

Disciplinary Policy

UCEM Students

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Disciplinary Policy

Table of Contents

1.	Scope	1
2.	Aims and Purpose.....	1
3.	Expected Conduct.....	1
4.	Minor misconduct	1
5.	Major Misconduct.....	2
6.	Liaison with Employers and Parents.....	3
7.	Investigation	4
7.1	Stage One	4
7.2	Stage Two	4
7.3	Stage Three – Final Disciplinary.....	4
8.	Potential Sanctions/Outcomes.....	4
9.	Right of Appeal.....	5
10.	Related Documents.....	6
11.	Benchmarking	6
	Appendix A: Student Disciplinary Process.....	7

Disciplinary Policy

1. Scope

This policy applies to all UCEM students studying at levels 3-7 including those studying with UCEM as part of an apprenticeship programme and relates to general conduct. UCEM has a separate policy relating to academic misconduct, which should be read in conjunction with this policy.

The policy does not cover conduct by staff towards students. Students must make any complaint about staff conduct through the Students Complaints Procedure. Similarly, students wishing to complain about the conduct of other students must use the Student Complaints Procedure.

2. Aims and Purpose

UCEM aims to promote and develop consistently high standards of conduct and behaviour for its students, to prepare them for their professional and personal life, both during and after completion of their programme.

It is UCEM's ambition that its high expectations of students will provide a foundation for a teaching and learning environment and experience that is conducive to learners achieving their potential, supported by an ethos of encouragement, and acknowledgment of both professional and academic achievements.

UCEM anticipates that most of its students will understand and appreciate the importance and significance of adopting and demonstrating professional standards at all times during their studies with UCEM. However, UCEM also accepts that at times some students may, intentionally or unintentionally, not adopt and demonstrate the required professional standards of conduct.

Wherever appropriate, UCEM will attempt to resolve these issues without resorting to formal disciplinary processes. Where possible, UCEM staff will attempt to deal with unacceptable conduct issues through informal processes. Where this is not possible, UCEM staff will deal with the matter in accordance with this policy and the related Student Disciplinary Procedure.

3. Expected Conduct

UCEM communicates its conduct expectations of students through its Academic and General Regulations for Students; Terms and Conditions of Contract and additionally for students studying on an apprenticeship programme through the Apprenticeship Student Conduct Expectations document which are available on the UCEM website. Non-compliance with these expectations will be considered on the grounds of either:

- Minor misconduct;
- Major misconduct.

4. Minor misconduct

Where there is failure to observe UCEM conduct expectations, but the nature of the misconduct is not of a sufficiently serious nature or is not a recurring issue, it shall be treated as and dealt typically under Stage 1 of the Student Disciplinary Procedure. Examples of behaviour which would be considered as minor misconduct include:

- swearing or use of offensive or derogatory language;

Disciplinary Policy

- inappropriate use of mobile phones, laptops and/or other electronic devices;
- conduct that disrupts or improperly interferes with the teaching, learning, research, administrative or other activities of UCEM;
- minor incidents that undermine the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance;
- minor incidents that undermine UCEM's Freedom of Speech Policy and the rights of others to freedom of speech
- making repeated and/or unfounded false, malicious and vexatious complaints or appeals;
- misuse of programme materials or infringement of UCEM's Intellectual Property Rights;
- revealing confidential information without permission;
- breaches of other UCEM policies and regulations not covered by the above.

In addition to the above list, for students studying an apprenticeship programme examples of minor misconduct also includes:

- unauthorised absence, which includes any absence that has not been authorised¹;
- persistent lateness without acceptable reason²;
- insufficient participation and engagement in learning activities;
- failure to participate in a scheduled progress review/tutorial;
- talking at inappropriate times during face-to-face learning sessions;
- failure to participate fully in workshop tasks and activities;
- consuming food or beverages other than water during face-to-face learning sessions;
- not submitting coursework for formative or summative assessment;

5. Major Misconduct

Where failure to observe UCEM conduct expectations is deemed of a sufficiently serious nature, it shall be treated as major misconduct. Examples of behaviour which would be considered as major misconduct include:

- Physical or racial assault, harassment, or violent, indecent and/or abusive behaviour directed at other students, members of staff, visitors and any other person connected with UCEM programme delivery (for any reason, including on the grounds of race, sexuality, gender or gender identity);

¹ You are expected to attend all sessions. One unauthorised absence would trigger a stage one disciplinary.

² Arriving late for three or more sessions without an acceptable reason, such as public transport delays, would constitute persistent lateness.

Disciplinary Policy

- sexual misconduct, including but not limited to sexual intercourse or engaging in a sexual act without consent, attempting to engage in sexual intercourse or engaging in a sexual act without consent, sharing private sexual materials of another person without consent, kissing without consent, touching of a sexual nature through clothes without consent, inappropriately showing sexual organs to another person, repeatedly following another person without good reason, and/or making unwanted remarks of a sexual nature;
- behaviour that brings UCEM's name into disrepute;
- harassment, bullying or abusive behaviour face to face or through any form of electronic communication or on social media;
- theft of, damage to, or unauthorised use of property or systems belonging to UCEM, third-party learning delivery venues, other students, members of staff or visitors;
- possession, sale, or use of illegal drugs on or in the local vicinity of UCEM property, and whilst at or in the local vicinity of third-party learning delivery or examination venues or whilst on UCEM organised activities;
- being under the influence of alcohol or illegal drugs on or in the local vicinity of UCEM property, whilst at or in the local vicinity of third-party learning delivery venues or whilst on UCEM organised activities;
- incidents other than minor incidents that undermine the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance;
- the organisation of, or glorification of, criminal activity;
- The organisation of, or glorification of terrorism or extremist behaviour;
- hate speech;
- repeated incidents of conduct/behaviour initially classified and dealt with as 'misconduct';
- providing untrue or misleading information as part of the admissions process. This could include false information on previous qualifications you have obtained, or not supplying correct documentary evidence of previous qualifications;
- other serious fraud, deception or dishonesty.

Where offences are criminal, UCEM will report these to the relevant authorities. Action taken under the Student Disciplinary Policy and Procedure may be deferred until the police action, criminal proceedings and/or civil proceedings against the student have been concluded. The student will be notified.

6. Liaison with Employers and Parents

Where there is alleged misconduct by an apprenticeship student the student's employer shall be informed. In addition, where the apprenticeship student is aged under 19, or where the student is a 19-24-year-old care leaver, the student's parent/guardian shall be informed.

Disciplinary Policy

7. Investigation

Please see the accompanying Student Disciplinary Procedure for full details of how suspected disciplinary offences will be investigated. A summary of the process can also be found in Appendix A of this document.

7.1 Stage One

In the first instance, the student will normally receive a formal written or verbal warning. A Stage One form will be completed, and a copy provided to the student and for students studying on an apprenticeship programme to the student's Apprenticeship Coordinator and employer.

Records will be kept on the student's file, and a further breach of UCEM conduct expectations will result in a disciplinary being taken to Stage 2.

7.2 Stage Two

In the second instance, or in more serious cases of disciplinary matters, a Stage 2 disciplinary meeting is held. The outcomes of the Stage 2 disciplinary meeting will be sent to the student and, where relevant, the parent/guardian. For students on an apprenticeship programme a copy will also be provided to their employer. The letter will detail the actions arising from the meeting and the consequences of not meeting those actions.

Records will be kept on the student's file, and a further breach will result in disciplinary action being taken to Stage 3.

7.3 Stage Three – Final Disciplinary

Should further improvements not be made, and in the most serious cases of disciplinary matters, the student will be invited to a Stage 3 disciplinary meeting with a member of UCEM's Senior Leadership Team (SLT), usually a Vice Principal and Head of Faculty/Department, who will consider the case and make recommendations for further actions.

The outcomes of the Stage 3 disciplinary meeting will be sent to the student and, where applicable, the student's parent/guardian. For students on an apprenticeship programme a copy will also be provided to their employer. The letter will detail the actions arising from the meeting and the consequences of not meeting those actions. This may be the final written warning, and failure to comply with conditions set out in the letter and/or any further breaches of UCEM conduct expectations could result in temporary exclusion or the termination of study by the Principal, or on the authority delegated to the Deputy Principal.

8. Potential Sanctions/Outcomes

One or more of a combination of the following sanctions may be issued as a result of a disciplinary offence:

- i) Written pledge from the student to improve conduct for a defined a period.
- ii) A formal apology by the student to an individual or individuals.

Disciplinary Policy

- iii) First Written Warning – usually the letter following Stage 2, detailing the actions arising from the Stage 2 meeting and the consequences of not meeting those actions.
- iv) Final Written Warning – usually the letter following Stage 3, detailing the actions arising from the meeting and the consequences of not meeting those actions.
- v) Payment for the cost of repairing damage or replacing damaged item(s) as appropriate, in the case of damage to property or any other situation involving financial loss.
- vi) Temporary exclusion for a fixed period of time by the Principal or authority delegated to the Deputy Principal. The terms will be notified to the student in writing, and may include a requirement that the student shall have no contact with a named person or persons.
- vii) Termination of study by the Principal, or authority delegated to the Deputy Principal.

Matters dealt with under Stage 3 of the Student Disciplinary Procedure may result in termination of study with UCEM (see also Sections 6.2 and 10 of the Academic and General Regulations for Students). In the event of termination, UCEM also reserves the right to revoke any award in accordance with Section 9.4 of the Academic and General Regulations for Students (Level 3) and 9.5 of the Academic and General Regulations for Students (Levels 4-7). This may occur following a disciplinary offence, as detailed in Section 10 of the Academic and General Regulations for Students (Level 3 and Levels 4-7), which would have resulted in a decision not to grant an award.

In determining the appropriate sanction, factors including the following will be taken into account:

- i. the degree of remorse shown by the student;
- ii. efforts shown by the student to resolve and remedy the situation;
- iii. the extent of any harm caused to others;
- iv. the level of impact on others;
- v. the level of intent shown.

9. Right of Appeal

Any decision to impose a sanction as a result of a disciplinary offence is subject to the student's right of appeal under the [UCEM Code of Practice chapter on Complaints and Appeals](#). Students wishing to appeal may submit an appeal as outlined in [the UCEM Student Appeals Procedure](#).

Disciplinary Policy

10. Related Documents

The following documents relate to the content within this policy:

- [UCEM Code of Practice: Academic Misconduct](#),
- [Terms and Conditions of Contract](#),
- [Terms and Conditions of Contract – Apprenticeship Students](#),
- [Academic and General Regulations for Students](#) (Level 3 and Levels 4-7),
 - [UCEM Safeguarding Policy](#),
 - [UCEM Prevent Policy](#),
 - [UCEM Privacy Policy](#),
 - [UCEM Code of Practice: Equality and Diversity](#),
 - [UCEM Code of Practice chapter on Disability and Additional Needs](#),
 - [UCEM Code of Practice chapter on Student Complaints and Appeals](#),
 - [UCEM Student Complaints Procedure](#)
 - [UCEM Student Appeals Procedure](#).

11. Benchmarking

University of Salford Disciplinary Procedure ([click here](#)) [accessed 04.09.17].

Liverpool John Moores University Student Code of Behaviour & Student Disciplinary Procedures ([click here](#)) [accessed 04.09.17].

Belfast Met Student Disciplinary Policy ([click here](#)) [accessed 04.09.17].

Lancaster University Student Discipline Regulations ([click here](#)) [accessed 10.04.18]

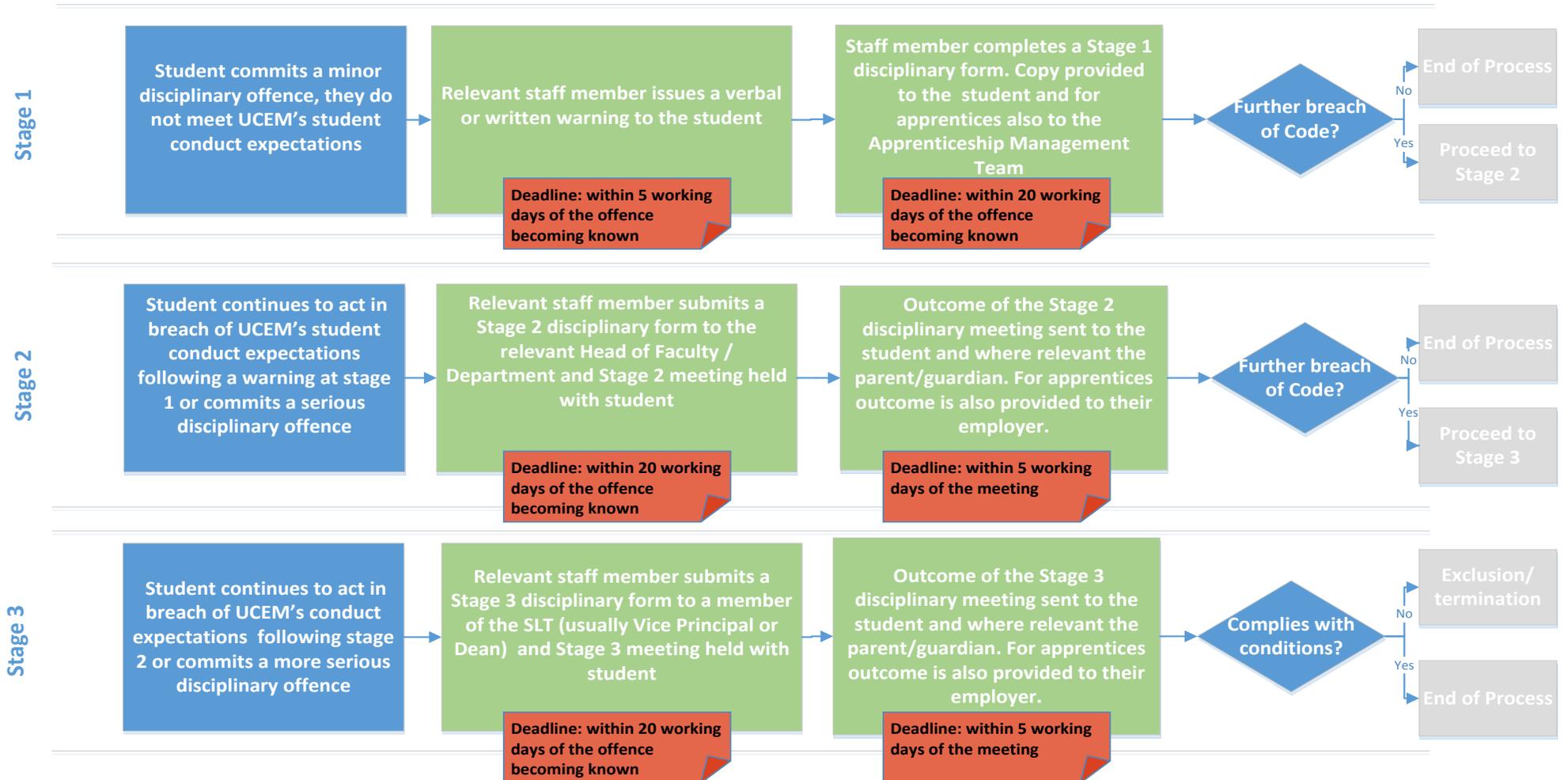
[Manchester Metropolitan University Student Code of Conduct \(click here\) \[accessed 10.04.18\]](#)

The University of Warwick Student Disciplinary Offences ([click here](#)) [accessed 10.04.18]

Disciplinary Policy

Appendix A: Student Disciplinary Process

UCEM Student Disciplinary Process



Disciplinary Policy

*Please note that for instances of major general misconduct, the case may be referred directly to Stages 2 and 3.