STUDENT CONDUCT

1. The Federation is committed to principles of equality, inclusiveness and diversity. As an organisation, we respect and value the difference and distinctiveness of each other’s traditions, embrace freedom of thought, speech and expression, and uphold freedom from discrimination. We expect all members of our community to do the same.

2. Our classrooms are places where students are free from unlawful discrimination and from any type of harassment or intimidation. Students and staff are treated on the basis of their ability, merit and potential; issues of race, gender, religion, age, sexual orientation and disability have no place in any part of our teaching, work or interaction with each other.

3. We expect our students to treat each other, and the Federation staff, with respect, courtesy, consideration and dignity at all times. Every member of the Federation, including every student, has the right to expect professional behaviour from others, and the responsibility to behave professionally and with courtesy towards others. This responsibility extends to classroom discussions (including online discussions), emails, personal interactions and conversations and in open fora.

DISCIPLINARY POLICY AND REGULATIONS REGARDING THE DISCIPLINE OF STUDENTS

4. Any student who acts or behaves in a way which interferes with the activities of the Federation, or those who work or study at the Federation, or which damages the reputation of the Federation, will be subject to disciplinary action.

5. Students who are members of one of The Federation’s constituent Houses will be governed by the relevant procedure outlined by their House. Independent students who are not members of one of the Federation’s constituent Houses will be governed by the following procedures.

6. Disciplinary proceedings may be brought against a student who is suspected of having acted or behaved in a manner which unreasonably interferes with the functioning or activities of the Federation, or any of the houses or colleges comprising the Federation, or of those who work or study at the Federation, or which otherwise damages the Federation or its reputation. The following is a non-exhaustive list of examples:

   i. The use of plagiarised material or any unfair means in work submitted for assessment or in examinations. Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. Unfair means shall include the possession in an examination of any book, paper or other material relevant to the examination unless such possession is authorised. No member of the Federation or its constituent members shall assist a student to make use of such unfair means.

   ii. The disruption or attempted disruption of the teaching or administration of the Federation’s work or aggressive or harassing behaviour, either physical or verbal, towards any student or person, such as a tutor, acting on behalf of the Federation.
iii. The abuse of alcohol or drugs on any premises where Federation courses are held, including the transport and residential components of field-trips or excursions.

iv. The theft, damage or defacing of any of the Federation’s property or any property on premises where the Federation’s courses are held.

v. Other behaviour inconsistent with the functioning, activities or good reputation of the Federation.

7. In the case of alleged serious misconduct, the Federation, through its officers, reserves the right to suspend a student immediately from the programme or course and to exclude them from the premises of the Federation (whether the Federation’s permanent premises at Westminster Bounds or teaching accommodation elsewhere in the colleges and houses comprising the Federation, the University of Cambridge or outside) until investigation of the circumstances has been undertaken according to the procedure below.

8. If disciplinary proceedings are being taken against you, you may contact your Director of Studies (DoS) for advice. A DoS cannot advise on what action to take, or act on your behalf, but can guide you through the process providing advice at each stage. Communication with the DoS may be shared within the Federation to enable the disciplinary proceedings to be handled more effectively.

9. If it is suspected that a student has committed a disciplinary offence, the President of the Federation shall, at his or her discretion, decide whether disciplinary proceedings should be established against him or her. If it is decided to begin disciplinary proceedings, you will be informed by the Registrar, and the following procedure observed. In the case of visiting students, or students attending as part of a group, the Federation’s staff will decide the appropriate stage at which any accompanying external faculty member, and/or your home institution, is contacted about the incident, and the extent to which these parties should be involved in the following steps:

10. The President of the Federation will appoint an Investigating Officer, with no prior involvement in the matter, from among the Federation staff. The Investigating Officer will act on behalf of the Registrar who will request him or her to provide a full written report on the issues under investigation normally within 15 working days, a copy of which will be sent to you and other members of the Federation’s staff, where relevant. The Investigating Officer will invite you to make a written statement and seek information from any other person thought by any of the parties to have relevant information. At the conclusion of his or her enquiries the Investigating Officer will provide a written report to the Registrar.

11. If the Registrar decides that there is no apparent case of a disciplinary offence having been committed, you will be notified and no further action will be taken other than any formal guidance and counselling which the Registrar may consider appropriate in the circumstances.

12. If the Registrar decides that there is an apparent case and that a disciplinary offence has been committed, unless it is decided to proceed by way of informal counselling, he/she will:

   i) convene a disciplinary hearing before a Panel of Inquiry comprising three academic members of the Federation appointed by the President. One member of the panel
shall be appointed chairperson of the panel. The members of the panel will have had no previous involvement in the matter to be considered

ii) communicate to you a statement of the disciplinary allegation to be determined at the hearing

iii) provide you with copies of all statements and evidence to be considered at the disciplinary hearing

iv) advise you that he or she may attend the hearing to present his or her case, to give evidence and to call witnesses and that you may be accompanied by an appropriate person for support or representation as appropriate.

13. At the disciplinary hearing, the case for the Federation shall be presented by the Registrar, and, where evidence is disputed, witnesses may be called.

14. At the conclusion of the consideration of the allegation, the Panel of Inquiry shall decide whether the disciplinary allegation has been proved.

15. Where the findings are reached that a disciplinary offence has been committed, the Panel of Inquiry shall consider representations from you or your representative regarding the appropriate disciplinary sanction.

16. The range of disciplinary sanctions available to the Panel shall include any combination of the following:

- formal warning
- expulsion from the programme or module
- suspension from use of the Federation's facilities
- debarring from subsequent enrolment on any of the Federation's programmes or courses
- fine not exceeding £175 or a requirement to pay compensation or make restitution either to the Federation or any victim.
- such other penalty as the President considers to be equitable and merited by the circumstances.

17. The Registrar will appoint a member of administrative staff to assist the Panel of Inquiry who will be present throughout the whole proceedings of any hearing and will prepare minutes of the meeting.

18. You will be informed by the Chairperson, in writing, of the decision of the panel normally within 15 working days. At the same time, you will be informed of the right to appeal against the finding that a disciplinary offence has been committed or against the sanction or both.

19. In the event that you fail to attend the disciplinary hearing the Panel of Inquiry may, at its discretion, proceed to determine the issues in his or her absence.

20. You may appeal against the decision of the Panel of Inquiry in writing to the President of the Federation within 20 working days of receiving notice of the decision.
21. On receiving notice of your decision to appeal, the President of the Federation will appoint a Reviewer to consider the appeal, who will have had no prior involvement in the case. The Reviewer will be a member of faculty of one of the Federation’s constituent houses. The appointment of a Reviewer is a formal procedure that will normally be completed within 30 working days.

22. You will be invited to submit written representations and will be given 15 working days, or longer on good cause shown, to do so. The Reviewer will consider all written documents relating to the case, your representations and the results of any further enquiries he or she may make, at his or her discretion. All documents considered by the Reviewer will be made available to you and to any others invited to the hearing. You will be invited to appear before the Reviewer and, if you wish, may be accompanied by an appropriate person.

23. The Registrar will appoint an administrative member of staff who will assist the University Reviewer and will be present throughout the whole proceedings of any hearing and will prepare the draft report from the meeting.

24. The Reviewer will issue a report containing findings about the appeal and may make recommendations as to remedies, if any, to be adopted or other action recommended to be taken. If the appeal is dismissed the Reviewer will provide reasons for his or her decision.

25. In exceptional circumstances the Reviewer may, at his or her discretion, refuse to consider an appeal should the grounds on which the appeal is based appear to be without merit, vexatious or an abuse of process.

26. The President of the Federation will communicate the decision of the Reviewer to you in writing normally within 15 working days of the appeal taking place.

27. The President of the Federation and the Reviewer may vary, at their discretion, the procedure adopted from time to time to provide for the efficient and equitable disposal of disciplinary issues.

28. The Reviewer may appoint a suitable person to advise on matters of procedure and that person may attend the appeal hearing to give such advice.

29. The decision of the Reviewer will be final within the Federation.

30. All decisions reached by a Reviewer will be reported to the Federation’s Management Committee.

31. If you remain dissatisfied following completion of the Federation’s formal internal review and disciplinary procedures and after receiving a ‘completion of procedures letter’ you may refer the matter to the Office of the Independent Adjudicator (OIA)

**Removal from premises**

32. If, in the reasonable opinion of the Federation, the presence of any client, tutor, student or delegate is, or is deemed likely to be, an impediment to the provision of any service of the Federation, or brings the Federation into disrepute, the Federation may exclude such person from all or part of that service. In these circumstances, the Federation will return any fee paid by or for the individual, but there will be no further liability of the Federation.
33. The Office of the Independent Adjudicator (OIA):
If you remain/dis satisfied following completion of the Federation's formal internal review and complaints procedures, and after receipt of a 'completion of procedures letter', you may refer the matter to the Office of the Independent Adjudicator. The OIA provides a statutory system of review by an independent national adjudicator, pursuant to the Higher Education Act 2004. The service is free to students.

34. The OIA operates strict time limits for applications and there are narrowly defined rules over the areas that can be reviewed – matters of academic judgement and issues relating to admissions, for example, are excluded.

35. Information about the service can be found at: www.oiahe.org.uk