

SCOT Chapter 3 - Student discipline V.1

Part A: Introduction, Definitions and General Principles

1. Introduction

- 1.1. The Institute's disciplinary rules and procedures as set out in this Chapter of the Institute's General Regulations apply to all registered students of the Institute.
- 1.2. The use of this Disciplinary Procedure against a student is a serious matter. Any student subject to this Procedure is strongly advised to seek assistance from the Students Services Unit of the institute.
- 1.3. The Vice-Chancellor may delegate to a designated senior member of staff his powers under these procedures, generally or in respect of a particular case.
- 1.4. A student shall be considered to have been notified of any actions arising from the operation of these disciplinary procedures and to have received any supporting information by dispatch of letter sent to his/her last known address and his/her email account. Each student is responsible for ensuring that the University is notified promptly of any change of address / email address.
- 1.5. Plea-bargaining is not permitted. Penalties should be appropriate to the offence committed and decided only in accordance with these Disciplinary Procedures. All decisions with regard to these Disciplinary Procedures and outcomes shall be made only by those persons with authority to do so. No negotiations or discussions between the Institute and the student shall take place outside these Procedures.
- 1.6. The Institute acknowledges that students may demonstrate behavioural problems where it would be inappropriate to take disciplinary action. Provisions for students who demonstrate such problems are contained in Chapter 3 of these Regulations.
- 1.7. For students registered with De Montfort University studying in franchise or associate colleges the following regulations apply:
 - 1.7.1. Any academic disciplinary procedures affecting student performance or progression shall be dealt with under Institute and/or Qualification Awarding Body regulations.
 - 1.7.2. Expulsion or suspension of a student can only be invoked through Institute General Regulations and Procedures Affecting Students.
 - 1.7.3. In disciplinary cases considered under Institute regulations findings against students shall be reported by the Programme manager to the

appropriate Authorised Officer (for minor offences) or to the Manager Quality Assurance/ Registrar (for major offences) who shall then inform the Board of Academics or take appropriate actions.

2. General principles

2.1. Whenever these disciplinary procedures are used the following general principles shall apply.

2.1.1. Disciplinary incidents may be identified by staff, students or members of the public. Any person who has reason to believe that a student has breached the Disciplinary Code should notify the relevant Authorised Officer or the Administration Manager.

2.1.2. Each case should be addressed as promptly and efficiently as possible and at a level appropriate to the nature of the offence.

2.1.3. There should be consistency of approach across the Institute in relation to major and minor disciplinary cases.

2.1.4. Each case should be handled fairly and equitably with due regard to the individual circumstances of each case.

2.1.5. It is accepted that in addressing cases of student discipline, issues relating to the pastoral care and welfare of the student may arise and that these shall be handled with sensitivity.

2.1.6. Head of Academics/Manager QA/Programme Managers will be fully informed of all disciplinary matters affecting students within their respective areas of responsibility and will keep a record of students who are proved to have committed disciplinary offences for the duration of that student's registration with the Institute.