

Student Disciplinary Procedure

Owner	Head of Quality		
Version	4.0		
Changes	<ul style="list-style-type: none"> • Consolidated procedure and pack into single framework. • Incorporated clear timelines and responsibilities. • Added Panel Terms of Reference (Annex D). • Introduced compliance and reporting requirements in line with OfS, QAA, and OIA. 		
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Implementation date	January 2026	Date of next review	September 2026
Related internal policy	<ul style="list-style-type: none"> • Student Attendance and Engagement Policy; • Fitness to Study Policy; Fitness to Practise Policy; • Mitigating Circumstances Policy; • Safeguarding, Prevent and Harassment Policy; • Consolidated Student Appeals Procedure. 		
Related external policies and regulations	<ul style="list-style-type: none"> • Office for Students (OfS) Condition E2; • QAA Quality Code; • Office of the Independent Adjudicator (OIA) Good Practice Framework; • Equality Act 2010; • UKVI Sponsorship Guidance. 		

Contents

Student conduct framework.....	3
Purpose.....	3
Scope and Application.....	4
Who does this apply to?	4
Definitions	4
Principles.....	5
Advice and Support.....	6
Application of this Procedure.....	6
Procedure.....	7
Stage 1: Investigation.....	7
Investigation Steps	7
Stage 1 outcomes.....	8
Stage 2: Disciplinary Panel Hearing.....	9
Stage 2 outcomes.....	9
Timeline	10
Appeals	11
Data Protection and information Sharing.....	11
Annex A – Examples of Misconduct and Gross Misconduct.....	13
Misconduct (normally Stage 1)	13
Gross Misconduct (normally Stage 2).....	13
Annex B – Flowchart of the Student Disciplinary Procedure	14
Annex C – Terms of Reference: Student Disciplinary Panel.....	15

Student conduct framework

1. Regent College London is committed to maintaining a safe, respectful, and inclusive learning environment in which students can succeed academically and personally. This Student Disciplinary Procedure operates within a wider student conduct framework comprising:
 - the Student Charter, which sets out shared values, mutual expectations, and the College–student partnership;
 - the Student Code of Conduct, which defines the standards of behaviour expected of all students and identifies behaviours that may constitute misconduct; and
 - this Student Disciplinary Procedure, which explains how alleged breaches of the Code of Conduct are investigated and, where necessary, sanctioned.
2. By enrolling at Regent College London, students agree to comply with the Student Code of Conduct and all related College regulations and procedures. The Code of Conduct applies to student behaviour on College premises, online platforms, placements, study visits, and College-related activities, and may also apply to conduct outside these settings where it impacts the College community or its reputation.
3. This procedure is underpinned by three principles:
 - **Fairness** – every student will have the opportunity to understand the case against them, respond fully, and access appropriate support.
 - **Proportionality** – disciplinary action will reflect the seriousness of the alleged misconduct, with an emphasis on education and rehabilitation wherever possible.
 - **Transparency** – decisions will be clearly reasoned, communicated in writing, and subject to appeal.

Purpose

4. The Student Disciplinary Procedure provides the framework for addressing alleged breaches of the Student Code of Conduct by students of Regent College London.
5. Its purpose is to ensure that allegations of misconduct are considered in a fair, proportionate, consistent, and timely manner, with due regard to:
 - the rights and wellbeing of students;
 - the standards of behaviour set out in the Student Code of Conduct;

- the safety and interests of the wider College community; and
 - the College's obligations under regulatory and legal frameworks, including the Office for Students (OfS), the QAA Quality Code, and the Office of the Independent Adjudicator (OIA) Good Practice Framework.
6. This Procedure also clarifies the relationship between the Student Disciplinary Procedure and other relevant College policies, including Fitness to Study, Attendance and Engagement, Safeguarding, and Academic Misconduct.

Scope and Application

7. This Procedure applies where a student is alleged to have breached the **Student Code of Conduct**. It does not apply to matters of academic integrity, which are dealt with under the Academic Misconduct Procedure, or to concerns more appropriately addressed under other College procedures, unless there is evidence of intentional misconduct.

Who does this apply to?

Awarding Body	Application at RCL	Referral to University	Appeals and COP letters
Pearson (HND)	All stages of the procedure apply at RCL.	Not applicable.	issued by RCL.
RCL internal awards	All stages of the procedure apply at RCL.	Not applicable.	issued by RCL.
University of Greater Manchester (UGM)	RCL undertakes initial fact-finding only.	Cases are then referred to UGM's Non-Academic Conduct Policy.	issued by UGM.
Buckinghamshire New University (BNU)	Stage 1 Cause for Concern managed at RCL.	Serious or repeated breaches are referred to BNU.	issued by BNU.
St Mary's University (SMU)	RCL conducts the initial investigation.	Cases are then referred to SMU's Disciplinary Procedure.	issued by SMU.

Definitions

- a. **Misconduct** refers to behaviour that breaches the Student Code of Conduct and disrupts the learning community or undermines the safety, wellbeing, or reputation of the College. Examples include minor disruptive behaviour, failure

to follow reasonable instructions, or misuse of College facilities. **Gross misconduct** refers to more serious breaches, such as violence, harassment, fraud, possession of drugs or weapons, or actions that bring the College into disrepute. These cases are normally referred directly to a Disciplinary Hearing (Stage 2).

- b. **Supporter** A person who accompanies a student to a meeting or hearing under this procedure. The supporter should normally be a friend or family member. The supporter may provide moral support and help the student present their case but is not permitted to act as a legal representative or speak on the student's behalf.
- c. **Cause for Concern Meeting** is an informal, Stage 1 meeting between the student and the Programme Leader / Personal Academic Tutor (PAT) designed to resolve issues at an early stage.
- d. **Disciplinary Hearing** is a formal Stage 2 panel meeting, chaired by a Dean (or nominee), where allegations of gross or repeated misconduct are considered.
- e. **Precautionary suspension** is a temporary suspension of a student where immediate risk is identified. Such suspensions are reviewed regularly to ensure they remain proportionate.
- f. **Sanctions** are outcomes imposed following disciplinary proceedings, ranging from warnings to withdrawal.
- g. **Balance of probabilities (how decisions are made):** We decide whether something is more likely than not to have happened after looking at all the evidence. This is a civil standard and is different from the criminal test of "beyond reasonable doubt."

Principles

- 8. This policy is guided by the following principles:
 - Students are entitled to a fair process, including notice of allegations, access to evidence, and an opportunity to be heard.
 - Decisions are made impartially, applying the civil standard of proof (balance of probabilities).
 - Sanctions are proportionate, taking account of the seriousness of misconduct, previous conduct, and mitigating factors.
 - The procedure is accessible, with reasonable adjustments made for students with disabilities.

- The College maintains transparency by monitoring disciplinary cases and reporting outcomes to governance committees.
- The Procedure supports the College's commitment to dignity, equality, inclusion, and respect, as reflected in the Student Charter and Student Code of Conduct.

Advice and Support

9. RCL recognises that disciplinary proceedings may be stressful. To ensure students are supported:
 - Students may access Student Services for wellbeing advice, counselling, and safeguarding referrals.
 - Personal Academic Tutors (PATs) and Programme Leaders can provide academic guidance and explain the procedure.
 - Students may be accompanied at meetings by a supporter (friend or family member). Legal representation is not normally permitted.
 - Reasonable adjustments will be provided for students with disabilities or additional needs, in line with the Equality Act 2010.

Application of this Procedure

10. This Procedure applies where a student is alleged to have breached the Student Code of Conduct, whether through a single incident or a pattern of behaviour, and regardless of whether the conduct occurs on College premises, online, during placements or study visits, or in other contexts where it has a direct impact on the College community or its reputation.
11. Examples of behaviour that would normally be dealt with under this Procedure include:
 - behaviour that poses a threat to the health, safety, or wellbeing of others;
 - harassment, bullying, victimisation, or discriminatory behaviour;
 - damage to College property or misuse of College facilities;
 - disruption of teaching, learning, or administration;
 - fraud, deceit, or dishonesty, including the submission of false or misleading documents.
12. Not all issues involving students fall within this Procedure. In some cases, it will be more appropriate to use a different College policy.
13. The following policies may be more suitable in certain circumstances:

Policy / Procedure	Details
Academic Misconduct Procedure	Applies to cases of plagiarism, collusion, or cheating in assessments.
Attendance and Engagement Policy	Covers persistent non-attendance or lateness. Deliberate misrepresentation (e.g. proxy signatures, fake log-ins, falsified evidence) is investigated under the Disciplinary Procedure.
Fitness to Study Policy	Used when concerns relate to a student's health or wellbeing. Disciplinary Procedure applies only if behaviour is clearly intentional misconduct. Disciplinary process is completed first if overlapping.
Fitness to Practise Policy	Relevant for concerns about professional competence or behaviour in regulated professions.
Mitigating Circumstances Policy	For genuine absence or late submission due to illness or personal reasons. Fraudulent evidence submitted will be investigated under the Disciplinary Procedure.
Safeguarding, Prevent and Harassment Policy	Covers harassment, sexual misconduct, safeguarding, or Prevent-related concerns. If misconduct requiring sanction is identified, the case may be referred to the Disciplinary Procedure.

Procedure

14. This procedure has two stages: Stage 1 – Investigation and Stage 2 – Disciplinary Panel Hearing. Cases may enter at either stage depending on seriousness.

Stage 1: Investigation

15. Any member of staff, student, or external party may raise a concern about student conduct. Concerns should be submitted in writing to the Academic Quality via the Student Conduct Report Form, or by emailing academic.quality@rcl.ac.uk. Staff may also raise concerns through their line manager, who will forward them to the Academic Quality.

Investigation Steps

16. All concerns will undergo an initial screening by the Academic Quality Team, normally within one working day, to determine whether the matter should proceed under this Disciplinary Procedure or be referred to another policy (for example, Attendance and Engagement, Fitness to Study, or Safeguarding). Safeguarding and risk considerations will always be assessed at this stage, and urgent matters will be prioritised.

17. Where the matter appears to involve minor misconduct, the Quality Officer (or Case Handler) will refer the case to the relevant Programme Leader (or nominee) to hold a Cause for Concern Meeting within two to five working days.
18. The student will be invited in writing to attend the meeting and may be accompanied by a supporter. The supporter should normally be a friend or family member. Supporters may provide moral support and help the student present their case but are not permitted to act as legal representatives or speak on the student's behalf.
19. The purpose of the meeting is to discuss the concern, provide the student an opportunity to present their perspective, and determine whether further action is necessary.
20. Possible outcomes from Stage 1 include:
 - no further action,
 - informal advice,
 - a written warning,
 - referral to another policy, or
 - escalation to Stage 2.

Stage 1 outcomes

21. Within three working days of concluding Stage 1, the College will issue a written outcome by email, summarising the allegation(s), the investigation steps taken, the decision and reasons, and any action (e.g., advice, written warning, referral to another policy, or escalation to Stage 2).
22. Staff should note that supportive monitoring, attendance interventions, or wellbeing measures are normally managed under the Attendance and Engagement Policy or the Fitness to Study Policy, not through this Procedure.
23. Where a matter is serious, repeated, or not appropriate for resolution via a Cause for Concern meeting, an investigation will be initiated under Stage 1 and may lead to escalation to Stage 2.
24. An Investigating Officer with no prior involvement in the case will be appointed. The Investigating Officer will gather evidence, interview relevant parties, and prepare a written report

25. The student will be provided with the evidence and the investigation report in advance of any disciplinary hearing. Investigations will normally be completed within ten working days.

Stage 2: Disciplinary Panel Hearing

26. A Disciplinary Panel Hearing will be convened where allegations are serious, repeated, or escalated. The Panel will be chaired by a Dean from a different School (or nominee) and two senior members of staff drawn from the College's trained Panel Pool. A subject specialist may be invited, where helpful, as a non-voting adviser. All participants must declare any actual or perceived conflict of interest. A member of the Quality Team will act as Clerk, advising on process and recording proceedings.
27. The student will receive at least ten working days' written notice of the hearing, the full evidence bundle, and the names/roles of panel members, with the right to object within three working days on grounds of bias or conflict of interest. Deadlines for submitting any further evidence and witness lists will be set (normally no later than five working days before the hearing).
28. At the hearing, the student may present evidence, call witnesses, and be accompanied by a supporter. Questioning of witnesses will normally be through the Chair.
29. The Panel will look at all the evidence and decide whether the alleged misconduct **is more likely than not** to have happened (*this is called the "balance of probabilities"¹ and is different from the criminal test of "beyond reasonable doubt"*). If misconduct is found, the Panel will choose a **fair and proportionate** outcome, taking into account any factors in the student's favour or against, how similar cases have been handled, the student's conduct record, the impact on others, and any equality/health considerations.

Stage 2 outcomes

30. The Panel's decision will normally be communicated in writing within seven working days of the hearing, with reasons, any sanction/remedy, and information on the right to appeal (route and timeframe in line with the relevant awarding-body/College procedure).
31. Possible outcomes include:

¹ "Balance of probabilities" means we decide based on whether it is **more likely than not** that the conduct happened. This is a **civil** standard and is **not** the criminal "**beyond reasonable doubt**" test.

- No action
- Informal advice
- Formal/written warning
- Conditions or an action plan
- Restorative actions (where appropriate)
- Compensation for damage to College property (students may be required to pay the reasonable cost of repair/replacement, plus a reasonable administrative charge; costs may be shared where more than one student is responsible)
- A disciplinary fine of up to £500, in addition to any compensation for damage, where proportionate and appropriate²
- Suspension
- Withdrawal
- Referral to another procedure (e.g., Fitness to Study).

32. Withdrawal under this Procedure will only apply to misconduct. Persistent non-attendance is handled under the Attendance and Engagement Policy.

Timeline

33. The timeline begins once a concern is raised about a student that may fall under this procedure.

Stage	Action	Typical Timeframe
Initial Check	Review of concern once raised	Within 1 working day
Stage 1 – Cause for Concern	Meeting held (if applicable)	Within 2–5 working days of invitation
Stage 1 – Investigation	Investigation steps completed	Within 10 working days
	Outcome email issued	Within 3 working days of investigation conclusion
Stage 2 – Hearing Preparation	Notice of hearing issued	At least 10 working days before hearing

² Note: Where compensation or a fine is imposed, this will be invoiced through the College's Finance Office. Non-payment will be treated as a debt to the College and managed under the College's student debt procedures. Staff should ensure that the Finance Office is notified promptly of any such outcome.

Stage	Action	Typical Timeframe
	Objections to panel membership	Within 3 working days of notice
	Submission of further evidence or witness lists	At least 5 working days before hearing
Stage 2 – Decision	Decision letter issued	Within 7 working days of the hearing
Appeal	Submission of appeal (via awarding body or College route)	Within 10 working days of decision letter

Appeals

34. Students may appeal a disciplinary decision under the Consolidated Student Appeals Procedure. Grounds for appeal are limited to:
- procedural irregularity,
 - new evidence not previously available, or
 - disproportionality of decision.
35. Appeals must normally be submitted within ten working days of receiving the outcome letter. RCL will only issue COP letters where it is the final decision-maker. For partner universities, COP letters will be issued by the awarding body.

Data Protection and information Sharing

36. All records will be managed under the **Data Protection Act 2018** and **UK GDPR**. Information will be shared only with those who need to know, and retained according to the College's retention schedule. Students may request copies of their records, subject to confidentiality considerations.

Monitoring, Reporting and Record Keeping

37. All disciplinary cases are formally recorded by the Quality Office in a secure case management log. Records include the allegation, investigation materials, outcomes, and appeal decisions. Records are retained in line with the College's Records Management and Data Protection policies, and are accessible only to authorised staff.

38. An anonymised annual report on disciplinary cases is submitted to the Education Committee and reviewed by the Academic Council, to ensure oversight and continuous improvement.
39. Where a student is UKVI-sponsored, the Registry will ensure that any withdrawal of sponsorship, or any suspension under this Procedure exceeding 60 calendar days, is reported to UKVI in line with regulatory requirements. The report will be submitted within 10 working days of the decision. Students should be aware that in such cases, UKVI may curtail their visa and require them to leave the UK.

Annex A – Examples of Misconduct and Gross Misconduct

These examples are not exhaustive but are provided to illustrate the types of behaviour that may trigger disciplinary action. Each case will be assessed individually, considering the context and impact.

Misconduct (normally Stage 1)

- Smoking or using e-cigarettes in non-designated areas.
- Disruption of classes, online sessions, or College activities.
- Failure to follow reasonable instructions from staff.
- Misuse of College property (e.g. library materials, IT equipment).
- Minor breaches of College policies (e.g. Equality and Diversity, Prevent).
- Use of mobile phones or recording devices in unauthorised ways.
- Failure to update or disclose personal details when required.

Gross Misconduct (normally Stage 2)

- Violence, threats, intimidation, or offensive behaviour.
- Harassment, bullying, or victimisation of staff or students (including sexual harassment or misconduct).
- Fraud, dishonesty, or submitting fraudulent or falsified evidence (e.g. fit notes, mitigating circumstances documents, attendance registers, or engagement data).
- Possession, use, or supply of illegal drugs or alcohol on College premises or placements.
- Possession or use of weapons.
- Theft, damage, or deliberate misuse of College or personal property.
- Serious misuse of IT systems (e.g. hacking, abusive emails, accessing pornography).
- Bringing the College into disrepute (e.g. criminal conviction, damaging behaviour off-campus).
- Repeated breaches of conduct after formal warnings.

Annex B – Flowchart of the Student Disciplinary Procedure

- **Concern raised → Initial check**
- **Stage 1: Investigation** (may include a **Cause for Concern** meeting led by the Programme Leader for minor issues)
- **Stage 2: Disciplinary Panel hearing** (Dean from another School + two senior staff)
- **Decision letter issued** (normally within 7 working days)
- **Right of appeal** (route per awarding body/College; normally within 10 working days)
- **Completion of Procedures (CoP) letter** issued by the body responsible for the final decision

Annex C – Terms of Reference: Student Disciplinary Panel

1. Purpose

The Student Disciplinary Panel considers serious or repeated allegations of student misconduct. Its role is to ensure that cases are heard fairly, proportionately, and transparently, and that outcomes protect both the individual and the College community.

2. Authority

The Panel has delegated authority from **Academic Council** to:

- Consider allegations of misconduct referred to Stage 2.
- Decide on sanctions, including suspension or withdrawal.
- Refer cases to other procedures (e.g. Fitness to Study).
- Ensure decisions are reasoned and proportionate.

Panels are distinct and separate across College procedures. The Attendance and Engagement Panel considers cases of persistent non-attendance, while the Student Disciplinary Panel considers cases of misconduct. Where misrepresentation of attendance or fraudulent evidence is identified during Attendance processes, the case may be referred to the Disciplinary Panel.

3. Membership

- **Chair:** A Dean from a different School (or a nominee of equivalent seniority) to ensure impartiality and authority.
- **Members:** Two senior staff with no prior involvement; at least one member from outside the student's School.
- **Panel Pool:** The College will maintain a trained cross-School Panel Pool to enable timely, consistent, and unbiased panel formation.
- **Subject specialist (non-voting adviser):** May be invited where helpful to provide subject-specific context; does not take part in decision-making.
- **In attendance (advisory):** Student Services representative; Quality Office representative; Registry (if relevant).
- **Clerk:** A member of the Quality Team, to advise on process and record proceedings.

4. Quorum

A minimum of three members (Chair + 2 Panel Pool members) must be present.

5. Student Rights

The student will:

- Receive at least 10 working days' notice of the hearing.
- Be provided with the allegations, investigation report, and evidence in advance.
- Have the right to object to panel members on grounds of bias or conflict of interest.
- Have the right to submit evidence, call witnesses, and question witnesses (through the Chair).
- Have the right to be accompanied by a supporter (normally a member of the College community- see definitions section).
- Have the right to appeal the outcome in line with the Consolidated Appeals Procedure.

6. Decision-Making

- The standard of proof is the balance of probabilities.
- Decisions will normally be made by consensus; where this is not possible, by majority.
- The outcome must be proportionate and clearly explained in writing, normally within 7 working days.

7. Reporting

- A written record of the hearing and decision will be produced.
- Records will be held by the Quality Office as part of the College's central case log.
- An anonymised annual report of all disciplinary cases will be submitted to the Education Committee, with oversight by Academic Council.