



Student Disciplinary Policy and Procedure

Introduction

Procedures dealing with Misdemeanours

These procedures may be invoked for minor breaches of discipline. A list of examples can be found in the Appendices:

The Academic Registrar will appoint a member of staff to deal with the matter who may meet the student informally. After investigation, one or more sanctions may be imposed by the member of staff as set out in the Appendices.

When the sanction is decided, a member of staff will inform the student, record in writing the penalty or service imposed, and arrange for a copy of the record to be sent to the Academic Registrar. This record may be used in future disciplinary hearings.

The student may appeal in writing to the Principal within seven working days on one or more of the following grounds. The grounds for appeal are:

- Procedural irregularity;
- There is new evidence to support the appeal;
- The penalty was disproportionate to the available evidence

If the Principal upholds the appeal the record will be amended in the file and appropriate departments informed. The student will usually be informed of the decision within (7) working days of receipt of the appeal. This decision will be final and a letter of Completion of Procedures (CoP) will be issued.

Procedures dealing with Misconduct

These procedures may be invoked where the alleged breach of discipline is deemed by the Academic Registrar as more serious than a misdemeanour, which includes all cases of Academic Misconduct. The matter will be dealt with directly by the Academic Registrar. Persistent misdemeanours may also be referred to Academic Registrar for consideration under misconduct.

The Academic Registrar or their nominee(s) will investigate the alleged misconduct as quickly as possible. Written reports (from staff, students and witnesses) of the incident(s) will be required for any subsequent hearing.

The Academic Registrar or nominee will call the student to a disciplinary hearing which will consist of a panel of no less than two members of staff. The student has the right to be accompanied by a fellow student. The person may not be a lawyer acting in a professional capacity.

If the student fails to attend the hearing on time or not at all, the panel may proceed with the evidence presented, unless justifiable notice is received.

The chair of the panel will outline the procedure and the allegations. The student will be

expected to respond personally to the allegations. Notes will be kept of the meeting and any decisions made.

The panel will consider its decision in private and may decide on one or more of the sanctions. A written record should be sent to the Head of Admissions. The record should remain on the student's file for one year unless otherwise specified. Any live sanctions may be produced as evidence in further disciplinary hearings involving the student during that period.

Under normal circumstances, the student will be informed of the panel's decision in writing within seven working days. The student will be informed of their right of appeal.

Following the decision of the panel, the student has the right to appeal to the Principal within seven working days. The appeal must be made in writing, clearly stating the reasons. The grounds for appeal are:

- Procedural irregularity;
- There is new evidence to support the appeal;
- The penalty was disproportionate to the available evidence

Decisions of the panel will stand until the appeal process has been concluded. The Principal will review the documentation but will not hold a re-hearing of the case.

If the Principal upholds the appeal, the sanction(s) will be rescinded and the student's file amended. The student will usually be informed within seven (7) working days.

If the Principal rejects the appeal, the student will be given the reasons in writing within seven (7) working days under normal circumstances.

If the Principal modifies the sanctions imposed, the student will be given the reasons in writing within seven (7) working days under normal circumstances.

The Principal's decision on this matter shall be final and will be communicated to the student within seven (7) working days under normal circumstances. The letter of decision will serve as the Completion of Procedures (CoP) letter and will be stated as such in the letter

OIA

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student disciplinarys. ALRA is a member of this scheme. If you are unhappy with the outcome you may be able to ask the OIA to review your disciplinary. You can find more information about making a complaint to the OIA, what it can and can't look at and what it can do to put things right here: <https://www.oiahe.org.uk/students>.

You normally need to have completed the complaints procedure before you complain to the OIA. ALRA will send you a letter called a “Completion of Procedures Letter” when you have reached the end of our processes and there are no further steps you can take internally. If your complaint is not upheld, ALRA will issue you with a Completion of Procedures Letter automatically. If your complaint is upheld or partly upheld you can ask for a Completion of Procedures Letter if you want one. You can find more information about Completion of Procedures Letters and when you should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

Appendices

Examples of Misdemeanours

(NB. These are examples only and not an exhaustive list.)

- Minor disturbance within the premises, grounds and precincts of the ALRA (e.g. adjoining roads or streets) or in the learning zones which do not impinge on the reputation of ALRA;
- Minor disturbance during taught sessions or in learning zones;
- Minor disturbances during professional placements which do not impinge on the reputation of ALRA;
- Minor damage to ALRA's property

Sanctions following procedures dealing with Misdemeanour

One or more of the following sanctions may be imposed by the panel (note that other reasonable sanctions related to the misdemeanour may be taken):

- a) A verbal reprimand;
- b) A written warning;
- c) The payment of a fine
- d) Temporary suspension from an area of campus or specific activity

Examples of Misconduct

(NB. These are examples only and not an exhaustive list.)

- Academic Misconduct (Plagiarism, collusion or cheating)
- Breach of Student Contract
- Fraud perpetrated against ALRA or its staff or students;
- Theft of ALRA property or the property of its staff, students or visitors;
- Criminal damage of ALRA property, the property of another student or of a neighbour;
- Falsely misrepresenting ALRA;
- Not complying with reasonable requests for important information (e.g. academic qualifications, information pertaining to incidents, etc.)
- Intentional or reckless behaviour that constitutes a threat to the personal safety of staff and students of ALRA
- Aggressive and threatening behaviour against members of staff, students or visitors;
- Prejudicial act/s by conduct, spoken or written language
- Racist act/s by conduct, spoken or written language
- Discriminatory act/s by conduct, spoken or written language;
- Act/s of sexual harassment;
- Act/s of indecent behaviour;
- Using language directed at an individual or group which demean those individuals or groups or creating an intimidating, hostile or demeaning environment;
- Continuous bullying or harassment of students or staff (including cyber-bullying);
- Persistent or grossly inappropriate use of internet social networking sites (e.g. Facebook, Twitter, etc.) and text messaging which demean individuals or groups or contribute to a hostile environment;
- Persistent or grossly inappropriate use of internet sites (e.g. websites, blogs, etc.) that demean individuals or groups or contribute to a hostile environment;
- Persistent or grossly inappropriate use of internet sites (e.g. Facebook, website, blogs, etc.) that adversely affects the reputation of ALRA;
- Reasonable suspicion of illegal drug dealing or use on ALRA premises;
- Assaulting or threatening to physically assault any member of the ALRA, whether on the premises or elsewhere;
- Possession of any offensive weapon (e.g. replica weapon, knife, etc.), firearm or imitation firearm on ALRA property;
- A false or malicious accusation against staff or students;
- Behaviour that may be offensive to partner schools or placements, study abroad partners, employers
- Persistent serious misconduct or disregard of a previous live written warnings;
- Failure to comply with a previously-imposed penalty under these procedures;

Sanctions following procedures dealing with Misconduct

One or more of the following sanctions may be imposed by the panel (note that other reasonable sanctions related to the misconduct may be taken):

- a) A ban from all areas of the campus for a specified period;
- b) A ban from all areas of the campus except learning and teaching facilities for a specified period;
- c) A ban from a specified area of the campus for a specified period;
- d) Withholding of a certificate until specified conditions have been met;
- e) A ban from attending the Graduation Ceremony;
- f) A written warning placed on file for a specified period (normally one year);
- g) Payment of damages determined by Operations
- h) Payment of fines determined by the ALRA or by a disciplinary panel;
- i) Payment of fines in relation to the offence determined by a disciplinary panel;
- j) A requirement on the student to give an undertaking as to his/her future conduct within ALRA;
- k) Permanent expulsion from ALRA (with credits fairly earned)
- l) Permanent expulsion from ALRA (without credits)
- m) Another appropriate measure related to the offence (e.g. a letter of apology).