

Disciplinary Procedures

There are three stages to the University's Accommodation disciplinary procedure followed by a fourth stage out with the University (see flow diagram at the end of this Appendix).

Stage 1; disciplinary interview conducted by either the House Manager or the Accommodation Disciplinary Officer depending upon the seriousness of the incident

The member of staff attending the initial incident or the House Manager will determine who will consider the case.

Stage 2; Formal Disciplinary Hearing chaired by the Accommodation Disciplinary Officer

Stage 3; Appeal to the Students Appeals and Complaints Ombudsman and/or complaint to the OIA

Fines and/or other penalties may be applied according to the nature of the incident and the stage at which the case is being considered. Confiscation procedures may be applied at any stage.

Serious incidents may be considered directly at Stage 2. This will be determined by the Accommodation Disciplinary Officer

At all stages of the disciplinary process a 'Friend' may accompany the resident (see Section 1 of the Handbook of Student Regulations for a definition of a 'Friend')

If at any point in the disciplinary process it becomes apparent to the University that there may have been a serious breach of a professional code of conduct by the resident, the relevant Faculty Disciplinary Officer will be informed. This may result in Accommodation disciplinary proceedings being halted and the case investigated further by the Faculty Disciplinary Officer with a view to being considered by a Professional Suitability Board. The decision whether to do this will be made by the Faculty Disciplinary Officer

Stage 1

Standard fines may be applied at Stage 1

A student may appeal against the outcome of the Stage 1 disciplinary process. Students considering lodging an appeal should first consult the House Manager who will explain the reasons for the fine and the criteria used to judge any appeal. This should be done within 5 days of receiving the Stage 1 outcome. If an appeal is lodged, the Accommodation Disciplinary Officer will review the case with the managers concerned and arrange a Stage 2 Disciplinary Hearing to hear the appeal. Students commence an appeal by lodging an appeal form (available from the House Manager) or with the Accommodation Disciplinary Officer (Stage 2) within 10 working days of receiving the Stage 1 outcome. Appeal letters should describe the grounds on which the appeal is based (permitted grounds for appeal are either a procedural irregularity and/or additional information that could not have been made available earlier). Students should understand that an appeal re-opens the case, with the full range of penalties available (i.e. the result of an appeal could be a more severe penalty)

Damage charges: These are not fines but are straight re-charges that the University has incurred as a result of either accidental damage or malicious damage. In the case of accidental damage, the cost will be passed to a student by invoice. In the case of malicious damage there will also be disciplinary proceedings. Students wishing to query accidental damage charges should also use the appeals procedure

Standard Fines

The following fines apply to the common problems listed below although it is possible to appeal against any fine levied. Although the list is not exhaustive it is indicative of how seriously the University regards these problems. Repetition of the same offence can result in an increased charge

Noise problems: £30 minimum (fines for noise are automatically £100 during exam periods)

Anti -social behaviour problems: £50

Candles found to be alight: £70

Inappropriate use of emergency exit (e.g. using them as an exit and setting off the alarm when there is no fire): £30

Non-evacuation of the building on hearing the fire alarm: £60

Misuse of fire extinguisher (e.g. discharging it): £130

Activation of pre alarm (a system warning that the fire alarm will go into full activation if not re-set by a member of staff): £20 on first time, £60 on second occasion and rising further on subsequent occasions

Wedging open fire doors or removal of automatic door closers: £30

Activating the fire alarm without reasonable cause (including not attending to food being cooked at all times): £70

Interference with fire detection equipment (e.g. covering up a heat or a smoke detector, reducing the noise level on an alarm sounder): £70

Non-compliance with no-smoking: £30 for the first offence; £70 for subsequent offences. NB use of illegal substances is considered separately and fines levied as appropriate.

Failure to attend a disciplinary or investigatory meeting, interview or Hearing without reasonable notice: £30

Failure to attend the prearranged fire talk following your arrival: £30

A prompt payment discount of 50% is available to those students who pay at their reception within 5 working days of the fine being imposed. Students must produce written evidence of the date of the charge in order to qualify for the discount. Payment should be made by credit or debit card where possible. A receipt will be issued. Standard fines not paid within 5 working days no longer qualify for a discount and an invoice will be raised for the full amount. Prompt payment does not affect the student's right to appeal. Prompt payment discount applies only to standard fines and does not apply to fines imposed as a result of Stage 2 proceedings. Prompt payment discount does not apply to damage re-charges

