



# Higher Education Programmes Student Disciplinary Policy (Non-Academic)

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## **1. General Principles**

### **1.1. Definition**

This Student Disciplinary Policy outlines the expectations and regulations for student conduct at University Studies at West Suffolk College. It serves to maintain an environment that fosters learning, respect, and safety for all members of the University Studies community. The policy aims to promote integrity, ethical behaviour, and personal responsibility among students.

Misconduct is defined as improper interference, in the broadest sense, with the proper functioning or activities of West Suffolk College (WSC) or with those who work or study in the institution. This includes action, including harassment, discrimination and bullying as described under the Equality Act 2010, which otherwise damages the institution or brings it into disrepute whether on WSC premises or elsewhere. Examples of breaches to the Student Disciplinary Policy and misconduct are included in Annex A & B, please note that these lists are not exhaustive.

### **1.2. Fairness**

WSC's interpretation of natural justice is informed by the Office of the Independent Adjudicator (OIA) guidance:

1. "No one should be a judge in their own cause" – decision makers must come to matters without bias or a reasonable perception of bias. This means no one who is involved in making allegations, or the investigation will be included in decision making relating to the case.
2. "Hear the other side" – each party must have a fair hearing. This means that students will have the opportunity for a hearing and representation at that hearing, before conclusions are drawn.
3. "Justice delayed is justice denied" – the process must be completed without delay. We intend to conclude most hearings within 90 days.
4. Investigations will be conducted on a fair and open basis without insinuation that the alleged misconduct having occurred (unless openly admitted to by the respondent). Investigations and any hearing will give the opportunity for the respondent to state their case fully.

University Studies at West Suffolk College may vary any part of this Policy to comply with its duty to make reasonable adjustments for people with disabilities.

In all cases a written record of the proceedings will be kept.

### **1.3. Standard of Proof**

The standard of proof is the level of proof required to determine whether an incident occurred. In civil law the standard of proof is based upon the 'balance of probability'. This is the standard of proof used by the University Studies at West Suffolk College. Balance of probabilities means University Studies at West Suffolk College is satisfied an event is more likely to have occurred than not. Decisions are based on all available evidence and not simply a belief that something is likely to have happened.

## **1.4. Other**

Where a student has been given due notice of a hearing but fails to attend without prior notification or satisfactory explanation for their absence, the committee may proceed to deal with the case and if appropriate, impose an appropriate sanction in their absence.

Where an action is imposed on a student under this Policy, and that student has another status within the College, for example they are employed by the College, the Executive Dean for Higher Education, together with the Head of HR or their nominee will consider whether any further action is required.

Any College designation identified in this Policy may appoint a suitably qualified and experienced nominee to act on their behalf, unless they are involved in the case. References to that officer will be taken to include reference to such a nominee.

Permanent exclusion from the University Studies at West Suffolk College will not relieve the student from the payment of any debts due to the College.

## **2. Scope**

This Policy is not intended to resolve disputes between individual students, or groups of students, but rather address allegations that a student has breached their contractual obligation to comply with the College's regulations, policies and procedures. This Policy includes off-campus activities, for example work in partner organisations, fieldtrips, social media, or work placements. In addition, the College reserves its right to enact this Policy where it considers that the College may be brought into disrepute by student activity within the local community and/or where a student's actions (irrespective of where they take place and/or whether part of College activities) may cause harm to the welfare or education of the student or other students or staff in the College community.

This Policy sets out the procedures through which the University Studies at West Suffolk College will normally respond to an allegation of misconduct as defined above. This Policy applies from the point of the contractual relationship between the student and the College is formed. The regulations always apply and are not restricted to conduct during term time. This Policy applies to potential students, current students, or former students on any programme described at level four and above at West Suffolk College including for example:

1. Full or part-time undergraduate students
2. Degree or higher-level apprentices
3. A potential student who is in receipt of an offer of a place at WSC
4. A former student may also be considered under this Policy as is in keeping with the Academic Regulations of the College and the validating body for the award being studied.

An allegation against a student can be made by any individual regardless of their relationship to the College, but the extent to which information about the College's handling of an allegation will be determined by the Executive Dean of Higher Education. The College will provide general information to all parties involved in disciplinary procedures to manage their expectations of what may happen once an allegation has been received.

## **3. Timeframes**

The College reserves the right to investigate and take such steps as are necessary to rescind an award conferred on a student under the terms of this Policy but will normally only do so in cases of proven serious academic misconduct.

The disciplinary procedures will be carried out in as quick and timely manner as possible and normally within 90 days of an allegation being received by the College, although all parties are to accept that additional time may be necessary. Where an allegation is being considered by the police, the Crown Prosecution Service (CPS) or another official authority, it is likely that the College's consideration of an allegation will take longer than 90 days to complete. At each stage in the disciplinary procedures, students will be provided with information about the relevant timescales to which both they and the College will normally be expected to comply.

The student will be notified in writing of the outcome of any formal disciplinary process under this Policy normally within 5 working days of the Committee reaching its decision.

The student may request a review or appeal the outcome of a disciplinary hearing and/or conditions imposed. The request should be made in writing to the [universitystudies@wsc.ac.uk](mailto:universitystudies@wsc.ac.uk) within 10 working days of receiving the outcome of their disciplinary hearing.

#### **4. Development: How was this policy developed?**

##### **4.1. External reference points**

- a) Office of the Independent Adjudicator (OIA) Good Practice Framework Disciplinary Procedures: [good-practice-framework-disciplinary-procedures-section.pdf](https://www.oiahe.org.uk/good-practice-framework-disciplinary-procedures-section.pdf) ([oiahe.org.uk](https://www.oiahe.org.uk))

#### **5. Support and representation for students who are being considered under this policy**

A student, whether they are the subject of an allegation, witness to an allegation, or has made an allegation is entitled to have a supporter present at any stage of the disciplinary procedures outlined in this policy. This includes students who are subject to investigation by the judiciary. The supporter may be a member of the Personal Support Tutors, family member or friend.

Students are encouraged to seek advice and support to understand this policy and ensure they are represented in a timely way. Advice and support are available from the Personal Support Tutors. [universitystudiesstudentsupport@wsc.ac.uk](mailto:universitystudiesstudentsupport@wsc.ac.uk).

The role of the supporter is to provide advice and emotional support but is not normally an advocacy role. Supporters are not allowed to ask or answer questions on behalf of the student. Students should represent themselves, as they will have the best knowledge of the reasons leading to the enactment of these processes and will be best placed to answer questions. In some limited circumstances and where there is sound material reason, the College will allow a request from a third party acting as the complainant's authorised representative. In which case the College will only communicate with this representative. However, the student will not normally be permitted to be represented by a legal practitioner at meetings or hearings held under this policy.

A supporter cannot perform the duties of both witness and supporter.

#### **6. Precautionary action**

Where an allegation arises that a student has breached the College regulations, the College has the right to take immediate precautionary action pending consideration of the allegation

under this Policy. This action may include temporary exclusion from the premises or restrictions on the student's access to the resources and activities at the College.

Precautionary action may be taken by the College pending consideration of an allegation by a third party such as the police, CPS or other official authority, or, if the College is satisfied that one or more of the following apply:

1. the nature of the allegation is severe and is of such a nature that immediate action is required
2. there is evidence of risk to the student/s in question or to others
3. the allegation represents a potential or actual threat to the safety, security, health, wellbeing, good order, or reputation of the College, its members, an external organisation or placement provider, or members of the public
4. further delays in acting could result in further breach/s of the College regulations.

Precautionary action:

1. does not assume guilt
2. is a neutral act
3. is not a penalty or sanction
4. will not be used as evidence that a student has breached the College's rules.

Any precautionary action taken will be both reasonable and proportionate and, will place the safety of all parties at the centre of decision making. Where possible, mitigating steps will be taken to minimise the impact of the precautionary action on all students affected. Any precautionary action taken will be for a specified period, but the College reserves the right to extend this period following a review of the circumstances.

A student subject to precautionary action will be given the opportunity to request a review of the decision by the Executive Dean of Higher Education. If the review is successful, the student or staff member who has made the allegation will be notified immediately that the student has been permitted to return to their studies.

Where precautionary action is taken, the student may be notified in person or in writing. Where originally notified in person, the student will also be informed in writing no later than 48 hours of the action being taken. The communication with the student will include:

1. the type of action that has been taken and the reasons
2. the period the action will be in place for
3. whether this may be extended
4. how they can request a review of the decision
5. the support services that are available to them.

In all circumstances where precautionary action is taken, the original decision-maker should continue to review the conditions in place on an on-going basis.

## **7. Group disciplinary matters**

Each student's participation in an event will be considered in isolation, as such decisions under this policy will be based on individual responsibility utilising relevant information particular to the case.

## **8. Behaviour that may amount to a criminal offence**

Behaviour that may amount to a criminal offence is dealt with by the Police, CPS, and the criminal courts. However, criminal behaviour may also be a breach of WSC disciplinary

procedures and WSC may reasonably act against a student whether they have been convicted of a criminal offence.

Personal Support Tutors can support students in all disciplinary matters including involvement with the police. The College will ensure that students understand their options when they report behaviour that may amount to a criminal offence and support the student whatever action they choose to take. Options may include reporting the matter to the police, requesting disciplinary action, or taking no further action.

If a student reports a sexual assault WSC will give the student information about the nearest sexual assault referral centre. If the student decides to report the matter to the police, WSC will help and support them to do so, the Student Welfare Team will support students through this process.

If the police or courts are involved, WSC will consider whether it is appropriate and/or necessary to await the outcome of those proceedings before conducting an internal investigation, and such a decision may be informed through consultation with the police. WSC will keep in touch with the students involved, and with the police during the criminal process. Whilst mindful of the need to act fairly, WSC may need to take some form of precautionary action to protect students and staff members (see above).

The fact that criminal proceedings have been instituted or have concluded does not preclude the College from taking its own disciplinary action, if it is thought fitting or necessary to do so. If the student has been imprisoned, WSC will consider whether it is possible for the student to continue with their studies, and whether disciplinary action is necessary or proportionate.

## **9. Referral to further policies and procedures**

The College reserves the right to refer a concern raised under this Policy for consideration either separately or simultaneously under any other relevant Academic Regulation, Policy or procedure at any time; this includes for example Safeguarding Policy, Prevent and Dignity at Work.

Where the student is registered on a course which falls within Fitness to Study, Professional Suitability or Conduct Policy the Discipline Committee must also refer the matter to be dealt with in accordance with that Policy. Cases considered under these Policies may also be considered under this Policy where appropriate and as determined by the Head of Student Success and or Executive Dean, and in consultation with the relevant Head of Department.

Where a student is known to be engaging in regulated activity with children or vulnerable adults, any matter which may call into question their suitability will be reported to the College's Designated Safeguarding Lead.

## **10. Procedures for dealing with allegations of misconduct**

### **10.1. Reporting**

Issues that may be considered non-academic misconduct can be reported to [universitystudies@easterneducationgroup.ac.uk](mailto:universitystudies@easterneducationgroup.ac.uk). On receipt of an allegation a Non-Academic Misconduct form will be completed. When an allegation is reported it will be investigated by the Disciplinary Officer (DO) to ascertain the appropriate level for consideration, please see Annex B for guidelines. The DO will also consider whether:

1. precautionary action needs to be taken as is described in Section 6 of this Policy, in this case the matter will be referred directly to the Executive Dean

2. the matter needs to be referred to the Safeguarding Team or other support team
3. the matter needs to include the involvement of the police or other outside agencies.

Thereafter, the DO will have the power to carry out such investigations as they deem appropriate, including interviewing the student and any other witnesses. The DO will consider the following factors

1. whether there is in/sufficient evidence to conclude that a breach of the Student Code of Conduct has occurred;
2. whether the available evidence is in/sufficient to conclude on the balance of probabilities that an allegation is proven
3. the student's understanding of the definitions of non-academic misconduct and the reasons why certain behaviour is not acceptable to the College
4. the presence of any compelling mitigating factors or other circumstances that may have affected the student's conduct.

Having finalised the initial report, the DO will determine whether

1. the allegation did not breach the Regulations, and therefore the investigation is closed
2. the allegation is of such a nature that no further proceedings are appropriate
3. the allegation is such that it should be referred for consideration under a different regulation, policy or procedure
4. the level at which the allegation should be heard i.e., Level 1, Level 2, or Level 3.

In all cases the initial investigation report will:

1. identify the student(s)
2. identify the names of any witnesses, and designation
3. provide a summary statement of the allegations
4. explain exactly how these broke the College regulations, with clear identification of those policies, regulations or procedures which have been contravened e.g., section 4 of the Dignity at Work Policy
5. provide rationale for assigning a disciplinary level
6. outline the consequences of such a breach e.g., gained access to a programme inappropriately.

Where the College decides not to pursue an allegation it is good practice that the student is informed of this in writing together with the rationale for the decision.

## **10.2. Conducting a Disciplinary Hearing**

### **10.2.1. Level 1**

Level 1 hearings will be heard locally and can be enacted by the Disciplinary Officer. The student who is the subject of the allegation will be called to a meeting where they can discuss the allegation with the Disciplinary Officer. Before the meeting the student will be informed in writing of:

1. exactly how they may have contravened the College regulations, with clear identification of those policies, regulations or procedures which have been contravened e.g., section 4 of the Dignity at Work Policy.
2. the evidence that will be considered.
3. the attendees at the meeting together with their designation.
4. the potential outcome of the hearing.
5. the representation and support at the hearing.



6. the attendance of any witnesses that the students may wish to invite.
7. alternative means of attending the meeting.
8. the ways to reschedule the meeting if there is good cause.
9. processes for questions and questions to witnesses.
10. normal timeframes for communication of outcomes.

There will be one other suitably qualified person at any meeting as well as the Clerk who will record the outcome.

In the case of Level 1 hearings an informal outcome can be recorded. The student will be informed of the consequences of the outcome including whether it would be considered should there be another disciplinary hearing, impact on Fitness to Study and/or Professional Misconduct and Suitability and whether it would influence future references. The outcome will be communicated to the student at their college email address within seven days of the hearing taking place.

The student will have the right to appeal to the Disciplinary Committee chaired by the Head of Student Experience for review.

### **10.2.2. Level 2**

Level 2 will be conducted by a Disciplinary Committee which is chaired by the Head of Student Experience; Staff who have had no former involvement with the case and no one who is involved in the allegation can be involved in the decision making.

The student will be provided with a copy of all the information as is described in section 10.3.1 points 1 - 10 above together with the parameters of the meeting, see section 10.3.4 below.

The student will be invited to provide a written statement in advance of the hearing. A copy of the statement will be provided to the Committee. The student should confirm their attendance or non-attendance at least three days in advance of the hearing. Where the student cannot attend for good reason, they will be given to opportunity to reschedule within a reasonable timeframe.

### **10.2.3. Order of proceedings**

The order of proceedings at a hearing will normally be as follows:

1. the Chair will introduce the proceedings.
2. outline the parameters of the meeting, see below.
3. reiterate the role and responsibilities of any support person the student has called upon.
4. explain the potential outcomes of the hearing.
5. the Chair will present the allegation and may call and question witnesses.
6. any witnesses will answer any questions from the Committee.
7. the student may present their response to the allegations.
8. the student and any witnesses will answer questions from the Committee and the Chair.
9. the Chair will make a closing statement.
10. the student may make a closing statement.
11. the committee will deliberate in private before deciding on the outcomes.

### **10.2.4. Parameters for conducting the hearing**

Role of supporters is described in section 5, paragraph 3, and the hearing should be reminded of these restrictions.

The student accused of misconduct will not be able to ask questions of any witnesses directly but may do so via the Chair of the committee, who may at their discretion rephrase a question or decline to put it to the witness.

The Committee may at the discretion of the Chair require the student alleged to have committed misconduct to observe any witness testimony from a separate room. The accused student will be able to see and hear the witness via video link and provide questions in writing which will be read to the witness via the Chair of the Committee, who may at their discretion rephrase a question or decline to put it to the witness.

The Committee may at the discretion of the Chair adjourn a hearing and request additional evidence from either party. The Committee will normally reconvene within 7 days, and the parties will be given at least 2 days' notice of the time and date of the reconvened hearing.

### **10.2.5. Outcomes**

The Committee will determine one of the following outcomes:

1. that there is insufficient evidence to conclude that a breach of the College regulations, policies or procedure in terms of student conduct has occurred, in which case the allegation will be dismissed; or,
2. that there is sufficient evidence to conclude that a breach of the College regulations, policies or procedure in terms of student conduct has occurred, in which case one or more sanctions as set out in Annex B may be applied.

### **10.2.6. Level 3**

A level 3 Disciplinary Committee will be chaired by the Executive Dean of Higher Education, the quoracy of the meeting will include at least one other member of the senior leadership team and one other suitably qualified member of staff. The processes outlined in section 10.3.3 to 10.3.4 above will remain the same.

As with level 2 outcomes the Committee will determine one of the following:

1. that there is insufficient evidence to conclude that a breach of the College regulations, policies or procedure in terms of student conduct has occurred, in which case the allegation will be dismissed; or,
2. that there is sufficient evidence to conclude that a breach of the College regulations, policies or procedure in terms of student conduct has occurred, in which case one or more sanctions as set out in Annex B may be applied.

## **11. Communication of Committee Outcomes**

The Clerk to the Committee will notify the student in writing of the decision within 7 days of the hearing. The Discipline Committee may impose one or more sanctions, the committee will consider the specific allegation, together with the following considerations:

1. the frequency of the event/s.
2. the features of the case.
3. the impact on staff and/other students.

4. the relevant mitigation brought forward in certain cases; this may include.
  - a. the action being a first offence,
  - b. an admission by the student at the earliest opportunity,
  - c. expressions of remorse and willingness to make reparations, e.g., an apology,
  - d. compelling circumstances that may have affected their judgement,
  - e. any impact statement provided by a complainant.

In communicating the outcome to students, the Chair of the disciplinary panel will explain in the outcome letter:

1. the gravity of the offence and its impact.
2. mitigating factors (if any) that were taken in account.
3. the frequency (if any) of the event.
4. the sanction(s) selected with rationale.
5. why lesser sanctions would be inappropriate.
6. the potential impact on their continued study.
7. support that is available to the student.
8. their right of appeal.

## **12. Sanctions**

The sanctions available to the Disciplinary Committee range from formal reprimand through to fixed-term exclusion or permanent exclusion from the College. Annex B outlines in further detail, non-exhaustive, examples of sanctions.

## **13. The right of appeal**

The grounds for appeal are as follows:

1. that there was a material procedural irregularity or failure in procedure in the conduct of the original hearing.
2. that there appears to be evidence of prejudice or of bias during the original hearing.
3. material evidence is available that was unavailable to the Disciplinary Committee, prior to or during, the original hearing which may make a material difference to the outcome and the sanction that was applied, and there are convincing reasons why this could not be made available earlier.

Where there are clear and justifiable reasons for extending the timescale for considering an appeal the Disciplinary Committee Chair responsible for the investigation extend the review period. The complainant will be notified in writing and will be kept updated on the revised deadline for bringing the appeal to a conclusion. If the complainant feels the outcome is being unreasonably delayed; they can write to [universitystudies@easterneducationgoup.ac.uk](mailto:universitystudies@easterneducationgoup.ac.uk) setting out why they feel this is the case.

### **13.1. The Disciplinary Appeals Panel**

This panel will be made up of:

- a) Two members of the Senior Leadership Team.
- b) A Group Principal as Chair.

The appeal will normally take the form of a paper review unless the Chair of the Discipline Appeals Panel decides that a new hearing is required. The appeal must be received within 10 days of the dispatch of the outcome letter. Applications for review will be acknowledged within 5 working days. A full response will be provided to the student typically no later than 20 working

days from the time that the request for escalation to the Review Stage, and all associated documentation, was received for investigation.

Where there is a hearing, the order of proceedings will follow those of the disciplinary hearing outlined in section 10.2.3 of this policy. The parameters for conducting the meeting remain the same as for the original hearing outlined on section 10.2.4 of this policy.

### **13.1.1. Outcomes**

The Disciplinary Appeals Panel will take one of the following actions:

- a. Determine that the decision of the Student Disciplinary Panel will remain unchanged.
- b. Set aside the decision and require the original decision-maker to reconsider the matter reflecting upon any comments from the Disciplinary Appeals Panel as appropriate in the circumstances.
- c. Set aside the decision and require the allegation of misconduct to be considered afresh.
- d. Set aside the decision and inform the student that no further action will be taken.  
or
- e. Uphold the decision, but substitute the original sanction for a less severe sanction

The Clerk to the Panel will notify the student in writing of the decision of the Panel within 7 days of the hearing and will issue a Completion of Procedures Letter.

### **12.1.2 Office of the Independent Adjudicator for Higher Education (OIA)**

Once the appeal stage has been completed the outcome letter will explain that it is a Completion of Procedures letter which marks the end of University Studies at West Suffolk College's procedures and that the student has the right to seek review by the OIA .The complaint needs to be submitted to the OIA within 12 months of the date of the Completion of Procedures Letter. The letter will also explain where and how the subject can access advice and support.

## **14. Communication with complainants**

Complainants or those who have made allegations under this Policy have a reasonable expectation to a response to the matters that they have raised. The College will balance this expectation with data protection and rights of the students as subject of the allegation. To this end each case will be considered individually. The final decision regarding disclosure of information will rest with the Chair of the Disciplinary Committee, or Appeals Panel within GDPR guidelines.

At the conclusion of all levels of these proceedings the final report will be drawn up, this will include:

1. exactly what College regulations were breached, with clear identification of those policies, regulations or procedures which have been contravened
2. the composition of the Committee
3. the representation and support who attended the hearing
4. the attendance of any witnesses

5. how the hearing was conducted, i.e., online, in person, blended
6. any reschedule that took place
7. processes for questions and questions to witnesses
8. the outcome of the hearing
9. normal timeframes for the communication of the outcomes
10. the rationale for the sanctions being allocated
11. .

## **15. Monitoring and Review**

The Student Disciplinary Policy will be reviewed periodically to ensure it remains up-to-date and effective. The Academic Quality Board will Monitor the implementation and impact of the Student Disciplinary Policy at the Academic Quality Board and gather feedback from students and staff to continually improve the process.

## **16. Annex A: Examples of Breaches of Policies and Procedures and Misconduct**

### **1. Breach of Policies and Procedures**

1. a breach of College policy or policies e.g., smoking in prohibited areas, ignoring fire alarms;
2. refusal to respond to reasonable requests by College staff;
3. a serious or persistent breach of College Policy or policies.
4. repeated or persistent misconduct offences, or multiple concurrent misconduct.
5. refusal to observe another sanction imposed under College policies;
6. significant breach of health and safety requirements, endangering the wellbeing of students, staff and visitors.
7. inappropriately setting off or tampering fire or other safety equipment in a College building;
8. behaviour likely to bring the provider into disrepute, such as disruptive behaviour in the community.
9. Internet access abuse, such as visiting inappropriate websites, uploading/downloading inappropriate content, propagation of computer viruses.

### **2. Misconduct in relation to academic outcomes**

1. relying on forged, falsified or fraudulent documentation, including plagiarism, contract cheating, cheating in examinations or formal assessments, falsifying data, breaching research or ethics policies and other forms of deception that are intended to gain an advantage, for example submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims.
2. misconduct in connection with the examination of degree, diploma or certificate.
3. falsification or misuse of College records of outcomes, including degree or diploma certificates;
4. impersonation of others, within or outside the College, including but not limited to in connection with academic attainments.

### **3. Misconduct in relation to financial reward**

1. misapplication in connection with applications for funds.

**4. Criminal activity may include:**

1. assault, affray or causing physical harm.
2. threatening, offensive or indecent behaviour
3. riotous or disorderly conduct causing serious damage to or on College property or premises or seriously affecting good order within or outside the College;
4. offences against the criminal law, where these offences involve other students or directly affect the interests of the College (including but not limited to possession, use or supply of illegal substances in accordance with the Misuse of Drugs Act 1971).

**5.. Discrimination and discriminatory behaviour**

1. bullying, harassment, unlawful discrimination, hate crime or other breaches of the Dignity at Work WSC Policy.

Racist behaviour, micro and macro-aggressions towards Black, Asian and minority ethnic students including but not limited to racist language or memes, denial of individual racism, criticism of cultural style, values or language. This list is not exhaustive.

## 17. Annex B: Level of Behaviours, Allegations and Outcomes

Behaviours/ Allegations	Potential Outcome/Sanction	Decision Maker	Appeal
<p><b>Examples of Level 1 misconduct include but are not limited to:</b></p>	<p><b>Examples but not limited to:</b></p>		
<ol style="list-style-type: none"> <li>1. Low-level anti-social behaviour</li> <li>2. Misapplication in connection with applications for funds;</li> <li>3. Refusing to provide ID on request</li> <li>4. Smoking tobacco in non-designated outdoor areas (1<sup>st</sup> offence)</li> <li>5. Low-level inappropriate behaviour caused by intoxication through alcohol</li> </ol>	<p>Temporary exclusion from specific areas, e.g. Library, canteen            Informal warning            Mediation Services            Requirement to apologise in writing.</p>	<p>Disciplinary Officer</p>	<p>Student Disciplinary Committee chaired by Head of Student Success</p>
<p><b>Examples of Level 2 misconduct include but are not limited to:</b></p>	<p><b>Examples but not limited to:</b></p>		
<ol style="list-style-type: none"> <li>1. Moderate or sustained low-level anti-social behaviour</li> <li>2. Moderate threatening, offensive or indecent behaviour or language that causes distress to others</li> <li>3. Multiple instances of refusing to provide ID on request</li> <li>4. Smoking tobacco in non-designated outdoor areas (2<sup>nd</sup> offence)</li> <li>5. Breaches of Health and Safety of Fire Safety Policies including unauthorised use of candles of naked flames, smoking indoors, tampering with fire prevention and detection equipment and refusing access to College property by staff</li> </ol>	<p>Written formal warning            Final written warnings            Attend a prescribed number of support meetings</p>	<p>Head of Student Success</p>	<p>Student Disciplinary Committee chaired by Executive Dean for Higher Education</p>

<ul style="list-style-type: none"> <li>6. behaviour likely to bring the provider into disrepute, such as disruptive behaviour in the community;</li> <li>7. misapplication in connection with applications for funds;</li> <li>8. Moderate inappropriate behaviour caused by intoxication through alcohol</li> </ul>			
<p><b>Examples of Level 3 misconduct include but are not limited to:</b></p>	<p><b>Examples but not limited to:</b></p>		
<ul style="list-style-type: none"> <li>1. Possession of an offensive weapon</li> <li>2. Causing or attempting physical harm to others</li> <li>3. Severe threatening, offensive or indecent behaviour or language that causes distress to others</li> <li>4. Illegal drug use or misuse of illegal drugs</li> <li>5. Sexual misconduct, including inappropriate use of college IT systems</li> <li>6. behaviour likely to bring the provider into disrepute, such as disruptive behaviour in the community;</li> <li>7. The distribution, supply, or provision of illegal drugs or legal highs</li> <li>8. Harassment, bullying or discrimination, including racism, sexism, transphobia, homophobia and denigrating another's' accent, language or culture</li> <li>9. Severe breaches of Health and Safety of Fire Safety Policies, including deliberately starting or attempting to start a fire, or repeated instances of relevant Level 2 misconduct</li> <li>10. Severe inappropriate behaviour caused by intoxication</li> </ul>	<ul style="list-style-type: none"> <li>Fixed Term Exclusion from College</li> <li>Permanent Exclusion from specific courses</li> <li>Permanent Exclusion from the College and all its courses</li> </ul>	<p>Student Disciplinary Committee Executive Dean of Higher Education</p>	<p>Student Disciplinary Appeal Panel Chaired by the West Suffolk College Principal</p>