



# **MISCONDUCT PROCEDURES ACADEMIC AND NON-ACADEMIC**



September 2025

To be reviewed in September 2026

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# 1 Academic Misconduct

Academic dishonesty and misconduct refer to unethical behaviours that undermine academic integrity. These actions provide unfair advantages and include behaviours such as cheating on exams, plagiarizing, impersonating others, falsifying data or research, and fabricating bibliographies. Additionally, misconduct includes unauthorised collaboration on assignments, using false excuses to extend deadlines, and other actions that misrepresent a student's academic work.

## 1.01 Academic Misconduct: Considerations and Warnings

Students should note that the following procedures shall apply where a student engages in any activity which may constitute misconduct under these rules.

- Where issues concerning student conduct and behaviour arise in the day to day running of the College, it is hoped that these issues will be resolved at a local level by a member of staff or a contractor. If it is not possible and/or appropriate, to deal with the issue at a local level or the issue concerns misconduct which appears to be actually or potentially serious, then the issue should be drawn to the attention of The Islamic College management and/or Middlesex University (for Middlesex University registered students only), and the student should be informed.

In case of a serious academic misconduct the following steps will be taken:

- The Director of Educational Services or nominee shall consider the gravity of the misconduct and shall determine whether:
  - Reprimand
  - Issue a warning
  - Suspension or expulsion from the College for a specified period or until the issue in question is resolved
  - Permanent dismissal from the College
  - Payment of a sum determined by the Finance Department (as the case may be), not exceeding the cost thereof, for the repair of damage caused by, or the deferral of other expenses arising from the offence.

### 1.01.01 Confidentiality

Throughout the entire process, confidentiality will be maintained to protect the privacy of the students. Information will only be shared with individuals who have a legitimate need to know.

## 1.02 Examination Conduct

Based on The Islamic College regulations, the following rules apply to examination conduct:

### 1.01.02 General Conduct

- Students must arrive at the examination venue **at least 15 minutes** before the scheduled start time. Late arrivals may not be allowed entry.
- Students must bring their **College ID cards** or official photo identification to every examination.

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- Students must follow the **instructions of the invigilators** at all times. Disruption or refusal to comply may result in disciplinary action.

### 1.01.03 Permitted Materials

- Only materials approved by the examination notice or course instructor may be brought into the examination room.
- **Electronic devices** are not allowed (hearing aids are exempted).

### 1.01.04 General conduct in the examination Hall

- All works must be conducted in English except where quotations appropriate to the paper or assessment require other languages. A correct translation would then be required for the quotation. This rule would not apply to the Arabic modules where instructions are clearly indicated on the exam papers.
- In examinations, students may use only such books, tables of statistics, instruments or other materials as are specifically permitted. Students will be advised of such material before the examination and it will be clearly outlined on the exam papers.
- Students are not allowed to leave the examination room before 10 minutes after the start of the exam and can only leave during the last 30 minutes prior to the conclusion of the exam.
- All answers and material submitted by students will be deemed to be the property of the College and considered copyrighted to the College.

## 1.03 Misconduct in Exams

Academic misconduct also covers examinations. Students should ensure that they read the exam regulations before attending their exams to ensure that they know what is expected of them and what is permitted.

The following rules apply to misconduct in exams:

- Students must not pass any information to each other during the examination. Students may not act in collusion with another student or students or any other person, nor copy from another student, or engage in any similar activity.
- Assignment and other submitted material must be students' own work. It will be deemed unacceptable if proven otherwise, all plagiarism cases are investigated and reported.
- Possession of unauthorised materials during an exam, whether used or not, is considered academic misconduct.
- Failure to comply with the rules relating to unauthorised material will constitute an examination offence.
- If students are found to have committed an offence, the results of their examinations will be withdrawn, and they be excluded from future examinations.

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## 1.04 Plagiarism

All work submitted by students as part of the requirements for any examination or other assessment must be expressed in their own words and incorporate their own ideas and judgements. Note that what is being said here is not that students should never quote material from others; it is that, when they do so, they must acknowledge it appropriately.

Plagiarism means the presentation of another person's work in any quantity without adequately identifying it and citing it. The source which is plagiarised may take any form (including words, graphs and images, data, ideas or judgements) and may exist in any published or unpublished medium, including the internet.

Plagiarism is taking someone else's work or ideas and passing them off as one's own. Remember, plagiarism isn't just restricted to essays or reports. It can also happen with visual work as well. It also happens when using materials generated by AI systems. Therefore, all the rules and regulation concerning plagiarism also apply to the student use of AI generated materials. The plagiarism rules include (but non exhausted by) the following:

- copying – submission of someone else's entire work as your own. The original work could be from the internet, a classmate, or a student in a previous year.
- failing to indicate a direct quote (quotation marks should be used) in the text.
- paraphrasing or synthesising material from a book, journal article or internet site without acknowledging the source in the text.
- composing a paragraph by joining together sentences from a number of sources and not acknowledging them in the text.
- using one's own previous work in another assignment without acknowledging it.

Direct quotations from the published or unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism. The same is true of a single unacknowledged long quotation from a single source.

Plagiarism also occurs when students use material from another person or another student's essay or work in their own. This is called collusion. Any evidence of collusion with other person-students will be penalised; if a students pass his/her essay to another student, and that student then plagiarises from it, the first student is likely to be found guilty of collusion. The Islamic College wishes to encourage collaboration and discussion between students, but will not tolerate collusion. Group working needs to represent, and be presented as, the product of all those involved, otherwise it may border on collusion. Further, an individual needs to take care never to present the result of group collaboration as theirs alone.

Failure to observe the rules can result in an allegation of cheating, for which the penalties are severe. Plagiarism is an extremely serious matter, and it is vital that all students are completely honest about the sources of their work. Taking unfair advantage over other authors, students or oneself in this way is considered by The Islamic College to be a serious offence. The Islamic College takes plagiarism very seriously and students who commit this particular type of academic misconduct will face a penalty if found guilty of plagiarism regardless of whether it was unintentional or a first offence. Students should therefore make sure that they understand how to reference properly so that they can use another author's work without plagiarising. Information on the correct way of citation from other sources or referencing, is partly included in the Student's Handbook and

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is also comprehensibly taught in year one at both undergraduate and postgraduate levels.

Learning management system (LMS) is the Islamic College's online learning support platform for students, a place where students can find online materials to support their studies. The Islamic College uses effective electronic system to detect plagiarised work. LMS has access to a sophisticated software (often referred to as 'Turnitin') for the detection of plagiarism. The plagiarism detection service enables comparison of a students' work against electronic sources, especially other students' essays. It can also detect cases where attempts have been made to mask the plagiarism, for example through the substitution of words or the integration of sentences.

Please also note that academic misconduct also covers cheating in examinations.

### **1.05.01 Self-Plagiarism**

Self-plagiarism is the presentation by a student of a substantive piece of his/her own writing that has been submitted for one assignment wholly or as part of a second assessment. Students are allowed to quote a few lines or one or two short paragraphs from one of the assignments they have already submitted in a new submission, provided they clearly and properly acknowledge the first submission and place the quoted pieces within quotation marks. The Islamic College will take action against any student who self-plagiarises. The best way to avoid it is for students to ensure that they write all their essays on different topics, even when the same topic is covered by two courses.

## **1.05 AI and Academic Integrity**

Academic integrity is an underlying principle of research and academic practice. Through your work and approach to learning you are expected to demonstrate your development as an independent learner, researcher and critical thinker, including maintaining good academic practice. This involves completing your studies honestly and ethically, having respect for the work of others and recognising your responsibility to ensure fair assessment. Poor research and academic practice or misconduct such as plagiarism, collusion, fabrication, or falsification, undermine the advancement of knowledge and innovation that are at the core of the College's vision.

The overarching purpose of assessment is to demonstrate your understanding and ability to analyse and apply knowledge gained through your modules to your markers. Passing off someone or something's work as your own, whether this is copying in an exam, getting someone else to write an assignment on your behalf or claiming authorship of machine generated content (including text, code and creative works) means that you are not demonstrating your own skills and learning. As well as limiting your opportunities to develop as a learner, it is highly unethical.

When using AI tools to support your learning and in the development of your work you must maintain good academic practice. This will include:

- acknowledging AI sources through appropriate referencing where you have used content as an information source alongside your other reading.
- demonstrating critical use of AI tools by acknowledging how, why, and when you used AI to inform your approach to the assessment or as part of the writing process. The Islamic College has a specific policy and guidelines for AI usage which can be found here: <https://islamic-college.ac.uk/wp-content/uploads/2025/06/The-Islamic-Colleges-Guidelines-for-Gatts.pdf>.

The above guidelines are taught to students in the Methods & Perspectives/Research Methodology module.

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## **1.06    Contacts**

### **Student Administration Office**

**BA-Equivalent Programme - Tel 202 8451 9993 Ex 211**

**MA-Equivalent Programme - Tel 202 8451 9993 Ex 207**



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## 2 Non-Academic Misconduct

This Policy addresses allegations of non-academic misconduct and disciplinary issues involving students, whether they are reported by other students, faculty, or external parties such as members of the public or law enforcement.

The College distinguishes between non-academic issues, such as damage to property or reputation misconduct and academic problems, like plagiarism accusations.

The College may modify these documented procedures to align with specific case requirements or legislative changes, provided that all involved parties are properly informed.

The College endeavours to adhere to the time limits stated in this document, but if they are not met, a valid explanation will be provided. It should be noted that during vacations period, according to the College's academic calendar when students or staff members are unavailable, reasonable extensions of timescales may occur. Additionally, time frames could be affected by criminal proceedings' pace.

### 2.01 Principles

The College mandates that its students conduct themselves suitably at all times during their daily activities, including interactions with other pupils, faculty members, the community and external entities. This Policy aims to assist and motivate students to achieve commendable levels of behaviour while safeguarding the welfare of the College community.

During investigation or disciplinary proceedings, it is the College's objective to handle issues in a sensitive manner and with full consideration for the privacy of all individuals involved. It is expected that all staff and students will maintain appropriate confidentiality regarding any information disclosed to them concerning non-academic misconduct matters.

The College endeavours to handle all instances of non-academic misconduct equitably and consistently, enlightening those affected about relevant resources while ensuring that disciplinary matters are promptly addressed within the confines of specific circumstances.

Whenever feasible, the College tackles non-academic misconduct problems through an educational and corrective approach as opposed to a punitive one.

### 2.02 Eligibility

This Policy is relevant to all individuals who have formally accepted an offer to study at the College, irrespective of their category or status as a student, as well as those whose studies are ongoing or have not yet been terminated.

The Policy is applicable to both individual instances of non-academic misconduct and can also be enforced on a group level, which includes student clubs and societies regardless of affiliation.



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## 2.03 Powers, Limitations and Exclusions

Upon enrolment, every student is required to agree to the terms set forth in an academic environment. By doing so, students acknowledge their responsibility for upholding the College standards of conduct as related to their actions. It should be understood that this Policy must also comply with any other applicable local or institution-specific laws and policies. Additionally, it's each student's duty to familiarise themselves with all rules regarding access and use of campus facilities/services; a lack of knowledge does not excuse non-compliance with these Policies.

When an issue is potentially relevant to other related institutional procedures, the relevant staff will determine an appropriate sequence for the matters to be considered.

Reference to a student's general record with the College, including academic performance, may be made at any stage of the disciplinary process.

Whilst the College cannot intervene in private agreements (including accommodation and other business arrangements), it must respond to all reports of misconduct involving students.

The standard of proof that will normally apply in the operation of these procedures is 'the balance of probability' as in civil justice rather than 'beyond reasonable doubt' as in criminal justice.

In a case that involves actions that are potentially criminal in nature, the College will normally refer the matter to the Police in the first instance. The College reserves the right, however, to undertake a risk analysis or disciplinary action in advance of the resolution of criminal proceedings.

In some cases, students who have outstanding disciplinary procedures against them may not graduate in person until the outcome of the disciplinary procedures is decided. In such cases, students will be notified of this at the onset of disciplinary procedures.

## 2.04 Types of Non-Academic Misconduct

Non-academic misconduct of any type may warrant disciplinary action under this Policy.

For cases of minor misconduct, recourse to formal disciplinary procedures will normally only be taken once reasonable efforts have been made to remedy the difficulties through informal guidance.

The following types of misconduct (these types not being exhaustive) may lead the College to invoke formal disciplinary procedures:-

- Unacceptable behaviour, towards students, staff or members of the public, for example:
  - verbal and written abuse in any medium, including social media;
  - bullying, harassment (sexual or otherwise) and victimisation, including initiations or, putting others at risk of harm;
- Misuse of the College facilities or name;
- Repeated or serious failure to follow regulations or instructions, including failure to clear debts against the College;
- Infringement of the College Health and Safety rules;

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- Theft, fraud, deliberate falsification of records or other documents;
  - Fighting or assault;
  - Sexual misconduct;
  - Damage to the College property;
  - Possessing, consuming or supplying controlled drugs or legal highs;
  - Inappropriate behaviour caused by excess consumption of alcohol;
  - Conviction of a criminal offence;
  - Making false, vexatious or malicious complaints;
  - Any action liable to bring the College into disrepute.

Multiple incidents of misconduct or acts of serious misconduct may lead to more severe disciplinary action.

## **2.05 Initial Assessment, Guidance and Referral**

All incidents/cases of misconduct should be reported by the members of staff or students who have witnessed it to the Student Administration Office who will be responsible for making an initial assessment regarding reports of non-academic misconduct and will determine whether the matter can be handled locally with appropriate guidance, or whether the case should be referred to the Safeguarding Officer for potential disciplinary action. In the latter case, a representative of the Student Administration Office should send an official report to the Safeguarding Officer.

Guidance might be appropriate where:

- Other people have not suffered; and
- The loss (physical, material) is minor and the student will be able to repair the damage quickly and effectively to compensate; and
- The student is showing regret and is willing to in accordance with the advice provided by the College's authorities; and
- Guidance is likely to put an end to this one-off issue.

Cases referred to the Safeguarding Officer will normally require consideration in a disciplinary context. Disciplinary action, rather than guidance, will be appropriate where:

- Someone or something has come to harm; or
- The loss or damage is significant and cannot be quickly repaired; or
- Where the misconduct is repeated; or
- Where the student shows no real signs of regret and/or it is the opinion of the Safeguarding Officer of the College that the student does not understand the inappropriateness of his/her actions.

If a member of staff is in doubt as to whether or not guidance or referral is appropriate or if there is an indication that the misconduct may be part of a wider issue, s/he should discuss the situation

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with the Safeguarding Officer. Consequently, a joint decision will be taken as to the appropriate category of the College response.

In cases where a report is made directly to the Safeguarding Officer (e.g. by a member of the public, student or any other party affected), the Safeguarding Officer will assess the report and determine whether guidance or further investigation and possible disciplinary action is appropriate. If a report does not require disciplinary action, the Safeguarding Officer will provide guidance to the student.

### **2.05.01 Investigations**

The Safeguarding Officer is responsible for investigating allegations of non-academic misconduct. The investigation may include (but is not limited to):

- Interviews with relevant staff;
- A check of CCTV and swipe access records if available;
- Interviews with students, staff, members of the public or members of the emergency services who may have information;
- Emailing other students to ask for information (if appropriate, e.g., in a College premises);
- Review of any other relevant information.

Where the Safeguarding Officer identifies a student responsible for non-academic misconduct, s/he will also check for previous cases of misconduct (academic or non-academic) involving the student.

### **2.05.02 Managing Risk**

The College has a responsibility to manage risk to staff, students, and its reputation. The following situations are likely to result in a risk assessment:

- A report of misconduct indicating a risk to a student/s or to others; or to the reputation of the College;
- Incidents reported to the College by the Police, or involving the Police, including those where a student is being investigated or has been reported to the Procurator Fiscal.

## **2.06 Disciplinary Action**

### **2.06.01 Process**

There are three stages of disciplinary action. The College reserves the right to take action at any stage, or to omit stages, depending on the gravity of the offence or where a conflict of interest exists. However, it is anticipated that most reports of misconduct will be handled at Stage 1, with only

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serious or repeated cases being escalated to higher stages.

Cases of misconduct involving prospective students holding an offer of a place will always be referred to Stage 2.

At every stage in the disciplinary process, the student will have the right to be accompanied to meetings with staff by a member of the College. A member of the College is a person who is either presently matriculated as a student (but who is unrelated to the case) or is an employee of the Islamic College. Students should be aware that no other persons may accompany or represent them during disciplinary meetings, including legal representation.

In cases involving multiple students, the Safeguarding Officer or the Stage 2/3 panels (consists of appropriate members of staff) will decide whether to meet with each student individually or as a group. If a student wishes to request an individual meeting, s/he should write to the Safeguarding Officer. The request will be considered in the context of the case and the student will be notified of the decision.

If a student has difficulty at any stage of the procedure because of a disability, he/she should discuss the situation with the Safeguarding Officer.

In exceptional circumstances where it is not physically possible for a student to attend a disciplinary meeting in person, every attempt will be made to allow the student to submit written or recorded statements and evidence as appropriate to the matter under review. Reasonable time frames will be respected for forwarding such material. Students should be aware that in the event of their non-attendance at any disciplinary meeting, the College reserves the right to proceed with the appropriate disciplinary steps in the student's absence. Failure to attend a disciplinary meeting without good reason may result in further disciplinary action.

An appeal against a disciplinary decision is admissible only where one of the following grounds are alleged to apply:

- New evidence exists that the College was not aware of when the original disciplinary decision was taken and that it could not reasonably have been disclosed by the student (an explanation for earlier non-disclosure is always required).
- evidence exists of a material procedural error or irregularity taking place during the disciplinary process, which may have had a significant impact on the outcome.

An appeal must be made in writing within 10 working days of the date of the decision subject to review.

The following are NOT considered valid grounds for requesting a review of a disciplinary decision and appeals based on such reasons will be rejected:

- Dissatisfaction with the outcome of a disciplinary process;
- The retrospective reporting of extenuating personal circumstances that might have been reasonably made known at the time;

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- Lack of awareness of the relevant College procedures or regulations.

Students should note that the outcomes of disciplinary action may be shared with complainants, in cases where the Safeguarding Officer deems this appropriate. In such cases, students will be advised that outcomes about them may be shared and students may, under certain circumstances, object to the data being shared. The College will separately consider any objections made and will advise on the outcome. The right of others to understand the outcome of a disciplinary process may exceed students' right to privacy. Where information is shared with the complainant(s), they will be informed that the outcomes are provided in confidence, and there will be restrictions on how that information can be used.

## **2.07 Stage 1**

### **2.07.01 Procedure**

The disciplinary process for non-academic misconduct begins when the Student Administration Office after receiving the complaint prepare the initial report and forward it to the Safeguarding Officer for further assessment and investigation.

The Safeguarding Officer is responsible for determining whether the matter should be addressed under Stage 1 of the disciplinary procedure. This determination will be based on the seriousness and nature of the alleged misconduct, the student's conduct history, and any applicable College policies.

If the matter proceeds under Stage 1, the student will be required to attend a meeting with the Safeguarding Officer and another member of College's staff. The Student Administration Office will issue a formal invitation to the meeting, providing the student with no less than 48 hours' notice, unless time-sensitive circumstances require an expedited response.

The student has the right to be accompanied at the meeting by a member of College's staff.

At the meeting:

- The Safeguarding Officer will outline the nature of the alleged misconduct and provide any relevant information.
- The student will be invited to respond, clarify, or provide additional context.
- The panel may also consider:
  - Any previous disciplinary action
  - Any remedial steps taken by the student
  - Other relevant or mitigating factors

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## 2.07.02 Outcomes

The Safeguarding Officer will determine an appropriate outcome and communicate this to the student either at the meeting or afterwards. The student will normally receive notification of the meeting outcome in writing within 5 working days of the meeting.

If the Safeguarding Officer requires guidance on appropriate outcomes, s/he may close the meeting and consult with experts who can provide guidance on such matters. In such cases, the student will be notified that further consultation is required, and the outcome will be communicated to the student in writing within 10 working days of the initial meeting.

Outcomes of Stage 1 action can include one or more of the following, as appropriate (this list is not exhaustive):

- A formal warning;
- A fine of up to £150;
- A requirement to pay for any damages or cleaning charges incurred;
- A ban from a College building or service;
- Confiscation of equipment causing unreasonable disturbance to people or damage to property;
- A requirement to provide an apology to those affected by the misconduct;
- A requirement to pay for and attend appropriate training;
- A requirement to complete a reflective project;
- Referral to engage with Student Services or other appropriate service;

While the Safeguarding Officer must keep a record of all the outcomes concerning the cases referred to him/her, they should also send a copy of the report on the outcome to the Student Administration Office. Such records of the outcome will be held by the Student Administration Office, and they will be checked in the event of further misconduct.

Where the Safeguarding Officer deems appropriate, the Director of Educational Services may be notified about the outcome of disciplinary action.

## 2.07.03 Appeals

An appeal against a disciplinary decision made at Stage 1 is admissible only where one of the following grounds is alleged to apply:

- new evidence exists of which the College was not aware when the original disciplinary decision was taken and which could not reasonably have been disclosed by the student (an explanation for earlier non-disclosure is always required).
- evidence exists of a material procedural error or irregularity taking place during the disciplinary process.

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An appeal must be made in writing to the Student Administration Office within 10 working days of the date of the decision subject to review.

## **2.08 Stage 2**

### **2.08.01 Procedure**

A case may proceed to Stage 2 if:

- It is referred from Stage 1 due to the seriousness of the misconduct, or
- The alleged misconduct is deemed sufficiently serious to warrant a higher level of disciplinary response from the outset.

The decision to proceed at Stage 2, or to escalate the matter directly to Stage 3, is made by the Safeguarding Officer, who may consult with other senior staff as necessary.

A Stage 2 panel is convened and chaired by the Safeguarding Officer (or their delegate), and will typically include:

- The Safeguarding Officer
- The College Security Officer
- The Director of Educational Services

Additional staff may be invited to attend, depending on the nature and context of the case. These individuals must not have been involved in the case at an earlier stage.

Upon receipt of the misconduct referral from the Student Administration Office, the Safeguarding Officer undertakes a formal investigation.

Following the investigation, the Safeguarding Officer prepares a detailed investigation report, which includes:

- A summary of the alleged misconduct
- Factual account of the incident
- Actions taken to date
- Supporting evidence and documentation
- Any known mitigating circumstances
- Any prior misconduct history

The completed investigation report is shared with the following parties by the Student Administration Office:

- The Stage 2 disciplinary panel
- The student concerned

This must take place at least five (5) working days before the scheduled disciplinary meeting.

The Student Administration Office will formally invite the student to attend the meeting and will advise that they may submit any additional relevant information. Any such submissions must be received no later than two (2) working days before the meeting.

The student may be accompanied at the meeting by a member of College staff.

The student will be given at least five (5) working days' notice of the meeting, except in time-sensitive



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cases where a shorter notice period may be necessary.

The meeting will be chaired by the Safeguarding Officer (or their delegate), and the Student Administration Office will act as clerk to the proceedings.

At the meeting:

- The panel convenor will present the details of the case to the student
- The student will be invited to respond and provide any further explanation or clarification
- The panel will consider:
  - Any prior disciplinary action
  - Any remedial steps already taken by the student
  - Relevant or mitigating circumstances
  - Any additional documentation or evidence

## **2.08.02 Outcomes**

The Stage 2 panel will determine an appropriate outcome based on the evidence presented and the circumstances of the case. The decision may be communicated to the student at the conclusion of the meeting or shortly thereafter.

The student will normally receive formal written notification of the outcome from the Student Administration Office within five (5) working days of the meeting.

Possible outcomes at Stage 2 include (but are not limited to):

- A formal reprimand
- A fine of up to £300
- A requirement to pay for any damages or cleaning charges incurred
- A temporary or permanent ban from specific College buildings or services
- Confiscation of equipment causing unreasonable disturbance or damage
- A requirement to issue a formal apology to affected individuals or groups
- A requirement to pay for and attend appropriate training
- A requirement to complete a reflective project related to the misconduct
- A referral to an appropriate College support service
- For prospective students holding an offer, conditions to be fulfilled prior to enrolment
- A referral to the Accountable Officer of the College for consideration under Stage 3 disciplinary procedures, where the misconduct is considered sufficiently serious

Note: This list is indicative, not exhaustive. The panel may impose any reasonable and proportionate action in line with College policies and the specific circumstances of the case.

The Safeguarding Officer will submit a formal record of the outcome to the Student Administration Office, where it will be retained on file in accordance with College procedures. This record may be reviewed in the event of any future misconduct.

Where appropriate, the relevant Heads of Department (who did not participate in the disciplinary panel) may be informed of the outcome, particularly where it has implications for student conduct, safety, or access to College facilities.

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## 2.08.03 Appeals

A student may appeal the outcome of a Stage 2 disciplinary decision, but only on specific, limited grounds. Appeals must be submitted in writing within the specified timeframes, as outlined below.

### 1. Grounds for Appeal

An appeal is admissible only if it is based on one of the following two grounds:

#### a. New Evidence

There is new evidence that was not available to the College at the time of the original decision and which:

- Could not reasonably have been disclosed by the student during the disciplinary process, and
  - Is material to the outcome of the case
- The student must provide a clear explanation for why this evidence was not submitted earlier.
- The appeal must be submitted in writing to the Student Administration Office within 10 working days of the date of the written outcome letter.
  - The Student Administration Office will forward the appeal to the Safeguarding Officer for review.
  - The Safeguarding Officer may consult with the Director of Educational Services or other internal/external experts as deemed necessary.
  - The decision of the Safeguarding Officer on this appeal is final.

#### b. Procedural Irregularity

There is evidence of a material procedural error or irregularity in the way the disciplinary process was conducted, which may have affected the outcome.

- The appeal must be submitted in writing to the Student Administration Office, addressed to the Accountable Officer, within 10 working days of the date of the written outcome letter.
- The Accountable Officer will review the case and may consult with relevant parties involved in the original process.
- The decision of the Accountable Officer on this appeal is final.

## 2.09 Stage 3

### 2.09.01 Procedure

A case will proceed to Stage 3 if:

- It has been referred from Stage 2 due to the seriousness of the misconduct, or
- The alleged misconduct is sufficiently serious to warrant the highest level of disciplinary action, including but not limited to failure to clear debts owed to the College.

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A Stage 3 panel is convened, comprising the following members, one of whom will lead the investigation:

- The Safeguarding Officer
- The Director of Educational Services
- The Accountable Officer

Additional members of staff may be invited to attend the meeting as appropriate, provided they were not involved in the earlier stages.

Upon receiving the report of alleged misconduct from the Student Administration Office, the Safeguarding Officer (or designated investigator) will conduct a thorough investigation.

Following completion of the investigation, the Safeguarding Officer will prepare a comprehensive written report including:

- A summary of the alleged misconduct
- Details of the incident(s)
- Actions taken to date
- Relevant supporting documentation
- Any mitigating circumstances
- Records of any previous misconduct

The Safeguarding Officer will submit the completed report to the Student Administration Office.

The Student Administration Office will then share the report with:

- The Stage 3 disciplinary panel
- The student involved

This must be done at least five (5) working days prior to the scheduled disciplinary meeting.

The Student Administration Office will invite the student to submit any additional information for consideration. Such submissions must be received no later than two (2) working days before the meeting.

The student will normally be required to attend a meeting with the Stage 3 panel. The student will be given no less than five (5) working days' notice, except in exceptional circumstances where time-sensitive issues apply.

The meeting will be chaired by the panel leader, with the Student Administration Office representative acting as clerk.

The student has the right to be accompanied by a member of College staff.

During the meeting:

- The panel convenor will outline the allegations and present the case against the student.
- The student will be invited to respond, including the opportunity to make a statement and provide additional information beyond the previously circulated documents.
- The panel may consider previous disciplinary records, remedial actions taken by the student, and any other relevant factors.

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## 2.09.02 Outcomes

The Stage 3 panel will determine an appropriate outcome based on the findings of the investigation, the student's response, and any mitigating or aggravating factors. The outcome may be communicated to the student during the meeting or provided in writing afterward.

The student will normally receive formal written notification of the outcome from the Student Administration Office within five (5) working days of the meeting.

Possible outcomes of Stage 3 disciplinary action may include, but are not limited to:

- A formal reprimand
- A fine of up to £500
- A requirement to pay for any damages, cleaning charges, or outstanding debts to the College within a defined timeframe
- A ban from accessing specific College buildings or services
- Confiscation of equipment that caused disturbance or damage
- A requirement to issue a formal apology to those affected by the misconduct
- A requirement to attend and pay for appropriate training
- A requirement to complete a reflective project
- Referral to appropriate College support services
- For prospective students, conditions to be fulfilled before entry to the College
- Referral to Residential and Business Services to review the accommodation contract, where a breach of Terms and Conditions of Occupancy has occurred
- Suspension of assessment and/or reporting of academic work
- Suspension of studies for a defined period
- Expulsion from the College

Note: This list is illustrative and not exhaustive. The panel may apply any reasonable and proportionate disciplinary measures in line with College policies and the specifics of the case.

The Safeguarding Officer (or the designated investigator) will submit a formal record of the outcome to the Student Administration Office, where it will be retained in the student's file in accordance with College procedures. This record will be reviewed in the event of any future misconduct.

In cases involving suspension or expulsion, a record of the disciplinary action will be noted on the student's official transcript.

Where appropriate, and at the discretion of the Safeguarding Officer or their delegate, relevant Heads of Department may be notified of the disciplinary outcome, particularly where it impacts the student's academic or operational engagement with the College.

## 2.09.03 Appeals

An appeal against a disciplinary decision made at Stage 3 is admissible only where one of the following grounds are alleged to apply:

A student may appeal the outcome of a Stage 3 disciplinary decision only on specific, limited grounds. Appeals must be submitted in writing and within the stated timeframe.

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## 1. Grounds for Appeal

An appeal will only be considered if it is based on one of the following grounds:

### a. New Evidence

There is new evidence that:

- Was not available to the College at the time of the original decision, and
  - Could not reasonably have been disclosed by the student during the disciplinary process.
- The student must provide a written explanation for why this evidence was not presented earlier.
- The appeal must be submitted in writing to the Accountable Officer of the College within ten (10) working days of the date of the outcome letter.
  - The Accountable Officer will review the appeal and may consult with other relevant individuals as necessary.
  - The decision of the Accountable Officer is final.

### b. Procedural Irregularity

There is evidence of a material procedural error or irregularity in the disciplinary process that may have affected the outcome.

- The appeal must be submitted in writing to the Student Administration Office, addressed to the Stage 3 Panel, within ten (10) working days of the date of the outcome letter.
- The appeal will be reviewed by the Stage 3 Panel or by the person who led the investigation, as appropriate.
- The reviewer may consult relevant parties and documentation before making a decision.
- The decision of the reviewer is final.

## 2.10 The College's Complaints Handling Procedure

Any student who is dissatisfied with the College's non-academic misconduct procedures following the conclusion of the formal disciplinary process and any subsequent request for a review, should consult the College's Complaints Policy (existing students of Middlesex University can refer to Middlesex University complaint policy) at <https://www.mdx.ac.uk/about-us/policies/complaints/>.

If students are dissatisfied with the College's non-academic misconduct procedures and decisions, then they need to contact Dr Siebers as Middlesex University link tutor (for Middlesex University registered students only).

## 3 Use of Data

Records relating to non-academic misconduct are maintained as part of the student record by the T Student Administration Office, in accordance with applicable UK and European data protection

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legislation.

In addition to the purposes outlined in this policy, the collection, processing, and potential sharing of personal data are governed by the College's Student Privacy Notices, which set out how such data may be used or disclosed.

Information regarding non-academic misconduct may be accessed or shared in the following circumstances, among others:

- Where the student is subject to another disciplinary process
- Where the student is seeking a review or appeal relating to the Termination of Studies
- Where the student is appealing an academic decision on grounds connected to conduct
- Where the student has requested a reference for private accommodation, further study, or employment

All data sharing will be carried out in accordance with relevant data protection laws and on a need-to-know basis.