5. **Disciplinary Procedure**

5.1 In all cases investigated under the Procedure below students shall be notified in writing in advance of the allegation made against them. The letter will invite the student to attend an interview regarding the allegation made against them.

5.2 The interview will provide an opportunity for the student to respond to the allegations made against them. The student shall have the right to be accompanied at the interview by a fellow student or representative from the Students’ Union. Unless otherwise stated, the Pro Vice-Chancellor or Senior Tutor will decide whether a breach of discipline has occurred, and will have the power to impose penalties.

**Areas of breach**

5.3 **Breach of Information Services Regulations**

In the case of an alleged breach of Information Services Regulations, including regulations relating to the use of computer facilities and general University facilities, the power to impose penalties may be exercised by the Director of Information Services (or his/her nominee). If departmental facilities are involved, the penalty may be imposed by the Head of Department.

5.4 **Sports Regulations**

In the case of an alleged breach of Sports Regulations the power to decide whether a breach of discipline has occurred and to impose penalties may be exercised by the Director of the Sports Centre.

5.5 **Hall Regulations**

In the case of an alleged breach of Hall Regulation the power to decide whether a breach has occurred, and to impose penalties, may be exercised by the Residence Manager.

5.6 **Regulations in Respect of the Students’ Union**

In the case of an alleged breach of Regulation 3.7 (Regulations in Respect of the Students’ Union) the decision by either the Pro Vice-Chancellor or Senior Tutor on whether a breach of discipline has occurred and whether a penalty should be imposed will be taken only after consultation with the President of the Students’ Guild.

5.7 **Breach of University Rules**

In the event of an alleged breach of the University’s Rules, the matter may be referred to the University Disciplinary Committee by the Pro Vice-Chancellor.

5.8 **Disciplinary Expulsion**

If it seems possible that a penalty of expulsion may be incurred, the matter shall be referred to the University Disciplinary Committee by the Pro Vice-Chancellor. Expulsion may be considered under the following circumstances:
- The student is deemed to be a danger to his/her fellow students
- The student is deemed to be a danger to University staff
- The student is deemed to be a danger to the local community
- Criminal activity

5.9 **The Decision-making process**

To avoid any conflict of interest throughout the disciplinary procedure and to ensure each level of escalation is dealt with objectively and fairly, the following decision-making process will be followed for 5.3-5.5:

<table>
<thead>
<tr>
<th>Penalty imposed by -</th>
<th>Head of dept/section</th>
<th>Pro Vice-Chancellor</th>
<th>Senior Tutor</th>
<th>Disciplinary Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal to be considered by/or final decision on appeal taken by -</td>
<td>Senior Tutor</td>
<td>Disciplinary Committee</td>
<td>Pro Vice-Chancellor</td>
<td>Senate</td>
</tr>
<tr>
<td>Final decision on appeal taken by</td>
<td>Pro Vice-Chancellor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All appeals must be made within **14 days** of the penalty being imposed

5.10 In all cases any appeal must be based on new evidence not available when the case was first considered, or on procedural irregularities at the time of the first hearing. **Appeals that do not comply with these conditions will not be considered.**

5.11 The Disciplinary Committee will endeavor to hear the appeal within 15 working days of receipt of the appeal by the Pro Vice-Chancellor. The Disciplinary Committee shall report to Senate, which under the Charter is responsible for disciplinary matters.

5.12 The Disciplinary Committee shall consist of three members of the academic staff, one of whom shall be Chair, selected by the Pro Vice-Chancellor from a Standing Panel of six academic staff appointed by Senate, and two students selected by the President of the Students’ Union from a Standing Panel of four students appointed by the Students’ Union.

5.13 In the event of a Disciplinary Committee being convened, the student will be informed of its decision within **3 weeks.**