

RHUL Disciplinary Procedures

1. Procedure

All Hall complaints and allegations may be referred on to one of three different levels of disciplinary depending on severity.

a) Hall Disciplinary are for one off minor offences in hall e.g. noise nuisance, food theft etc.

b) SROP's are for persistent offences or for more serious offences in halls of residence e.g. tampering with fire safety equipment etc.

c) College Disciplinary are for cases of serious misbehaviour in hall that appear to be of concern to the College as a whole e.g. use of illegal substances, criminal damage, violence etc.

For all levels of disciplinary you must bring your **College Card** and you may bring one person with you for support who must also present their **College Card**. This must be a fellow student, member of the College or the Students' Union but **cannot be someone under disciplinary for the same matter**.

2a. Hall Disciplinary

This will be held by the Residential Support Coordinator. S/he will carry out a fair enquiry where you can hear the details of the complaint or allegation made against you and speak in your own defence.

You will receive a minimum of **3 days notice by email** and via a letter delivered to your room. You must **confirm attendance** by emailing residentsupport@rhul.ac.uk at least 24 hours in advance of your disciplinary. If you cannot attend for academic reasons you may request to that it be rearranged. If you do not attend or reschedule the disciplinary will be held in your absence.

The Residential Support Coordinator has the power to **fine you up to £100** for breaking the rules of the Hall and may, in addition or as an alternative, require you to pay compensation for damage to property and/or recommend other activities appropriate to remedying the issue.

Following your disciplinary you will receive a decision letter by email and post within one week.

A severe Hall offence or repeated offence that may require a greater sanction, including requesting a resident student to cease living in Hall would be referred to a Serious Residential Offences Panel.

2b. Serious Residential Offences Panel (SROP)

This will be chaired by the Residential Support Coordinator or a nominated staff member, sitting with a member of College nominated by the Discipline Officer and a member of College nominated by the SU. The Panel will carry out a fair enquiry where you can hear the details of the complaint or allegation made against you and speak in your own defence.

You will receive a minimum of **3 days notice by email** and via a letter delivered to your room. You must **confirm attendance** by emailing residentsupport@rhul.ac.uk at least 24 hours in advance of your disciplinary. If you cannot attend for academic reasons you may request to that it be rearranged. If you do not attend or reschedule the disciplinary will be held in your absence.

The panel has the power to request you to leave Hall, with or without the stipulation that you do not return to living in any College Halls during your course study. The panel also have the power to **fine you up to £500** for breaking the rules of the Hall and may, in addition or as an alternative, require you to pay compensation for damage to property and/or recommend other activities appropriate to remedying the issue.

Cases of serious misbehaviour in the Hall that appear to be a matter of concern for the College as a whole may at any point be referred to a College Disciplinary.

2c. College Disciplinary

This will be held by the Student Disciplinary Officer. S/he will carry out a fair enquiry where you can hear the details of the complaint or allegation made against you and speak in your own defence.

You will receive a minimum of **3 days notice by email** and you must **confirm attendance** by emailing supportandadvisory@rhul.ac.uk at least 24 hours in advance of your disciplinary. If you cannot attend for academic reasons you may request that it be rearranged. If you do not attend or reschedule the disciplinary will be held in your absence. If you agree to committing the offence the Student Disciplinary Officer may impose the appropriate penalty without the need to conduct an enquiry.

The Student Disciplinary Officer, after carrying out a fair and reasonable enquiry may impose one or more of the following penalties proportionate and relevant to the offence;

- **Fine you up to £1000** and/or an order to pay compensation for damage to property;
- **Request you leave halls of residence** and/or denial of permission to reside in such residence for the remainder of a student's course of study;
- **A condition** that further attendance at the College or residence in Hall depends upon your fulfilment of certain conditions or subject to certain restrictions

Where the Student Disciplinary Officer feels that an offence is of such severity as to merit **interruption or termination of registration at the College**, s/he will consult with a Vice-Principal to discuss whether the case should be presented to a **Student Disciplinary Committee**. The Student Disciplinary Officer and the Vice-Principal may then invite you to present a written statement and allow you a period of 7 days to do so.

You will then be notified in writing that a hearing is to take place and that it could result in the termination of your registration. The date of the hearing will be agreed with you in advance.

3. Appeals

An appeal is not a rehearing. You must have grounds to believe a proper decision was not reached at the earlier stage. Following a decision an appeal **can only be made** on one or more of the following grounds:

1. The finding was against the weight of the evidence;
2. The penalty is too severe or otherwise inappropriate;
3. The process was not in accordance with the principles and procedures set out in College regulations, or was contrary to natural justice;
4. Fresh evidence can be presented, which could not reasonably have been made available during the original process.*

*Where an appeal is based on ground 4, you must present a summary of the fresh evidence to be presented and the reasons it could not have been made available previously. Following sanctions given after 2a or 2b this may require for you to re-discuss the issue with the Residential Support Team in order to see if agreement can be reached. Otherwise, the Disciplinary Officer will decide if an appeal is allowable.

You must bring your **College Card** and you may bring one person with you for support who must also present their College Card. This must be a fellow student, member of the College or the Students' Union but **cannot be someone charged with the same offence**

Following a Hall Disciplinary or a SROP an appeal will be heard by the Student Disciplinary Officer. The Residential Support Team may present fresh evidence and call witnesses to attend the appeal. Such evidence will if possible be made available to you before the appeal. The Disciplinary Officer may confirm, reverse or vary the sanction. All decisions of the Student Disciplinary Officer in relation to such an appeal will be final. **Appeal forms can be collected from Founders West 170 and must be submitted within one week of the imposition of any disciplinary measure.**

Following a College Disciplinary you have the right to appeal to a Vice-Principal. This is done by writing to the Principal's Office within seven days of the imposition of the disciplinary measure by the Student Disciplinary Officer. The Vice-Principal will decide if an appeal is allowable. If the Vice-Principal decides not to allow an appeal, this will be confirmed to the student in writing. Where an appeal is allowed, the Student Disciplinary Officer may, at the discretion of the Vice-Principal, present fresh evidence and call witnesses to attend a hearing. Such evidence will be made available to you before the date of the hearing. The Vice-Principal may confirm, reverse or vary the sanction. The Vice-Principal's decision will be confirmed in writing. All decisions of the Vice-Principal in relation to the appeal will be final.

Adjudication of College Proceedings

After this process you must obey the sanctions imposed. When you have exhausted College procedures, you are entitled to apply to the Office of the Independent Adjudicator for Higher Education to request a review of the University's decision. Further information on the process involved can be obtained by referring to the Office's website at www.oiahe.org.uk