



The University Disciplinary Process

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GUIDANCE & ADVICE
FOR STUDENTS



lsu.co.uk/voice

Disciplinary Allegations

This guide aims to provide initial advice for students who may be facing a disciplinary allegation from the University. It does not cover disciplinary action relating to the Students' Union or the college, or allegations of academic misconduct as these processes differ. We would always recommend that if you are facing disciplinary allegations, that you contact us at Student Voice for independent and impartial advice about your situation and familiarise yourself with University rules and guidance on student conduct and discipline.

To arrange to speak to someone in Student Voice for advice;

 voiceadvisor@lsu.co.uk

 **01509 635 072**

I've received an allegation, where can I go for support?

Being subject to a disciplinary investigation can be confusing and worrying. Support from the University or Student Voice is available:

- If you would like advice and support on how best to approach the disciplinary process you can access support from Student Voice. We will be able to support you in drafting responses, preparing for meetings and gathering evidence lsu.co.uk/onyourside/voice/advice
- If you feel you need support because the matter is affecting your mental or physical health and wellbeing, you can access support from Student Services <http://www.lboro.ac.uk/services/student-services/support/healthandwellbeing>

Section 2 Disciplinary

What is a section 2 Disciplinary Offence?

Section 2 Disciplinary offences are actions which inconvenience others or cause limited damage to property.

<http://www.lboro.ac.uk/governance/ordinances/17/current>

What if I am accused of a section 2 Offence?

An authorised officer will investigate and consider reports of breaches of University discipline. You will be informed of the nature of the offence and asked if you admit or deny.

- If you admit the offence, a sanction may be issued immediately. This may be done verbally, but will be followed with written confirmation.
- If you deny the offence, an investigation will follow, wherein the authorised officer will collect accounts from witnesses, which may be verbal or written. You'll be provided with any evidence against you and given opportunity to respond in writing, or in person, within 5 working days.
- The Authorised Officer will then make a decision based as to whether you are guilty of a disciplinary offence.

How will I find out the outcome?

You will be notified in writing of the outcome.

Section 3 Disciplinary

What is a section 3 Disciplinary Offence?

Behaviour is likely to be dealt with under this procedure if it is violent, disorderly or threatening. Harassment of students or staff, deception, and acts causing damage to University property or the property of staff or students may also constitute a Section 3 offence.

<http://www.lboro.ac.uk/governance/ordinances/17/current>

What if I am accused of a section 3 Offence?

An investigation will take place in which you may be invited to an interview with the investigating officer who will ask you questions about what has happened and your involvement. They will conduct a further investigation, by collecting any evidence and accounts from witnesses. You will be notified in writing of the charges and the evidence against you. A hearing by the Student Disciplinary Panel will take place. You will be:

- Invited to admit or deny the offence within 5 working days of notification of the offence.
- You will be invited to make a brief response and to submit any evidence of any mitigating factors.

If you accept the charge or do not respond, a hearing will normally take place within a further 20 working days. You have the opportunity to:

1. Submit a written response and any evidence.
2. Submit any mitigation you wish to be considered.
3. Attend the meeting in person and present your case.
4. Be accompanied by a person of your choosing (e.g. a friend, relative, legally qualified representative or a consultant from Student Voice) to support you.

If you deny the charge, you will be invited to attend a hearing where you have the opportunity to:

1. Submit a written defence and any evidence.
2. Attend the meeting in person and present your case.
3. Be accompanied by a person of your choosing (e.g. a friend, relative, legally qualified representative or a consultant from Student Voice) to support you.
4. Call witnesses.

Interim action

The University may take action to ensure the safety and wellbeing of staff, students and the wider community whilst an investigation is in process. This could include removal from halls or being banned from coming onto campus. During this period, you will still be able to access Student Voice for support, who can also help you if you decide to appeal this action.

Disciplinary Outcomes

Outcomes are largely dependent on the type of offence and the circumstances in which the offence occurred. Each case is considered individually.

What happens if the police are involved?

University rules can cover different issues to criminal offences, and the rules in relation to admissible evidence and proof are different. Therefore, the University may take action where the police did not. If a police investigation is ongoing, the University will suspend their own investigation until police investigation has concluded.

What could happen if I am found guilty of a disciplinary offence?

Sanctions do vary, but may include: a formal warning, fines, community service, or, for very serious cases terminated studies. A consultant from Student Voice will be happy to talk the possibilities through with you.

What if I don't agree with the outcome?

The ordinance includes an appeal processes for if you have been treated unfairly or have grounds to challenge the outcome,

<http://www.lboro.ac.uk/governance/ordinances/17/current>

Student Voice can help identify whether you have grounds for appeal, and assist you in drafting your appeal form. Appeals must be submitted within 10 working days of you being notified of the outcome.

If I am found guilty, will people outside the University find out?

The University will not normally make any disclosure to anyone not involved. The disciplinary process is a private matter between you the University and anyone else you decide to disclose this to. The Chief Operating Officer may also agree to further disclosures, e.g. to media and/or community groups if it is in the legitimate interests of the University.

For further information on how we can help YOU,
contact us using the details below:

 lsu.co.uk/voice

 voiceadvisor@lsu.co.uk

 **01509 635 072**

 Student Voice is located in the
Union Building on the Ground Floor.

With thanks to Geoff Feavour (Head of Security)
for his input in producing the content of this guide.

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