

Annex 1

Table 1: Standard penalties for offences normally considered at Disciplinary Officer Stage

	<u>Offence</u>	<u>Standard Penalty/Action</u>	
		<u>First Offence</u>	<u>Second Offence</u>
1	Smoking or vaping in a non-designated area (outside).	Written Warning and Fine - £50	Written Warning and Fine - £100
2	Drinking alcohol in a prohibited area.	Written Warning and Fine - £50	Written Warning and Fine - £150
3	Smoking or vaping in a prohibited area (inside).	Written warning and Fine - £150	Referral to Committee of Discipline
4	Failure, without reasonable cause, to produce accurate identification upon demand to authorised persons, who should identify themselves.	Written Warning and Fine - £150	Written Warning and Fine - £250 and/or exclusion
5	Minor anti-social disturbance including off-campus noise disturbance.	Written Warning and Fine - £150	Written Warning and Fine - £250 and/or exclusion or referral to Committee of Discipline*
6	Causing minor harm or threatening to cause minor harm to another person.	Written Warning and Fine - £150	Written Warning and Fine - £250 and/or exclusion or referral to Committee of Discipline*
7	Minor vandalism or malicious damage to property.	Written Warning and Fine - £150	Written Warning and Fine - £250 and/or exclusion or referral to Committee of Discipline*
8	Disruption of, or interference with, the activities of the University, whether on University premises or elsewhere.	Written Warning and Fine - £150	Referral to Committee of Discipline*
9	Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University.	Written Warning and Fine - £150	Referral to Committee of Discipline*
10	Behaviour which interferes with the legitimate freedom of speech, ideas, actions or enquiry of any other student or member of staff.	Written Warning and Fine - £150	Referral to Committee of Discipline*
11	Indecent misconduct (minor)	Written warning and Fine - £150	Referral to Committee of Discipline*
12	Failure to comply with a penalty previously imposed under these regulations for a minor offence.	Written Warning and Fine - £150	Referral to Committee of Discipline*
13	Contempt of the University's Discipline procedures by failing to co-operate with the University's discipline authorities.	Written Warning and Fine - £150	Referral to Committee of Discipline*
14	Breach of University Regulations or Policy and Procedures eg the Student Social Media Policy, Student Visa requirements	Written Warning and Fine - £150	Referral to Committee of Discipline*

*The decision to refer a case to the Committee of Discipline should be taken in consultation with Academic Affairs. A hearing is not required for a case to be referred.

In addition to the above penalties, students will be required to pay for any loss or damage that resulted directly or indirectly from the student's misconduct. **The standard penalties listed above are not maximum penalties.** Depending on the circumstances and severity of an offence a heavier penalty may be applied.

In cases where a student admits an offence or presents mitigating circumstances (which should be recorded), a lesser penalty may be considered. A written warning will stay on the student transcript until graduation.

A second offence of an identical or similar nature will normally be referred to a Committee of Discipline. A second offence of a different nature may be dealt with by a Disciplinary Officer. More than three minor offences will result in a student being referred directly to a Committee of Discipline.

Table 2: Standard penalties for offences considered by the Committee of Discipline

The Committee of Discipline must consider whether the nature and severity of the offence(s) warrant expulsion.

	<u>Offence</u>	<u>Standard Penalty</u>	
		<u>First Offence</u>	<u>Second Offence</u>
1	Minor offence committed by a student with a disciplinary record.	Written Warning and Fine - £350	Suspension
2	Taking property without the consent of the owner	Written Warning and Fine - £500	Expulsion
3	Major vandalism or malicious damage to property.	Written Warning and Fine - £500	Expulsion
4	Misuse of fire or other safety equipment.	Written Warning and Fine - £500	Expulsion or Exclusion from University Accommodation
5	Failure to co-operate with the University's discipline authorities on more than one occasion.	Suspension	Expulsion
6	Behaviour which brings, or may bring, the name of the University into disrepute.	Suspension	Expulsion
7	Possession of an illegal substance	Suspension/exclusion from University accommodation	Expulsion
8	Abusive or intimidating behaviour	Suspension	Expulsion
9	Making false, frivolous, malicious, mischievous or vexatious allegations against another member of the University.	Suspension	Expulsion
10	Serious indecent misconduct	Suspension	Expulsion
11	Sexual misconduct, including attempted sexual misconduct	Expulsion	n/a n/a
12	Failure to disclose the required information to the Director of Academic and Student Affairs as required by Section 9 of these Regulations.	Expulsion	n/a
13	Fabrication or falsification of evidence provided to the University	Expulsion	n/a
14	Physical misconduct	Expulsion	n/a
15	Threats of physical misconduct	Suspension	Expulsion
16	Public disorder	Expulsion	n/a

In addition to the above penalties, students will be required to pay for any loss or damage that resulted directly or indirectly from the student's misconduct.

The standard penalties listed above are not maximum penalties. Depending on the circumstances and severity of an offence a heavier penalty may be applied, including suspension, exclusion or expulsion.

In cases where a student admits an offence, or presents mitigating circumstances (which should be recorded), a lesser penalty may be considered.

A written warning will stay on the student transcript until graduation.

Suspension will normally be for an academic year, although this may vary according to the nature and severity of offences.

Students who are suspended may be permitted to take examinations but will not be permitted to graduate or re-enrol.

Expulsion will be recorded permanently on the student transcript.