



Student Disciplinary Procedure

This procedure applies to:

All students on the University of the Built Environment taught programmes

London School of Architecture students

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Student Disciplinary Procedure

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Student Disciplinary Procedure

How the Student Disciplinary Procedure Works (high level summary)

This section is provided to help you understand the process. The formal procedure begins at Section 1.

We understand that being told you are involved in a disciplinary process can feel worrying or stressful. This section explains, in plain language, what the Student Disciplinary Procedure is, how it works, and what support is available to you. We recognise that you may be reading this during a difficult or stressful time. If you would prefer to discuss your support options over the phone, please call the Student Advice team on +44(0)118 921 4696 (press 2) or you can log [a Student Central enquiry \(opens new window\)](#) via the Virtual Learning Environment (VLE). Throughout this document, you will be encouraged to contact us if you need support, the Student Advice team will be your first point of contact.

What this procedure is (and is not)

The Student Disciplinary Procedure is used to consider concerns about behaviour, not academic performance or assessment issues.

- Being subject to this procedure does not mean that any decision has already been made. The purpose of the procedure is to understand what has happened, consider all relevant information, and determine whether any action is appropriate.
- It is not the same as academic misconduct (such as plagiarism).
- It is a structured and fair way for the University to look into concerns and decide what action, if any, is needed.

The University must demonstrate that misconduct has occurred and makes decisions using the balance of probabilities (whether it is more likely than not that the conduct happened).

When this procedure might be used

This procedure may be used where a concern is raised about student behaviour that:

- disrupts teaching, learning, or University activities;
- affects other students, staff, or members of the public; or
- could harm the safety, wellbeing, or reputation of the University community.

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Minor and major misconduct – what is the difference?

Not all concerns are treated in the same way.

- **Minor misconduct** usually involves less serious, one-off behaviour and is normally dealt with informally first, through a verbal warning.
- **Major misconduct** involves serious behaviour, repeated concerns, or matters that pose a risk to others or the University.

The process used will depend on the nature of the concern.

What usually happens first

Most cases follow this general flow:

1. A concern is reported to the University.
2. The concern is reviewed to decide whether it may be minor or major misconduct.
3. You are contacted and told what the concern is and what will happen next.
4. You are given an opportunity to respond and explain your perspective.
5. A decision is made, and you are told the outcome in writing.

At every stage, you will be told what is happening and what your options are.

Support and adjustments

You are not expected to go through this process alone.

- You can bring someone (such as a friend, family member, colleague or student representative) with you for support at any meeting.
- Reasonable adjustments will be made if you have a disability, health condition, or other needs.
- If the concern may relate to your wellbeing or mental health, the University may consider whether the Fitness to Study Procedure is more appropriate.

Support services are available throughout the process and are listed in Section 10 of this procedure.

Outcomes and fairness

Not all cases result in a sanction. Some result in:

- no further action;
- a warning or required improvement; or
- a referral to support services.

Where misconduct is proven, any action taken will be proportionate, take account of mitigating factors, and be explained clearly to you.

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You have the right to appeal a disciplinary decision if you believe there has been a procedural error or that the decision was unreasonable.

1. Introduction

The University is committed to fostering an inclusive, respectful, and safe environment for all members of its community. Behaviour that negatively impacts others, particularly where it relates to protected characteristics under the Equality Act 2010, will be taken seriously.

Being part of this process does not mean an outcome has already been decided. This procedure explains how the University of the Built Environment responds when concerns are raised about a student's behaviour.

It outlines:

- What the University considers to be behavioural misconduct
- How concerns are considered and investigated.
- What outcomes may apply; and
- What support is available throughout the process

The University of the Built Environment expects students to behave in line with standards set out in its regulations and policies, including the:

- [Academic and Programme Regulations \(opens new window\)](#);
- [Terms and Conditions of Contract \(opens new window\)](#);
- [Apprenticeship Student Conduct Expectations \(opens new window\)](#) (applicable to apprentices only),

The University is responsible for demonstrating that misconduct has occurred. Decisions are made using the balance of probabilities (whether it is more likely than not that the behaviour occurred).

Where a student has a disability, health condition, or other support need, reasonable adjustments will be made to ensure the process is accessible and fair. We recognise that being involved in a disciplinary process can feel stressful or unfamiliar. Support is available to help you understand the process and make informed decisions at each stage.

A summary of the procedure can be found in [Appendix A](#).

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2. Scope

This procedure applies to:

- All registered students, including apprentices.
- Students who nominate a third party to act on their behalf. In these cases, students may be held responsible for misconduct carried out by that third party when representing them.

The procedure applies to behaviour connected to University of the Built Environment activities, services, facilities or online platforms, including conduct that:

- Disrupts teaching, learning or administrative activities.
- Affects other students, staff or members of the public; or
- Risks harm to the University's reputation.

If a student's contract is ended or completes their studies while a disciplinary process is going, the University may decide whether it is appropriate to continue the investigation. In some circumstances, concerns may be investigated after a student's contract has ended or they have graduated.

The Student Disciplinary Procedure is intended to deal with student behavioural misconduct rather than to resolve disputes between individuals.

2.1 Relationship with other procedures

Fitness to Study

The University understands that there are instances beyond a student's control which can affect their behaviour and physical or mental fitness to study. Concerns should be raised via the [Fitness to Study Procedure \(opens new window\)](#).

Anti-Bullying, and Harassment and Sexual Misconduct

Referrals may be made to the Student Disciplinary Procedure as a result of an investigation under the [Anti-Bullying, and Harassment and Sexual Misconduct procedure \(opens new window\)](#).

Students should report any concerns via:

- Student Central,
- Contacting 0118 467 2400
- Emailing safeguarding@ube.ac.uk
- Contacting a member of staff or student representative

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Academic Misconduct

The Student Disciplinary Procedure relates to non-academic behavioural issues only. Academic misconduct is handled via the [Academic Misconduct Procedure \(opens new window\)](#).

3. Types of behavioural misconduct

When students fail to comply with conduct expectations the matter will be considered on the grounds of either:

- Minor misconduct.
- Major misconduct.

All definitions apply to any form of contact, be it face to face, via telephone or online.

3.1 Minor misconduct

The purpose of the minor misconduct process is to address concerns early and support improvement, not to impose punitive sanctions. Minor misconduct involves behaviour that falls below expected standards but is typically less serious and may be addressed through early intervention and support.

Examples include:

- use of language that is offensive, inappropriate, or disrespectful, including where it relates to a person's identity or protected characteristics.
- misuse of devices.
- conduct that disrupts or improperly interferes with the teaching, learning, research, administrative or other activities of the University.
- minor incidents that undermine the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance.
- minor incidents that undermine the University's Freedom of Speech Policy and the rights of others to freedom of speech.
- making repeated or deliberately unfounded complaints or appeals.
- misuse of programme materials or infringement of the University's Intellectual Property Rights.
- revealing confidential information without permission.
- breaches of other University policies and regulations not covered by the above.

For apprentices this may also include:

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- Unauthorised absence or persistent lateness.
- Insufficient monthly recording and submission of Off the Job Diary and insufficient monthly VLE activity.

3.2 Major misconduct

Major misconduct involves serious, persistent or harmful behaviour. This includes (but is not limited to):

Examples include:

- Repeated minor misconduct, where earlier intervention has not resulted in improvement.
- Harassment, as defined by Section 26 of the [Equality Act 2010](#), including behaviour related to protected characteristics that creates an intimidating, hostile, degrading, humiliating, or offensive environment.
- Sexual misconduct, including any unwanted conduct of a sexual nature.
Source: [Office for Students statement of expectations for preventing and addressing harassment and sexual misconduct affecting students in higher education \(opens new window\)](#).
- Hate incidents or hate crimes.
- Bullying, abusive, threatening, or violent behaviour.
- Behaviour that brings the University's name into disrepute.
- Theft of, damage to, or unauthorised use of property or systems belonging the University, third-party learning delivery venues, other students, members of staff or visitors.
- Possession, sale, or use of illegal drugs on or in the local vicinity of University property, and whilst at or in the local vicinity of third-party learning delivery or venues or whilst on university organised activities.
- Being under the influence of alcohol or illegal drugs on or in the local vicinity of University property, whilst at or in the local vicinity of third-party learning delivery venues, online, or whilst on university organised activities.
- Incidents other than minor incidents that undermine the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance.
- Extremism, hate speech, or the organisation or glorification of criminal or terrorist activity, including antisemitism and islamophobia.

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- Providing untrue or misleading information as part of the admissions process. This could include not supplying appropriate evidence of previous qualifications.
- Misuse of programme materials or infringing University of the Built Environment's intellectual property rights.
- Other serious fraud, deception, or dishonesty, not covered by the Academic Misconduct Procedure.

4. Process for dealing with minor misconduct

4.1 Initial concern and verbal warning

Concerns should be reported as soon as possible by the student or staff who witnesses or is informed of minor misconduct to disciplinary@ube.ac.uk.

A verbal warning is usually issued first. The warning should:

- Highlight the Student Disciplinary Procedure
- Explain the concern
- Outline expected behaviour; and
- Explain that further action may be taken if the behaviour continues
- Usually occur immediately after the behaviour has been witnessed or reported, but no later than 5 working days after. A University staff member may issue this warning themselves or seek advice from disciplinary@ube.ac.uk. The disciplinary team may advise an appropriate member of staff to give a verbal warning.

Any member of staff issuing a verbal warning should notify disciplinary@ube.ac.uk of the details of the conversation so that this can be recorded on file. A template is provided in [Appendix B](#). A copy will be provided to the student. For apprentices, a copy will be given to the student's Apprenticeship Outcomes Officer and employer.

If the behaviour continues following the warning, this should be highlighted to disciplinary@ube.ac.uk so that the matter can be investigated further.

4.2 Investigation

Following notification that a student's behaviour has not improved following a verbal warning for minor misconduct, the matter will be investigated by a senior member of the Academic Registry team, referred to as the 'investigator'. This person will also make the ruling (see [section 4.5](#)). The investigator should have no perceived or actual conflict of interest when dealing with the case.

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The investigator will:

- Gather evidence.
- Speak with anyone they believe will be able to provide information in relation to the matter.
- Reviewing materials such as:
 - Witness statements (provided [in appendix C](#))
 - Attendance records
 - E-mails

Additional points:

- Individuals are expected to cooperate in a timely manner
- As part of the investigation, it is expected that the investigator will meet with the student (see [section 4.4](#) below).

4.3 Notice to student

The student will receive written notification including:

- Details of the concern
- How the investigation will be conducted so that they can respond appropriately.
- An invitation to meet with the investigator to discuss the matter.

Students may find it useful to prepare a written statement or provide evidence in advance of the meeting, but this is not compulsory. Students should be given at least 5 working days' notice of the meeting.

4.4 Minor behavioural misconduct meeting

The discussion between the investigator and student will usually take place via an online video meeting. We understand that these meetings can feel difficult. The purpose of the discussion is to understand what has happened and consider any relevant context, including support needs.

The meeting:

- Is an opportunity for the investigator to ask for any points of clarification and explanation, to progress the investigation and reach a conclusion.
- Attendees will usually just be the investigator and student.
 - The student may bring one person to the meeting for support but they will not play an active part in the meeting. This includes, a parent/guardian, colleague, friend, the University Lead Student

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Representative or employer-designated support. This person should not normally be a legal representative unless there are specific reasons, agreed with the University.

- Where the student is aged under 19 or where the student is a 19 to 24-year-old care leaver, the student's parent/guardian will be informed. The student's parent/guardian may also attend the meeting.
- May be recorded the investigator will take notes.

4.5 Possible Outcomes

The possible outcomes are:

- a. No case to answer:
- b. The behaviour is found to have occurred.

If there is no case to answer, a referral may be made to the relevant University support services, but otherwise no further action will be taken.

If minor misconduct is proven, one or more proportionate actions may be taken, taking into account the seriousness of the behaviour, any mitigating factors, and whether the behaviour is repeated. These may include:

- a written warning;
- a requirement to provide written confirmation agreeing to amend future behaviour;
- a requirement to write a letter of apology to a named party or parties;
- a fine not exceeding £250 to compensate a party or parties who have suffered a financially quantifiable loss as a result of the misconduct;
- a requirement to attend a particular course, training or mediation session (which may be at the students' own cost, but will not exceed £150);
- changing of tutor groups;
- prevention from using a particular service to which the misconduct relates for a specified period of time (including permanently).

The student should receive written notification of the outcome of the investigation within 20 working days of the referral of their case. This notification will:

- summarise the allegation;
- summarise the investigation;
- state whether the case was proven/not proven;

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- for proven cases, state action(s) required for improvement, any action, and the consequences of non-compliance with these (with clear deadlines);
- highlight the appeals process;
- highlight how to access support.

Where applicable, the student's parent/guardian or employer (only for apprentices) will also be provided with the written outcome.

The person or persons who referred the matter in the first instance should also usually be notified of the outcome. A witness will not be able to appeal the decision, but is entitled to raise a complaint under the [University Student Complaints Procedure \(opens a new window\)](#) if they have concerns about how the matter was dealt with.

The investigator will be responsible for:

- Ensuring that the student has been offered any necessary support.
- Monitoring the completion of any actions.
- Signing off the completion of the actions.

Records will be kept on the student file. A further breach of University conduct expectations will result in the referral to the major behavioural misconduct (see [section 5](#)) process.

5. Process for dealing with major behavioural misconduct

5.1 Identification of suspected major behavioural misconduct

The process for dealing with major behavioural misconduct may be initiated in the following circumstances:

- the process for dealing with minor behavioural misconduct (see section 4) has been followed and there is no or insufficient improvement in behaviour; or
- a referral has been made following an investigation under the [Anti-Bullying, and Harassment and Sexual Misconduct procedure \(opens a new window\)](#); or
- the misconduct falls into one of the categories defined in [section 3.2](#) above.

If a student or any member of staff witnesses or has been informed of major behavioural misconduct, they should notify disciplinary@ube.ac.uk.

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Safeguarding@ube.ac.uk should be notified by the disciplinary team so that a risk assessment can be carried out (see [section 6](#)).

Allegations of major misconduct will be considered by the Student Disciplinary Panel.

5.2 Evidence gathering

The investigator (a senior member of Academic Registry) will:

- Liaise with the person making the referral and gather evidence.
 - Evidence may include, but is not limited to, witness statements, attendance records, e-mails, social media and/or VLE posts.

Staff and/or students contacted are expected to cooperate in a timely matter.

In cases where the referral is due to repeated behaviour previously dealt with under the minor misconduct process, the records of that investigation should be included.

5.3 A student's right to reply

In the event of suspected major misconduct, students will:

- Receive written notification of the suspected major misconduct within 10 working days of the referral being made.
- This notification will outline the nature of the concern and inform the student that a Student Disciplinary Panel will be convened.
- Be given an opportunity of a 'right to reply'
 - A written statement of no more than 1500 words to present any mitigating factors and any other evidence that would be useful for the investigation. Mitigating factors may include (but are not limited to) a disability or mental health issues.
- Will not be disadvantaged if a right to reply is not provided.
 - Submitting a response is an important opportunity to ensure your perspective is considered, but a decision will be made based on available information if you choose not to.

5.4 Student Disciplinary Panel

The Student Disciplinary Panel is convened to consider cases of alleged major behavioural misconduct, in line with this procedure and the [Terms of Reference and Protocol for Student Disciplinary Panel \(opens a new window\)](#)

Purpose and timing

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The panel will:

- consider the evidence relating to the alleged misconduct;
- provide the student with a fair opportunity to respond;
- determine whether the misconduct is proven; and
- decide on an appropriate outcome, where required.

The panel will normally be convened within 20 working days of the referral being made, where practicable.

Notification and documentation

The student will be provided with:

- details of the allegation(s);
- the date, time, and format of the panel meeting;
- information about their right to attend and be supported; and
- copies of the documentation to be considered by the panel.

Documents will usually will normally be shared:

- At least 5 working days before the panel meeting
- Unless restricted by the University's Data Protection and Privacy obligations.

Attendance and participation

Students will normally be invited to attend the panel, either:

- in person, where practicable; or
- via videoconference.

Students will be given at least 10 working days' notice of the panel meeting.

In some circumstances, the Chair may decide that it is not appropriate for the student to attend the panel (for example, for safeguarding or risk reasons). Where this applies:

- the student will be notified of the decision in writing; and
- the student will be invited to make a written submission instead.

Where a student chooses not to attend, or does not submit a written response, the panel will still proceed and make a decision based on the evidence available.

Right to be accompanied

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Students are entitled to bring one additional person for support. This may include:

- a parent or guardian;
- a colleague or friend;
- the University Lead Student Representative; or
- employer-designated support (for apprenticeship students).

The accompanying person is present to provide support only and must not normally act as a legal representative or play an active part in the proceedings, unless there are exceptional circumstances agreed in advance by the University.

For students on apprenticeship programmes:

- the employer will normally be invited to attend; and
- where the student is under 19, or is a 19 to 24-year-old care leaver, the parent or guardian will be informed and may attend.

Panel proceedings

The panel will consider:

- all written and oral evidence;
- the student's written submission and/or verbal response;
- any mitigating factors raised by the student, may include disability, health, or personal circumstances.

In cases involving multiple students arising from the same incident, linked cases may be considered at the same panel meeting to ensure fairness and transparency.

The panel will reach its decision using the balance of probabilities, determining whether it is more likely than not that misconduct occurred.

Record of proceedings

A formal record of the panel meeting will be kept. This record will form part of the written outcome provided to the student.

5.5 Possible Outcomes

The possible outcomes are:

- a. No case to answer;
- b. Proven major misconduct.

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If there is no case to answer, a referral may be made to relevant University support services, but otherwise no further action will be taken.

If the major misconduct is proven one or more of the following actions may be taken:

- a written caution;
- a requirement to provide written confirmation agreeing to amend future behaviour;
- a requirement to write a letter of apology to a named party or parties;
- a fine not exceeding £250 to compensate a party or parties who have suffered a financially quantifiable loss as a result of the misconduct;
- a requirement to attend a particular course or training session (which may be at the students' own cost, but will not exceed £150);
- changing of tutor groups;
- prevention from using a particular service to which the misconduct relates for a specified period of time (including permanently);
- a final written warning stating that not meeting these requirements and/or any further breaches of University student conduct expectations could result in temporary exclusion or the students studies being ended;
- recommend temporary exclusion from the University in line with the [Academic and Programme Regulations](#);
- recommendation of ending a student's study on their programme* in line with the [Academic and Programme Regulations](#), including recommendation regarding whether the student should or should not be prevented from being considered for an intermediate exit award (provided they have achieved the required number of credits).

The student may be temporary excluded from the University or have their studies terminated, on the authority of the Vice Chancellor, or on the authority delegated to the Pro Vice Chancellor.

The following factors will be taken into account when determining the outcome:

- severity;
- intent;
- persistence;
- any mitigating factors presented;
- admission of wrongdoing and/or remorse.

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For students on apprenticeship programmes, the outcome of the hearing will not be confirmed until after consultation with the Head of Apprenticeship Outcomes and the apprentice's employer.

Notification of outcome:

The student should receive written notification of the outcome of the panel meeting within 5 working days of the date of the panel. This notification will:

- summarise the allegation;
- summarise the investigation;
- state whether the case was proven/not proven;
- for proven cases, state actions required for improvement, any outcomes or actions applied (including the reason), and the consequences of non-compliance with these (with clear deadlines);
- include the record of the panel meeting (minutes);
- highlight the appeals process;
- highlight how to access support.

Where applicable the student's parent/guardian or employer (only for apprentices) will also be provided with the written outcome.

This may be the final written warning, and not meeting conditions set out in the letter and/or any further breaches of University conduct expectations could result in temporary exclusion or your studies being ended by the Vice Chancellor, or on the authority delegated to the Pro Vice Chancellor.

The person or persons who referred the matter in the first instance should also usually be notified of the outcome.

A witness will not be able to appeal the decision, but is entitled to raise a complaint under the [Student Complaints Procedure \(opens a new window\)](#) if they have concerns about how the matter was dealt with.

A senior member of Academic Registry will be responsible for ensuring that the student has been offered any necessary support alongside monitoring the completion of any actions. They will also be responsible for signing off the completion of the actions or referring non-completion of actions to the Vice Chancellor or Pro Vice Chancellor for a decision on exclusion or whether the student's contract should be ended.

If a student's contract is ended, they will be offered the support of the University Careers Adviser to source further learning/employment opportunities.

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6. Managing risk and criminal offences

The University may carry out a full risk assessment where:

- cases of alleged major misconduct, or;
- the University is informed that a student is under investigation for, or has been convicted of, a criminal offence, or;
- there are safeguarding or safety concerns.

Risk assessments are conducted by the Safeguarding team and completed within a timeframe appropriate to the level of risk identified.

The Vice Chancellor or Pro-Vice Chancellor will consider any risks identified and whether precautionary action is required. Any precautionary measures taken are not a finding of wrongdoing. They are intended to protect all individuals involved while the situation is considered. Where appropriate, the student will be given an opportunity to provide a written statement, and any such measures will be kept under review. The student will be notified in writing of the decision and its reasons, including any applicable review or appeal rights. Students have the right to appeal the decision as set out in [section 9](#).

Where alleged misconduct is also the subject of criminal proceedings, the University may defer internal disciplinary action until those proceedings are concluded.

The student should be notified of any such deferral.

7. Timelines

In line with guidance published by the Office of the Independent Adjudicator (OIA), the procedure should be concluded as quickly as possible; the investigation and formal proceedings should normally be concluded within 60 calendar days from the student being notified of the allegation. This timeframe does not encompass the time taken for any criminal proceedings to conclude.

The University recognises the importance of early intervention when there are concerns about a student's behavioural conduct. Each stage of the process should be dealt with in a timely manner and should not be unreasonably delayed. There is a balance between ensuring that meetings occur quickly, in order to support the student, and giving the student sufficient time to prepare.

8. Confidentiality

The University will handle all personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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Information relating to a disciplinary case will be shared only with staff involved in investigating the matter, making decisions, or providing appropriate support.

Records of verbal warnings, investigations, and outcomes will be retained on the student record. Where the student is an apprentice, relevant information will be shared with the employer where necessary. Where the student is under 19, or a 19 to 24-year-old care leaver, a parent or guardian will be informed.

For apprentices, the Apprenticeship Outcomes Officer (AOO) will also be made aware of any investigations of misconduct so that they are able to provide any additional support and guidance in relation to the apprenticeship, for example through progress reviews.

For group allegations, it is important that all parties are aware of all evidence being presented to the panel, including the other student's 'right to reply' response. Sensitive personal information will be redacted.

The University may be required to inform relevant Professional Statutory and Accrediting Bodies about cases of behavioural misconduct.

As noted, where offences being investigated are criminal, the University will report these to the relevant authorities as appropriate.

8.1 Witness confidentiality / anonymous concerns

For students to be able to properly defend themselves, it is not normally appropriate for witness identities to be kept confidential. Where a witness does not consent, their identity being disclosed, it may not be appropriate to rely on their evidence. Anonymous concerns can also be more difficult to resolve, particularly where an outcome may involve apologies, compensation or changes to teaching arrangements.

Students who wish to raise a concern anonymously may do so via a member of staff or student representative, or by contacting disciplinary@ube.ac.uk, providing as much supporting evidence as possible.

The University will consider anonymous concerns on a case-by-case basis and will proceed only where there is sufficient evidence and it is fair to do so. Investigations where the alleged student cannot know the identity of the witness will normally proceed only where there is a genuine risk to the witness's safety should their identity be disclosed. All information will be handled in line with the confidentiality principles set out in section 8.

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9. Right of appeal

A student has the right to appeal a disciplinary decision. Appeals can be made in line with the [Student Appeals Procedure \(opens new window\)](#).

10. Advice and support

The University understands that being involved in a disciplinary process is likely to be difficult for a student and will act in the best interests of the whole student body at all times, making appropriate support available.

Anyone may contact disciplinary@ube.ac.uk for general queries regarding the process.

Support is available to students at all stages of the procedure, whether they are responding to an allegation, acting as a witness, or affected by another student's behaviour.

Support may include:

- the Student Advice or Student Central team;
- the Disability and Welfare team, including Safeguarding;
- the University Lead Student Representative;
- Apprenticeship Outcomes Officers (for apprentices); and
- signposting to appropriate external support services.

Students are encouraged to seek support as early as possible. Staff providing support will not normally be involved in decision-making related to the disciplinary process.

As noted, students have the right to be accompanied by an additional person for support at disciplinary meetings or panels (see [section 4.4](#) and [section 5.5](#) for more information).

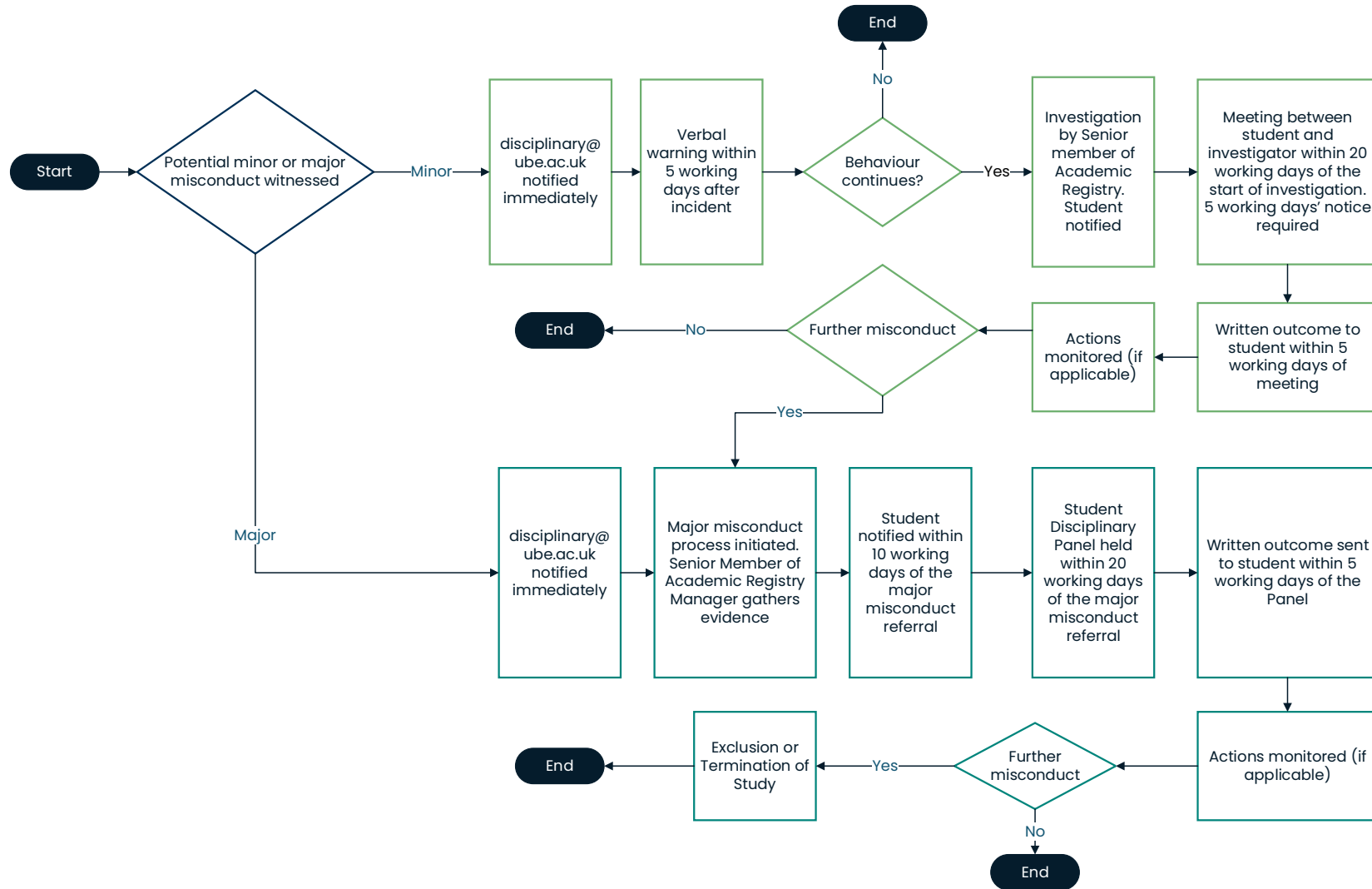
11. Alternative formats and accessibility support

We are committed to ensuring that all students can access information relating to University procedures. This procedure can be provided in alternative formats, including large print, accessible PDF, audio, and translated versions where reasonably practicable.

If you require this document in a different format or need support accessing the information, please contact the Student Advice Team on +44 (0)118 921 4696 (press 2) or submit [a Student Central enquiry \(opens new window\)](#) via the Virtual Learning Environment (VLE).

Student Disciplinary Procedure

Appendix A: Student Disciplinary Process Diagram



Student Disciplinary Procedure

Appendix B: Record of Verbal Warning Issued

This record is issued in accordance with the Student Disciplinary Procedure (Minor Misconduct ([section 4.1](#))) and sets out the nature of the unsatisfactory behaviour and, the required improvement action(s).

Student name:	
Student number:	
Apprenticeship student	Yes / No
Name of staff member issuing the verbal warning:	
Date verbal warning issued:	

Reason for verbal warning being issued:

Summary of conversation with student:

Please send to disciplinary@ube.ac.uk.

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Appendix C: Witness Statement Form

This form is used in accordance with the University Student Disciplinary Procedure, to record a witness statement in relation to suspected disciplinary misconduct.

WITNESS STATEMENT

On <ADD DATE> I, <ADD FULL NAME OF WITNESS>, witnessed the following behaviour by <ADD FULL NAME OF PERSON OR PERSONS WHOSE DISCIPLINARY MISCONDUCT WAS OBSERVED>:

Details:

Please be as specific as possible and include date(s), time(s), location(s) and any relevant evidence.

I confirm that the above statement is true and accurate.

Signed.....

Date.....