

Student Disciplinary Policy



**Harper Adams
University**

June 2018

Student Disciplinary Policy

This Student Disciplinary Policy relates to all matters of misconduct, except those amounting to academic misconduct under the University Academic Misconduct Policy Procedures and Guidance. Where the alleged misconduct amounts to academic misconduct, it should be referred for action under the University Academic Misconduct Policy Procedures and Guidance. Records of student disciplinary matters will be retained for a period of 18 months following the conclusion of study, for the purpose of answering any complaints or appeals. This allows the University to align itself with the current Office of the Independent Adjudicator (OIA) complaints process.

For students where a dispute is ongoing or is in reasonable contemplation for which there is a statutory limitation period, the records relating to the issue in dispute will be kept for the relevant statutory limitation period.

Application of the policy

It is a requirement of the Board of Governors that students regulate their behaviour, as students of the University, in order to secure the proper working of the University in its broadest sense. It follows that students should understand what constitutes misconduct, what sanctions the University can apply in the event of misconduct and the procedures that attend the application of sanctions.

The provisions of the Disciplinary Policy and associated procedures and sanctions are authorised by the Board of Governors. These procedures apply to all those students studying or registered for Harper Adams credits and awards, including students on their placement year, students on short courses, undergraduates, post-graduates (including research students) and those studying through the Harper Adams Veterinary Nursing Approved Centre (VNAC). Students on their placement year should note that they may also be subject to disciplinary provisions relevant to the University's placement arrangements.

This disciplinary code defines misconduct as either 'Serious Acts of Misconduct' or 'Other Acts of Misconduct' depending upon the seriousness of the alleged misconduct, and the procedures for each are laid out below. In addition to this, and as a guide for staff and students, some specific acts of misconduct are defined along with associated penalties.

It is the policy of the University to administer this policy fairly, reasonably and in accordance with the principles of natural justice. The Vice-Chancellor is responsible for the maintenance of student discipline and, within the rules and procedures provided for in the Articles of Government, for the exclusion, suspension or expulsion of students on disciplinary grounds.

Each case considered under this disciplinary policy will be considered on its own merits and there shall accordingly be no expectation or requirement for any penalty to reflect previous penalties applied to similar cases.

Where mental health, illness or disability may have impacted upon student behaviour or conduct, the matter may be referred to Student Services for advice on other methods of dealing with the situation as alternatives to disciplinary action. The University may determine, for example, that the matter should be considered under an alternative policy such as the University's [Health and Wellbeing Policy](#). The University will remain mindful when implementing this procedure of its obligations under equality law, including its duty to make reasonable adjustments in respect of students with disabilities.

Where it appears to the University at any point that an issue or allegation of misconduct being dealt with under this policy could benefit from the assistance of mediation in finding a resolution suitable for all parties concerned (either in relation to all or some of the issues involved), the Head of Student Services may at his/her discretion explore with the parties whether they would be prepared to mediate. If the parties are willing to mediate, the Head of Student Services may refer the matter to an independent mediator who will then direct the process. Any mediation undertaken will be without prejudice to on-going disciplinary proceedings although a successful mediation may result in disciplinary proceedings being discontinued.

It should also be noted that should any alleged conduct involve issues that fall under the [Sexual Violence, Violent Behaviour, Harassment, Racism and Bullying Policy for Students](#), the University shall consider its response to such matters, in light of the latter, in addition to any disciplinary sanctions that may be applied by a Governor's Disciplinary Advisory Committee.

Misconduct - Definition

Misconduct under the Code is defined as improper interference, in the broadest sense, with the proper functioning or activities of the University or those who work or study at the University or action which otherwise damages, or is calculated to damage, the University. Acts constituting misconduct are detailed below. They are neither prescriptive nor exhaustive.

1. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;
2. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee or governor of the University or any authorised visitor to the University;
3. Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on University premises or engaged in any University activity;
4. Theft, fraud, deceit, deception or dishonesty;
5. Action likely to cause injury or impair safety on University premises including the irresponsible use of motor vehicles;
6. Discrimination or harassment of any student, member of staff or other employee or

- governor of the University or any authorised visitor to the University and/or acting in a discriminatory manner in breach of the University's Single Equality Scheme;
7. Breach of the provision of the University's rules or regulations, policies/procedures or Code of Conduct, which provides for breaches to constitute misconduct under this Code;
 8. Damage to, or defacement of, (or actions likely to damage or deface) University property or the property of other members of the University community caused intentionally or recklessly, and misappropriation of such property;
 9. Misuse or unauthorised use of University premises or items of property, including computer misuse;
 10. Conduct which constitutes a criminal offence where that conduct:
 - (a) took place on University premises or
 - a. (b) affected or concerned other members of the University community or
 - b. (c) damages, or may damage, the good name of the University or
 - (d) itself constitutes misconduct within the terms of the Code or
 - c. (e) is an offence of dishonesty where the student holds an office of responsibility in the University
 11. Behaviour which brings the University into disrepute;
 12. Failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given;
 13. Failure to comply with the disciplinary process without reasonable excuse or with a previously imposed penalty under the Code.

Serious Acts of Misconduct - Definition

Serious acts of misconduct will always be regarded as a serious offence and will automatically result in formal disciplinary proceedings. The following list is a non-exhaustive list of acts of misconduct which will be considered serious acts of misconduct;

- Possession of controlled or controlled prescribed drugs, without a valid prescription or psycho-active substances with or without the intention to supply¹
- allegations relating to violent misconduct against a fellow student, members of staff, a visitor or other member of the University community

¹ Note- Please note that when considering allegations of this nature, and/or should investigations indicate that the allegations have or are likely to have substance, the University shall consider its response to such matters in light of its [Drugs and Alcohol Policy](#) in addition to any disciplinary sanctions that may be applied by a Governor's Disciplinary Advisory Committee. It should also be noted that should any alleged conduct involve issues that fall under the Sexual Violence, Violent Behaviour, Harassment, Racism and Bullying Policy for Students, the University shall consider its response to such matters in light of the latter in addition to any disciplinary sanctions that may be applied by a Governor's Disciplinary Advisory Committee.

- misuse of fire arms
- threatening, offensive or indecent behaviour
- serious or persistent acts of bullying, harassment or intimidation
- serious breaches of University Health and Safety rules and regulations
- theft, fraud or deliberate falsification of records
- causing deliberate and serious damage to property
- More than two acts of misconduct where the third alleged act of misconduct appears to be a serious offence

In all other cases of misconduct, in consultation with appropriate senior staff, the Vice-Chancellor will decide if an offence constitutes a serious act of misconduct.

Criminal Investigations

Students should be aware that any complaint allegation or evidence of serious misconduct considered to constitute a criminal offence could be referred to the police. Where a matter is under investigation by the police, the University reserves the right to delay considering the matter under its own disciplinary procedures until the outcome of the police investigation is known. The University is not precluded from progressing its own disciplinary action where police involvement is taking place.

As detailed above, in cases where an alleged offence may pose a risk to staff and/or students, the University reserves the right to temporarily suspend or exclude the student from all or parts of the University grounds or facilities. Circumstances of criminal investigations may also dictate that the student(s) who is (are) the subject of a police investigation should be suspended or excluded until the investigation or criminal proceedings, arising from the investigation, if any, have been completed. In these instances the decision to suspend or exclude will rest with the Vice-Chancellor as outlined in this policy. In making such decisions where a student is the alleged victim and the alleged perpetrator of an alleged criminal act is also a student, and the police have not determined that exclusion from the campus is required; the University will make reasonable endeavors to balance the interests of all parties involved when making decisions around suspension and/or access to the campus. It will also use its best endeavors to offer support to both parties should they wish to access such support. The University will also take account of the UUK Publication “Guidance for HE Institutions on how to handle alleged student misconduct which may also constitute a criminal offence” (published in Academic Year 2016/17)

Whilst criminal investigations are underway, the student is obliged to keep the University informed of any progress made or change in their position/status.

Where a student is convicted of a criminal offence, the University may take the decision of the Court as conclusive evidence that the offence occurred. Where a student is acquitted of a criminal offence in Court or where proceedings are not pursued to a criminal trial, the University reserves the right to pursue matters of concern to the University in accordance with this disciplinary policy.

Where criminal proceedings result in a student being taken into custody or being absent from study for a period of more than 12 months, the student may be deemed withdrawn from the University. In such circumstances the decision to withdraw the student will rest with the Vice-Chancellor.

[Initial procedures for dealing with all misconduct](#)

All acts of misconduct regarding a student or students should be reported to Student Services. Students wishing to make a complaint about another students' behaviour should report this to the Head of Student Services or Assistant Manager at the earliest opportunity. Student Services will normally send acknowledgment of receipt of the complaint within 2 working days.

In all cases, the Head of Student Services or his/her nominee will initiate an investigation within 3 working days. Investigations will include notification in writing to the student of the nature of the allegation(s) of misconduct and an interview with the student before any other steps are taken. A written invitation to attend an interview will be given to the student at least 2 working days before the interview where possible.

Where the situation is urgent, written notification may be replaced by an oral invitation. The student will be informed when invited to attend an interview of the nature of the allegations made.

Thereafter, investigations may also include any or all of the following non-exhaustive list of steps depending on the type and seriousness of the allegations; interviewing of witnesses; review of CCTV footage; collation and review of documents (including, where relevant, police documents); collection of evidence from other sources as relevant.

Where the allegations are deemed by Student Services to constitute non-serious misconduct the initial interview will be carried out by an authorised member of staff under the procedure for 'other acts of misconduct'. In these cases, informal disciplinary procedures may be applied by an authorised member of staff, other than the Vice-Chancellor, or, where appropriate, by the University's Student Discipline Committee in accordance

with the procedure for 'other acts of misconduct' outlined below. Authorised members of staff for the purposes of this policy are the Head of Student Services (or nominee), Heads of Academic Departments (or their nominees), members of the Vice-Chancellor's team (or their nominees) or any other staff members whom the Vice-Chancellor deems sufficiently senior and competent and nominates from time to time.

Where allegations of serious misconduct have been raised or where the classification of the misconduct is unclear, the matter will be referred to the Vice-Chancellor for consideration under the procedure for Serious Misconduct outlined below.

Students may be accompanied and/or represented by a 'friend', who shall be a currently registered member of the student community at the University and/or an elected member of the Student's Union Executive Committee. A 'friend' shall not include a member of the legal profession engaged to act in their professional capacity, at any such meeting. A "friend" may not also act as a witness.

Where the case involves alleged reputational damage to the University, the Vice-Chancellor may appoint an independent third party to advise and/or to sit on any Disciplinary Advisory or Appeals Committee to ensure that the decision making process is undertaken with impartiality.

Suspension

In cases involving allegations of serious misconduct where it is believed that there may be a real risk to staff and/or students and/or property, or to the University's reputation, the University reserves the right to temporarily suspend or exclude the student from all or parts of the University grounds or facilities pending the outcome of investigations/disciplinary proceedings/criminal proceedings. In this instance a recommendation will be made

to the Vice-Chancellor who will ultimately make the decision. Except in cases where temporary suspension or exclusion is deemed to be urgent by the Vice-Chancellor and it is necessary to immediately suspend or exclude, the student will be given the opportunity to make representations either orally or in writing to the Vice-Chancellor before a decision on temporary suspension or exclusion is made. Where an urgent decision to temporarily suspend or exclude is made, the student will be given the opportunity to make representations as soon as reasonably practicable. The decision to temporarily suspend or exclude may be communicated verbally in the first instance but will be confirmed in writing to the student within 5 working days. The written confirmation will include details of the reasons for the decision and on the right to appeal.

Appeals may be made in writing to the Chair of the Board of Governors within 10 working

days of the date of the written confirmation. The Chair of the Board of Governors (or nominee) will consider any appeals and may uphold, overturn or vary the terms of any temporary suspension or exclusion. The student will be notified of the decision of the Chair of the Board of Governors within 10 working days. The student can request a review of any temporary suspension or exclusion in the grounds of relevant change in circumstances at any time. Such requests should be made in writing to the Vice-Chancellor. A temporary suspension or exclusion under this paragraph will not be regarded as a penalty and will not indicate any presumption of guilt.

Where the Vice-Chancellor is satisfied that the case involves serious misconduct he will refer such cases to a Disciplinary Advisory Committee of the Board of Governors (GDAC).

Governors' Disciplinary Advisory Committee

The Governors' Disciplinary Advisory Committee (GDAC) shall meet initially at the direction of the Vice-Chancellor and thereafter at the direction of the Chairman for the time being of the GDAC until the case for which it was originally convened has been closed.

Students should note that the GDAC is a formal committee meeting and it is therefore essential that all aspects of the procedure are followed correctly. Students subject to a GDAC will receive a copy of the terms of reference and process, including details of the appeals process. The GDAC terms of reference can also be found on the University's web pages for students. Students should note that if they do not attend a GDAC meeting without reasonable excuse, the Chair may decide to proceed in the absence of the Student.

If allegations of serious misconduct are referred to a GDAC, the GDAC will ensure that a thorough investigation of the case has taken place.

GDAC membership shall be:

- Three staff of whom at least two shall be Academic Staff members one of whom will act as Chairman
- Two Students, nominated or elected by the Vice-Chancellor

Also attending the GDAC will be:

- A senior member of staff familiar with the facts of the case appointed by the Vice-Chancellor to present the case to the GDAC.
- The Vice-Chancellor and/or the Vice Chairman of the Board of Governors may, if they wish, attend as an observer throughout the process including the decision making by the GDAC. However the decision reached by the GDAC will be reached by the members of the GDAC only.

- A clerk and/or minute secretary will attend to take notes on the proceedings and assist the Chairman or the GDAC to make a report of the meeting. These attendees will not form part of the GDAC and will not be involved in the GDAC's decision making.

No staff or student member of the Governing Body may sit as a member of the GDAC.

The Student will be notified in writing of the nature of the allegation(s) of misconduct and will be notified that a GDAC is being convened along with the date of a GDAC meeting. The terms of reference and details of the GDAC procedure will be given to the student. Notice of the GDAC meeting will normally be given to the student not less than 10 working days in advance, unless either the student(s) concerned all agree that they would like the matter to be dealt with at a GDAC meeting as soon as possible, and/or there are extenuating circumstances which the Chair of the GDAC deems require a shorter period of notice, in either event, reasons for the short notice will be given in the letter of notification. A statement will be prepared by the Head of Student Services or nominee detailing the basis of the case. This, along with evidence obtained during investigations, will be circulated to the GDAC members and the student, along with all other documentation relevant to the GDAC meeting at least 5 working days before the date of the GDAC meeting unless a shorter period is required, in which case, the Chair has the discretion to give permission for a shorter period. The terms of reference and procedure for the GDAC meeting and reporting thereafter are detailed in the document 'Governors' Disciplinary Advisory Committee Terms of Reference' (available on the University's web pages for students.) Students will be notified of the outcome of the GDAC in accordance with the GDAC Terms of Reference.

Procedures for dealing with other acts of misconduct (other than those deemed as likely to constitute "serious misconduct")

For other non-serious acts of misconduct, informal disciplinary procedures may be applied by an authorised member of staff, other than the Vice-Chancellor, or, where appropriate, by the University's Student Discipline Committee (SDC).

The Student Discipline Committee will comprise at least two members of staff drawn from the following:

- Deputy Vice Chancellor
- University Secretary
- Academic Staff
- Head of Academic Department
- Head of Student Services
- Assistant Head of Student Services
- The Students' Union President

Any of the above may nominate an alternate who is also a member of staff, or in the case of the Students' Union President, a member of the SU Executive Committee. Where the allegation of misconduct relates to a Student Union Club or Society, the SDC may consult with the Club/Society executives as well as the Student Union President to consider appropriate actions that the Club/Society/SU is able to take to address issues where the SDC has concluded that an act of misconduct has taken place that is linked in full or in part to the activities of the relevant club/society.

Informal disciplinary proceedings will take the form of an initial interview between the authorised member of staff and the student(s) concerned. The student will be advised at initial interview whether the matter can be dealt with immediately or requires referral to a Student Discipline Committee and/or further investigation. A Student Discipline Committee may be used where the authorised member of staff dealing with the case considers that the allegations are serious or complex enough to warrant the involvement of a committee. A Committee may also be convened where the student does not accept responsibility for the alleged misconduct and/or he/she makes allegations about misconduct by others such that the matter requires further consideration by a Committee to ascertain where responsibility for the misconduct lies. If the matter can be dealt with immediately, the student may be given a sanction which will be confirmed in writing, with reasons, within 5 working days.

If referral to a Student Disciplinary Committee is required, the student will be invited to the same in writing and will normally be given 3 days' notice. Where a different notice period is required, the student will be informed by the Head of Student Services or nominee of the reason for the notice period. The invitation to the Student Disciplinary Committee will include details of the alleged misconduct and will also include disclosure of all relevant information and evidence available.

The Student Disciplinary Committee will hear evidence from the student and a member of staff referring the matter to the Committee along with any other relevant evidence. The decision of the Student Disciplinary Committee and reasons for the same will be given to the student in writing within 5 working days of the meeting.

Where the Student Discipline Committee feels the incident does constitute a serious act of misconduct or that the student has been found to have committed three acts of misconduct within the period of time he/she has completed as a student at Harper Adams University, then it may refer the case to the Governors' Disciplinary Advisory Committee as indicated above.

Penalties for misconduct

Authorised members of staff and the Student Disciplinary Committee may impose penalties for non-serious acts of misconduct. In all cases involving serious misconduct a GDAC may impose penalties save for suspension or expulsion, which may be imposed by the Vice-Chancellor.

A student found guilty of misconduct may be admonished, discharged (i.e. no blame should be attached to his/her actions even though technically guilty), cautioned (i.e. no penalty is imposed but a record of the offence is kept and could be referred to in subsequent disciplinary action) or conditionally discharged (i.e. no penalty is imposed providing stipulated conditions are met including regarding behaviour over a specified period), or range of sanctions may be applied including, verbal or written warnings, fines to a maximum of £250 for specified offences, short periods of exclusion not exceeding 14 days, or periods of community work not exceeding 12 hours a week, in respect of any one offence.

Any student who is found to have committed a serious act of misconduct (not limited to the examples given in this policy) can be excluded, suspended or expelled from the University and/or may be subject to the other sanctions outlined above.

Suspension involves total prohibition for a specified amount of time from attendance at, or access to, the University and of any participation in University activities. It may be subject to provisions such as the entitlement to attend examinations.

Exclusion involves selective restriction of attendance at, or access to, the University or prohibition of fulfilling the functions or duties of any office or committee membership of the University or Students' Union.

Expulsion means that the student's registration with the University is cancelled and that the student is withdrawn.

Appeals

The grounds of appeal against any decision or penalty imposed under this policy are as follows; procedural irregularity; new evidence becoming available which was unavailable at the time that the decision or penalty was being considered; bias; disproportionality of penalty applied. Where there are no qualifying grounds of appeal, no right of appeal will exist. Where there are no grounds for appeal the student will be notified of this fact within 10 working days of the receipt of notification of the student's appeal. Appeal decisions may confirm, rescind, amend, alter or change the disciplinary decision being appealed.

There is a right of appeal, to the Vice-Chancellor, against a sanction imposed by either an authorised member of staff for a minor act of misconduct or by the University's Student Discipline Committee. An appeal must be received by the Vice-Chancellor within 14 working days of the written notification of the decision to the student. Appeals will be considered on paper and will not normally require a re-hearing of the issues. Appeal decisions and reasons for the same will be notified in writing to the student within 10 working days.

There is also a right of appeal against the sanction applied or decision made by the Vice-Chancellor, to the Board of Governors under the provisions for the conduct of formal disciplinary proceedings. Appeals must be received within 10 working days of the date of the written notification of the decision to the student. Appeals will be considered on paper and will not normally require a re-hearing of the issues. Appeal decisions and reasons for the same will be notified in writing to the student within 10 working days.

Appeals against the findings and/or recommendations of the GDAC are to the Chairman of the Board of Governors who will then convene a Governors' Disciplinary Appeal Committee in accordance with the GDAC terms of reference. The Governors' Disciplinary Appeal Committee will be made up of persons independent of any involvement with the associated GDAC. Such appeals must be made in writing within 10 working days of the date of the letter notifying the outcome of the GDAC. The appeal papers circulated in advance of a Governors' Disciplinary Appeal Committee meeting will include the items which formed the GDAC bundle along with a copy of the appeal letter, any supporting documents and where required, a response document addressing each ground of appeal. Appeal decisions and reasons for the same will be notified in writing to the student within 10 working days.

Once the University's appeals procedure has been exhausted, the student will be issued with a 'Completion of Procedures' letter and advised to contact the Office of the Independent Adjudicator for Higher Education if they are dissatisfied with the outcome.

Reporting and Monitoring

Written warnings, confirmation of sanctions and records relating to serious acts of misconduct will be retained on file for the period of the student's course and may be shared with the student's tutor and/or programme manager.

Information in relation to disciplinary offences may be reported to programme managers and Academic Heads of Department. Information requests involving details of disciplinary issues by third parties will be dealt with in accordance with the University policy on Data Protection. Please see the introduction to this Policy for information on retention of records.

Guidance on Specific Acts of Misconduct and Penalties

Specific acts of misconduct, with associated penalties, are set out below. This is an indicative and non-exhaustive list of acts of misconduct and, where appropriate, an authorised member of staff may refer the matter to the Vice-Chancellor or vary the standard penalty.

Fighting on campus or violent behaviour/assault.

Incidents may be referred to the Police by the injured party at any time.

- The individuals involved will automatically receive a social ban (which may also include sports) pending investigation.
- The individuals involved will be required to produce a written statement of events in electronic format within 48 hours of the incident taking place.
- Automatic referral to the Governors Disciplinary Advisory Committee for consideration as an allegation of serious misconduct. The normal penalty for proven cases will be expulsion from the University.
- Each case to be considered individually with no requirement for the Committee to consider a penalty that may have been imposed for similar behaviour previously.

Friend of a Student fighting on campus

A letter will be sent to the registered student to inform them that their friend is banned from the University campus and that should this ban be breached then further disciplinary action against the registered student may result.

Anti-Social Behaviour off campus

Where allegations of anti-social behaviour off campus brings the University into disrepute and is brought to the University's attention within 2 weeks of the incident), the Head of Student Services or nominee will investigate the matter.

- The individuals involved must produce a written statement of events in electronic format within 48 hours.
- A period of community service and/or a social ban may be given at the discretion of the Head of Student Services.

Noise in halls/Anti-social behaviour on campus (Resident Students)

In the first instance the incident should be reported to either the Hall or Duty Warden (5pm – 9am) or Student Services (9am – 5pm). Details should then be taken of those involved, including name, ID number and campus room number.

Depending upon the seriousness of the incident:

- **Minor Incident**

1st offence: a verbal warning will be issued to the student and a note will be made on the student's file. An email will also be sent to the student from Student Services informing of the report and outlining the possible outcome of 2nd and 3rd offences. The student will be invited to respond in writing if they would like to appeal or draw attention to any mitigating circumstances.

2nd offence: Student Services will issue a letter to the student, warning that if they breach the regulation again they will be asked to leave halls and will be charged the full term's/year's accommodation charges. The student will be invited to respond in writing if they would like to appeal or draw attention to any mitigating circumstances.

3rd offence: the student will be given 24 hours' notice to move out of halls. The student will be invited to respond in writing if they would like to appeal or draw attention to any mitigating circumstances.

- **Major Incident**

Stages 1-3 will be progressed more swiftly at the discretion of the Head of Student Services.

Anti-social driving (on or off campus)

1st offence: the student will be required either to voluntarily hand in their vehicle keys to Student Services for a period of 28 days (essential use of the vehicle will be permitted such as travelling to work or home etc.)

or

Accept that the incident will be reported to the Police under Section 59 of the Police Reform Act 2002 (Anti-social Driving Offences). Section 59 can be enforced where there are reasonable grounds for believing that there has been an incident of driving in a careless or inconsiderate manner, driving on common land, a footpath or bridleway or on land which is not a road, driving in a manner which has or is likely to cause alarm, distress or annoyance.

2nd offence: the student will not be permitted to keep or use his/her vehicle on university premises.

3rd offence: the vehicle will be impounded by the Police.

Inappropriate Parking

In accordance with the [University's Car Parking Policy](#), students may receive a Parking Charge Notice (PCN) for parking inappropriately. A PCN will be £30 (or £20 if paid within 7 days). All cars parked in disabled bays must display the appropriate permit.

Damage (on campus)

See examples of costs included in the [Residential Regulations](#), resident students should also refer to their [Accommodation Licence Agreement](#).

Accidental

- If the student(s) responsible for the accidental damage reports the incident to a Student Warden or Student Services within 24 hours, they will be charged for the cost of repairing the damage to a similar standard.
- If the student(s) responsible for the accidental damage reports the incident to a Student Warden or Student Services between 24 - 48 hours, they will be charged for the cost of repairing the damage to a similar standard and an administrative charge of £25.
- If the student(s) responsible for having caused the accidental damage reports the incident to a Student Warden or Student Services more than 48 hours after the incident, the student(s) will be charged for the cost of repairing the damage to a similar standard and an administrative charge of £50 for additional time incurred in the handling of the incident.

Deliberate

- If the student(s) responsible for the deliberate damage reports the incident to a Student Warden or Student Services within 48 hours, they will be charged for the cost of repairing the damage to a similar standard and an administrative charge of £25.
- If the student(s) responsible for having caused the deliberate damage reports the incident to a Student Warden or Student Services, or is identified, more than 48 hours after the incident, the student will be charged for the cost of repairing the damage to a similar standard and an administrative charge of £50 for additional time incurred in the handling of the incident.

- In addition, each incident will be assessed and community service, a fine, a bar ban and possible forfeit of accommodation on campus will be implemented at the discretion of Student Services.

Where those responsible for causing damage cannot be identified

- If the students responsible for the damage on campus cannot be identified, charges will be issued as follows at the discretion of the Head of Student Services.
- Damage caused to a flat or house will be charged to those resident in that accommodation.
- Damage caused in a hall of residence will be charged to all members of that hall.
- Damage caused to the University Estate will be charged to all students.
- Damage charges may be taken directly from the £300 deposit that all resident students pay for the duration of residency.
- Damage charges attributable to non-resident students will be invoiced directly to the individual(s) responsible
- In all cases administration charges will be incurred.

Smoking in University Buildings

Smoking is not permitted in University buildings. Where there is evidence to suggest that an individual has been smoking in a University Building or within the 5 meters boundary, the matter should be reported to Student Services.

- Students who smoke in University Buildings will receive a £50 fine for the first offence.
- A repeat offence will result in a £100 fine and a period of community service at the discretion of the Head of Student Services.
- Further offences will result in students being asked to move off campus.

Smoking in the Students' Union Bars

- The student will be given a £50 fine and they will be issued with a 1 week bar ban.
- Repeat offences will be considered by the Head of Student Services and may be referred to the University's Student Discipline Committee.

Tampering with Fire Safety Equipment (in Halls)

Student(s) who are found to have, for example, discharged a fire extinguisher, interfered with a fire extinguisher fixing or smoke detector, set off a fire alarm, or tampered with any kind of fire safety equipment will each incur a £100 - £250 fine and a warning letter stating that further incidents of any disciplinary nature may result in the individual(s) being removed from their room. The cost of repairing the equipment will be divided equally between all parties in addition to the £50 administration fee. *The University also reserves the right to impose more serious sanctions dependent upon the nature of the incident.*

Breach of Accommodation Regulations Having a pet in a University room

(with the exception of disability assistance dogs, which must be approved by Student Services)

- The student will be required to remove the pet from campus with immediate effect. The student will receive a written warning that any further incidents will result in the student(s) being required to vacate their allocated room and that they will be charged the full amount for the remainder of the academic year unless the room can be re-let by Student Services.

Having a gun/weapon in a University Room or on the campus

- This statement includes air rifles which are not stored in the provided facility, BB guns, pellet guns, slingshots, knives, paint guns, water guns or any other kind of replica gun. This list is not exhaustive. The student will be required to remove the item with immediate effect. If the item has been used on campus they will be referred to the Governors' Disciplinary Advisory Committee.
- If a shotgun is found, the student will be required to leave their accommodation within 24 hours and they will be reported to the Police for inappropriate storage of a firearm. All shotguns must be stored in the gun cabinet in accordance with the club regulations.
- Inappropriate use of any weapon on campus will result in a student being required to attend a meeting of the Governors' Disciplinary Advisory Committee.