise Committee.

10.4 A Student whose registration with the University has ended due to fitness to practise will not be permitted to re-apply for entry to the University within two years and would not normally be admitted onto an accredited programme; please see academic regulations on our website.

10.5 The Student will be permitted to transfer to another programme within the University provided that:

- the Student meets the required entry requirements for the new programme;
- there is a place available on the new programme; and
- the Student is accepted as a suitable candidate by the new programme's owning faculty.

Annex 9 - Process for dealing with suspended Students facing a criminal investigation

(See Chapter 2, paragraph 16) Where the investigation or, the remand to Court, involves a delay that will adversely impact on the ability of the Student to continue with studies

1. In every case of suspension of a Student during discipline proceedings, the suspension will be based upon a risk assessment that highlights any direct or indirect risks to other Students or Staff, the individual or to the University and its resources.
2. Consideration is given to whether the University can mitigate such risks by using partial suspension (bespoke mitigation measures) or full suspension.
3. The University's position is to wait for the completion of any criminal investigation before concluding its own disciplinary investigation. This avoids any potential interference with the Police process and/or obstructing the justice process. It also avoids University personnel subsequently becoming witnesses in the following criminal proceedings.
4. The criminal proceedings can cause substantial delays and, may have an unintended prejudicial effect upon the suspended Student
5. The purpose of the University Disciplinary Committee (UDC) is to review evidence presented and to evaluate whether there is sufficient evidence to suggest that the Student attending is fit and appropriate to continue as a Student at the University. The outcome may lead to exclusion from the University. This is decided upon on the balance of probabilities. This is a lower level of proof than that of criminal proceedings.

6 Process Options

- 6.1. There is an option for the suspended Student under investigation to withdraw from their studies at the University. Any further application to the University would be considered in the light of evidence gathered and available to the University, together with the Students response. Please be aware that should a Student re-apply there is a potential that the University will re-institute any outstanding disciplinary procedures.
- 6.2. There is an option for the University to conduct its investigation at the same time as the Police where a Student is suspended and, the University already believes that it has sufficient evidence, aside from any criminal charges or proceedings, to pursue a presentation to the UDC. Consideration of this option should occur at the earliest opportunity in order that the procedures

may be conducted swiftly and fairly by the University. Advice from the Police investigating officer must be sought.