



Student Disciplinary Policy and Procedures

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1. Introduction

William College is committed to maintaining a safe, respectful and supportive community by setting clear expectations for student conduct and addressing misconduct fairly and proportionately. This Student Disciplinary Policy and Procedure outlines how the College will respond to allegations of non-academic misconduct by students. It defines what constitutes misconduct, explains the process for investigating and resolving allegations, lists potential sanctions, and details the rights of students to appeal decisions. This policy governs non-academic student conduct only. It operates alongside, and should be read in conjunction with, the policies and procedures of the College's partner universities (Bath Spa University (BSU) and Birkbeck, University of London (BBK)) where those apply. See Scope section below for detail on which cases are handled by which body. The policy has been developed with reference to sector best practice and regulatory requirements, including:

- The Office for Students (OfS) regulatory framework (Condition C), which requires providers to have fair policies and procedures with due regard to consumer protection law and to participate in the independent complaints scheme.
- The UK Quality Code for Higher Education (QAA) guidance on Concerns, Complaints and Appeals, which emphasises accessible, clear and fair processes for handling student issues.
- The Office of the Independent Adjudicator (OIA) Good Practice Framework: Disciplinary Procedures, which provides core principles (accessibility, clarity, proportionality, timeliness, fairness, independence, confidentiality and improvement) for designing and operating student disciplinary processes.
- Advice from Advance HE on ensuring disciplinary procedures are inclusive and proportionate in line with equality and diversity principles.

This policy seeks to uphold the principles of natural justice and procedural fairness. It ensures that any student accused of misconduct is informed of the allegations and evidence, given an opportunity to respond, and judged by an impartial decision-maker. The standard of proof applied is the civil standard of *balance of probabilities* (i.e. it is more likely than not that misconduct occurred). The policy also guarantees the student's right to appeal disciplinary decisions, and ultimately to seek an external review from the OIA, as required under OfS and OIA rules. All disciplinary matters will be handled in a timely manner and without bias, in accordance with the principles and procedures set out below.

2. Scope

This Student Disciplinary Policy and Procedures applies to all students of William College. It covers misconduct by any person enrolled as a student of the College (including those on a leave of absence or those who have recently withdrawn but intend to return) at the time of the alleged incident. The policy applies to misconduct occurring on College premises, during College activities, or off-campus (including online) where the behaviour affects the College community or the reputation of the College. This includes field trips, work placements, online forums or social media, and private settings if other students or staff are impacted.

Academic misconduct (such as cheating or plagiarism) is not covered by this policy and is handled under the Academic Integrity and Misconduct Policy

Complaints about services or academic decisions are dealt with via the Student Complaints or Partner University's Academic Appeals policies. However, incidents that involve both misconduct and academic issues may be referred appropriately to one or both processes.

Where a student's conduct may also engage the College's Safeguarding and Prevent Policy (for example, if the student or others involved are under 18 or vulnerable adults, or there are welfare concerns such as self-harm or radicalisation risk), the College will take account of its safeguarding duties. In such cases the Designated Safeguarding Lead may be consulted and urgent measures taken to protect individuals as needed. The College prioritises the safety and wellbeing of students and staff at all times.

The table below sets out which body has responsibility for handling cases depending on the student's programme and the seriousness of the matter. The detailed procedures in this document apply to William College's handling of minor cases. For major cases, William College will initiate any necessary interim protective measures (see Section 6) and then refer to the relevant partner university's procedures, cooperating fully throughout that process.

For BSU Students:	William College handles minor cases in full under this policy. Major cases are handled in conjunction with BSU, with BSU holding the final decision in relation to possible suspension or termination of studies.
For BBK Students:	William College handles Stage 1 minor cases in compliance with BBK's Student Discipline Policy and Procedure. Stage 2 major cases and Stage 3 review are handled by BBK, with BBK holding the final decision in relation to possible suspension or termination of studies.

3. Definitions

For the purposes of this policy, misconduct means:

“any act or omission by a student that constitutes improper or unacceptable behaviour, which interferes with the proper functioning or orderly conduct of the College, impairs the rights or safety of those who study or work at the College, or damages the College's property or reputation.”

Misconduct under this policy is non-academic in nature (academic offences are handled separately). It includes but is not limited to violations of the Student Code of Conduct or other College regulations.

Examples of misconduct covered under this policy are provided in Appendix 1. This list is not exhaustive. Other conduct which infringes on the rights of others, disrupts College operations, or is otherwise detrimental to the College community may be deemed misconduct. The Student Code of Conduct and other policies, such as the Acceptable Use of IT Services Policy, provide further examples of expected behaviour. Breaches of those codes will normally be handled under this procedure.

All students are expected to familiarise themselves with this policy and uphold the standards of conduct expected by William College. Being under the influence of alcohol or drugs will not be accepted as an excuse for misconduct, nor will claims of 'joking' mitigate serious harassment or hate speech. The College will consider the context and intent of the behaviour, but the impact on others and the College is of primary importance in determining whether misconduct occurred.

4. General Principles

The following overarching principles govern the operation of this disciplinary procedure, in line with sector guidance and natural justice:

- **Procedural Fairness:** The process will be fair and unbiased. The student will be informed of the specific allegations and evidence against them and will have a fair opportunity to respond before any decision is made. Decision-makers will come to the case with an open mind and no conflict of interest.

- **Presumption of Innocence:** No presumption of guilt will be made during the investigation. Any interim action (see Section 6) is precautionary, not a penalty, and does not assume misconduct has occurred. The burden of proof rests on the College to establish the case, and the standard of proof is the balance of probabilities.
- **Reasonableness and Proportionality:** All parties are expected to act reasonably and cooperate with the process. The College will ensure that any disciplinary action taken is proportionate to the nature and seriousness of the misconduct, taking into account relevant circumstances and any mitigating factors. Sanctions, if imposed, will be appropriate to the offence and consistent with similar cases.
- **Timeliness:** The College aims to handle disciplinary matters as promptly as possible. Investigations and hearings will be concluded without undue delay, and normally the process (excluding any appeal) will be completed within 60 working days (approximately 3 calendar months) from the start of the investigation. This timeframe may exclude delays caused by related criminal investigations or College holiday or closure periods. Students will be kept informed of the progress and any extensions to timelines for good reason.
- **Confidentiality:** Disciplinary matters will be handled with an appropriate level of confidentiality for all parties. Information will be shared only on a "need to know" basis to investigate and resolve the case, or as required by law or safeguarding obligations. All participants (including witnesses and those bringing complaints) are expected to keep the matter confidential and not discuss it publicly or on social media while it is ongoing. Records of proceedings will be kept securely in accordance with data protection law.
- **Support and Wellbeing:** Students involved in disciplinary cases (whether as the subject of allegations or as reporting parties/victims or witnesses) are encouraged to seek support. The College's Student Wellbeing Team is available to provide confidential support and pastoral care. The student may also seek advice from fellow students or Student Reps (if applicable) or an independent advisor. In cases involving alleged misconduct against another student, the College will ensure appropriate support is offered to all parties involved. Reasonable adjustments will be made to the process to accommodate students with disabilities or other specific needs, in line with equality law.
- **Resolution vs. Disputes:** This procedure is intended to address misconduct by students that affects the College community, not to resolve purely personal disputes between individuals. If a complaint is essentially a disagreement between two parties without broader implications, the College may refer them to the Complaints policy rather than disciplinary action. The College will not pursue disciplinary allegations that are found to be vexatious or malicious.
- **Delegation and Impartiality:** The authority to investigate and adjudicate cases under this policy is vested in designated officers (see Sections 8.1 and 9.1). Those handling the case (investigators, panel members, appeal reviewers) will be impartial and have had no prior involvement in the matter. Decision-makers will be appropriately trained and resourced to fulfil their role competently. If necessary, responsibilities may be delegated to alternates to avoid conflicts of interest or ensure expertise, but always in accordance with the policy framework.
- **Continuous Improvement:** The College will monitor disciplinary cases and outcomes to ensure consistency and identify lessons learned. An annual report (with anonymised data on the number and type of cases and outcomes) will be provided to senior management and the Board of Governors for oversight. The College uses this feedback to improve policies, guidance, and support for students, and to promote positive behaviour through education.

5. Misconduct that May Also Constitute a Criminal Offence

Some misconduct may also be a criminal offence under UK law (for example, theft, assault, hate crime, sexual assault, drug-related offences, and fraud). Where an allegation of student misconduct may also constitute a criminal offence, the College's primary responsibility is to the safety of its community. The following provisions apply in such cases.

5.1 Involvement of Police

Where an incident of student misconduct appears to constitute a criminal offence, the College's first step will be to consider whether the matter should be reported to the police. In serious cases,

including but not limited to violence, sexual assault, hate crime, and safeguarding concerns, the College will report the matter to the police and relevant authorities. Responsibility for this decision rests with the Provost, or in their absence, another member of the Executive Leadership Team. Where the matter is less serious, or where a victim expressly does not wish to involve the police, the Provost will weigh the seriousness of the allegation, the risk to others, and the College's legal and safeguarding obligations before deciding whether to refer. The College reserves the right to report an alleged criminal offence to the police regardless of a victim's wishes where there is an ongoing risk to individuals or a legal or safeguarding obligation to do so.

5.2 Pausing Internal Proceedings

If a matter is reported to the police or is subject to criminal proceedings, the College will pause its internal disciplinary process until those proceedings have concluded, except where interim protective measures are required to ensure the safety of the community (see Section 6). The College will not conduct a full disciplinary hearing while a police investigation or court case is ongoing. The 60-day timeframe for resolution will be suspended during this period.

If the police or Crown Prosecution Service decide not to prosecute, or if the case does not proceed to criminal charges, the College may then initiate or resume its internal disciplinary process based on available evidence.

5.3 Relationship Between Criminal and Internal Outcomes

The College's internal process is distinct from criminal proceedings. An acquittal in a criminal court, or a decision not to prosecute, does not automatically clear a student under this policy. The standards of proof differ, and the College may proceed with an internal case where there is sufficient evidence of a breach of College rules, having carefully considered the reasons for any criminal acquittal. Equally, if a student is convicted of a relevant criminal offence, the College's disciplinary panel may rely on that conviction as evidence that the misconduct occurred, and will determine an appropriate sanction without re-proving the underlying facts.

Note: This section concerns minor cases handled under William College's own procedures. Where an alleged criminal offence also constitutes major misconduct, the matter will be referred to the relevant partner university (BSU or BBK) in accordance with the Scope section above, following any necessary interim protective action by William College.

6. Precautionary Suspensions and Interim Measures

6.1 Purpose

In certain circumstances it may be necessary for the College to take immediate action to safeguard the community or facilitate an investigation before a disciplinary case is concluded. The imposition of any interim measure is a neutral act and not a disciplinary penalty; it does not imply that the student is guilty of misconduct. Such measures are taken only as a precaution to protect members of the College or the integrity of the investigation.

6.2 Authority

The Provost holds authority to impose a precautionary suspension or other interim restrictions on a student. In the Provost's absence or where a conflict of interest exists, this authority passes to another member of the Executive Leadership Team. The decision will be made following a brief risk assessment and will be confirmed to the student in writing, specifying the terms and reasons. The

Provost or nominee may act on their own initiative or following a recommendation from the investigating officer.

6.3 Forms of Interim Action

Precautionary measures can include one or more of the following, depending on what is necessary and proportionate:

- **Suspension from the College:** The student is temporarily barred from entering College premises and/or from participating in College activities. Suspension may be total or partial (e.g. restricted to specific buildings or activities). The specific scope will be detailed in writing.
- **Exclusion from specific areas or services:** The student may be allowed to continue studies but excluded from particular classes, the library, or other environments relevant to the alleged misconduct.
- **No-Contact Requirement:** The student may be instructed to have no direct or indirect contact with certain named individuals (complainant, witnesses, etc.) for the duration of the investigation.

Any combination of the above can be applied if appropriate.

6.4 Criteria for Use

Interim measures will be used only where necessary, for example, to protect the safety of a student or staff member, to prevent further potential misconduct, or to prevent interference with evidence or witnesses. They will not be used as a punishment in advance of a finding. Written reasons will be recorded and provided to the student. Situations that may warrant interim suspension include serious allegations of violence or sexual assault, cases where the student's presence is causing ongoing harassment or distress, or cases involving serious criminal investigation.

6.5 Rights to Representation and Review

Except in cases of great urgency, the student will be given an opportunity to make representations before a suspension decision is made. If immediate action is necessary, the student will be allowed to make representations as soon as practicable after the suspension is imposed.

A precautionary suspension is subject to review. The student may request a formal review after four weeks. A senior officer not previously involved will consider whether the circumstances still warrant the suspension. The College will also review the suspension at least every four weeks if it remains in place. The outcome of any review will be communicated to the student in writing with reasons.

6.6 Duration and Impact

Precautionary measures will last no longer than necessary and will ordinarily remain in effect until the conclusion of the disciplinary process or until a review determines they are no longer needed. If the student is later cleared of wrongdoing or given a lesser penalty, the College will take steps to mitigate any disadvantage caused by the suspension (for example, allowing catch-up on missed academic work). Breaching the terms of a suspension or interim order is a serious matter and may itself constitute further misconduct.

7. Resolution of Allegations: Overview of Process

The student disciplinary process typically involves up to three stages: initial inquiry/investigation, a disciplinary hearing (if needed), and an appeal. Where possible the College will seek to resolve

matters informally or at an early stage if the misconduct is minor and the student accepts responsibility.

- **Reporting Misconduct:** Allegations of student misconduct may be reported by any member of the College or the public. Reports should be made to the designated Student Wellbeing Team, preferably in writing. The College may also initiate an investigation on its own if it becomes aware of potential misconduct.
- **Triage and Initial Assessment:** When a report is received, a senior member of staff (such as the appointed Investigating Officer) will conduct an initial review to determine:
 - Whether the report falls under this disciplinary policy.
 - The apparent severity of the alleged misconduct.
 - Whether the matter is minor or major, and therefore whether it should be handled under this policy or referred to the relevant partner university.

If the matter appears minor or a misunderstanding, it may be resolved informally (see below). If it appears serious, it will proceed to formal investigation. Allegations that are clearly unfounded, trivial, or vexatious may be dismissed at this stage with a written record of the reasons.

- **Informal Resolution (Minor Issues):** The College recognises that not all misconduct requires a formal process. Cases that are relatively minor, isolated, or where the student readily admits wrongdoing can often be handled through informal resolution, including: a restorative conversation or mediation; a written or verbal warning; or restorative/educational actions such as an apology, repairing damage caused, or attending a relevant workshop. Informal resolutions are voluntary and will only be used if the student acknowledges their behaviour and agrees to the proposed remedy. A disciplinary record may be kept for minor informal outcomes for six months. If the student fails to comply or further misconduct occurs, the matter may be escalated.
- **Formal Procedure Trigger:** If the alleged misconduct is serious, contested, or if informal resolution fails or is not appropriate, the case will proceed to the formal disciplinary procedure. The Investigating Officer will notify the student in writing that a formal process is being initiated, describing the allegation(s) and outlining the next steps.
- **Support and Representation:** Once a formal process is underway, the student will be reminded of their right to seek support (Section 3) and to be accompanied to any meeting or hearing by a representative — for example, a friend, family member, Student Representative, or other advisor. Legal representation is not normally permitted at internal hearings; however, in complex cases with severe potential outcomes the College may allow it in exceptional circumstances. Interpreters and other adjustments will be provided as needed.

8. Investigation and Case Preparation

8.1 Appointment of Investigator

A staff member will be appointed as the Case Investigator. This will be a member of staff, such as a manager from the student wellbeing team or an academic head not involved in the case, who is impartial and has no conflict of interest. Their role is to gather relevant evidence and determine whether there is sufficient evidence to justify a formal hearing.

8.2 Notification to the Student

The student will receive written notice of the allegations being investigated, a summary of any initial evidence, and the name of the investigator. The student will be informed of the opportunity to be

interviewed and to submit evidence or list witnesses. The notice will refer to this policy and specify that any retaliation against witnesses or complainants is itself misconduct.

8.3 Evidence Gathering

The investigator will conduct the investigation as swiftly and sensitively as possible, typically involving: reviewing documents (security reports, emails, social media posts, CCTV footage, etc.); interviewing the complainant and witnesses; and interviewing the respondent student. The student will be given the opportunity to provide a written statement and to identify evidence or witnesses they consider relevant.

8.4 Charge Decision

After considering the evidence, the investigator will decide whether there is a case to answer. If the evidence does not substantiate the allegation, the investigator can recommend that the case be dismissed without a hearing. The student will be informed in writing, and no sanction will be applied. If the investigator finds credible evidence of misconduct, they will formulate the specific charges to be considered and compile an investigation report for the Disciplinary Panel and the student.

8.5 Minor Offences — Summary Resolution

Where the student admits to the misconduct and the matter is sufficiently minor, the investigator may resolve the case summarily without convening a full panel, provided the likely sanction falls within the authority of a single officer (typically a warning, required apology, fine below the threshold, or community service — not suspension or expulsion). The student's consent is required; they retain the right to insist on a formal panel. A summary decision may be appealed under Section 11.

9. Disciplinary Panel Hearing

For cases that proceed to a formal hearing, the College will convene a Disciplinary Panel to consider the evidence, determine whether the student has committed misconduct, and decide on any sanction.

9.1 Composition of the Panel

The Disciplinary Panel will consist of three members, for example: one academic staff member, one professional services staff member, and one student representative. For high-stakes cases, members of the College's governing body may be included to ensure external independence. All panel members will have had no prior involvement in the case and no personal interest in its outcome. One member will be appointed as Chair. A Quality and Governance Officer, acting as Clerk, will attend to facilitate proceedings and keep minutes. They will not vote.

9.2 Notice of Hearing

The student will be given written notice of the hearing at least five working days in advance, including the date, time, venue, names of panel members, and a reminder of the student's rights. Objections to panel members on grounds of conflict of interest should be raised as soon as possible; the College will reconstitute the panel if the objection is reasonable.

9.3 Evidence Bundle

Prior to the hearing, the student will receive all documents and evidence to be considered by the Panel. The student is also invited to submit additional documents (ideally at least two days before the hearing) and should inform the Clerk of any witnesses they intend to call.

9.4 Attendance

The student is expected to attend and may bring a supporter. If the student does not attend without good reason, the Panel may proceed in their absence. Witnesses may give evidence in person or by written statement; oral evidence is generally preferred for critical facts.

9.5 Procedure at the Hearing

The hearing will be conducted in an inquisitorial and non-adversarial manner. The general order of proceedings is: introduction and confirmation of rights; presentation of the College's case and witnesses; the student's case and witnesses; questions from panel members; closing statements; and private deliberation by the panel. The standard of proof is the balance of probabilities. The panel will first decide whether each allegation is proven, then consider sanctions if any allegation is upheld. The student will be informed of the outcome in writing, including the findings, any sanction, and information on the right to appeal.

9.6 Special Considerations

Multiple students accused in connection with the same incident may be heard jointly, provided this does not prejudice any individual student's case. Where a student admits misconduct upfront, the panel may focus on sanction. The panel is not bound by strict rules of evidence, but will give greater weight to first-hand testimony. Reasonable postponements will be accommodated where genuinely required.

10. Determining Outcomes and Sanctions

If the Disciplinary Panel (or summary decision-maker) finds that the student has committed misconduct, it must decide on an appropriate outcome or sanction. The College's approach to sanctions is intended to be educative, proportionate, and aimed at both accountability and improvement of conduct. The range of possible sanctions is set out in Appendix 2.

10.1 Considerations in Deciding Sanctions

The Panel will consider: the seriousness of the misconduct; aggravating factors (such as use of hate language, abuse of a position of responsibility, lack of remorse, or prior disciplinary history); mitigating factors (such as intent, level of provocation, personal circumstances, admission of guilt, or steps already taken to make amends); consistency with how similar cases have been treated; and whether the proposed sanction is proportionate to the offence and does not disproportionately harm the student's future relative to the wrongdoing. All decisions on sanctions will be clearly documented with reasons.

10.2 Available Sanctions

The range of sanctions is given in Appendix 2. They may be imposed singly or in combination, and may be suspended as described below.

10.3 Suspended Penalties

The Panel may suspend a penalty, meaning it will not take effect immediately but will remain in force for a specified period. If the student commits further misconduct during that time, the suspended penalty is activated in addition to any new penalty. If the student remains in good conduct, the penalty lapses.

10.4 Record-Keeping

All sanctions, including minor informal warnings, will be recorded on the student's internal file. A note of the misconduct finding and penalty will be retained for a number of years in accordance with the

College's retention policy. If a student is suspended or expelled, that status is recorded in their student file and academic transcript as appropriate.

10.5 Notification to Partner University

For franchised and/or accredited programmes, the College will inform the relevant partner of any expulsion or suspension. Where partner agreements require the partner's agreement before a student can be expelled or suspended, William College will comply with those requirements. No final decision on expulsion or suspension will be taken without completing the required partner consultation or approval process.

11. Appeals

A student who has been found to have committed misconduct and/or had a sanction imposed has the right to appeal. Appeals must be based on one or more of the following permitted grounds:

- **Procedural irregularity:** A material failure in following the proper procedure which casts doubt on the fairness of the outcome.
- **New evidence:** Evidence not reasonably available at the time of the hearing that could significantly affect the outcome.
- **Disproportionate sanction:** The penalty imposed is excessively severe or inconsistent with how similar cases have been treated.
- **Error in fact or judgment:** The panel's finding was not supported by the evidence.

11.1 Lodging an Appeal

The appeal must be submitted in writing to the Provost within 10 working days of the student being notified of the disciplinary decision. It should state the grounds, a summary of supporting reasons, any new evidence, and the outcome sought. During the appeal process, sanctions due to be implemented may be put on hold, except where safety concerns require otherwise.

11.2 Initial Screening

An impartial senior officer not involved in the original case will conduct an initial review to confirm the appeal meets the grounds and has a real prospect of affecting the outcome. If it does not, the appeal will be rejected at this stage and a Completion of Procedures letter issued. If the appeal is allowed to proceed, it will either be resolved directly (where straightforward) or referred to an Appeals Panel.

11.3 Composition of Appeals Panel

The Appeals Panel will be drawn from senior members of the College's leadership or governing body entirely separate from the original Disciplinary Panel. A clerk will assist.

11.4 Conduct of Appeal Review

The appeal is a review of the original decision, not a full re-hearing, unless the Appeals Panel determines a rehearing is necessary. The panel will focus on the specific issues raised by the appeal grounds. It may invite the student to attend a meeting to elaborate on their appeal.

11.5 Possible Outcomes

The Appeals Panel may: deny the appeal and uphold the original decision; uphold the appeal and overturn the finding of misconduct; uphold the finding but reduce or modify the sanction; or order a re-hearing before a fresh Disciplinary Panel. The student will receive a written outcome with reasons,

normally within 30 days of the appeal submission. An appeal decision is final within the College's procedures.

12. External Review (Office of the Independent Adjudicator)

After the College's internal appeals process is exhausted, the student is entitled to seek an independent review from the Office of the Independent Adjudicator for Higher Education (OIA). When the College issues its final decision, it will also issue a Completion of Procedures letter advising the student of their right to approach the OIA and the relevant timeframe (normally within 12 months of that letter).

The OIA will consider whether the College followed its procedures correctly and whether the outcome was reasonable in all the circumstances. The College will cooperate fully with any OIA review in accordance with OfS Condition C2, and commits to comply with any OIA recommendations made.

13. Safeguarding, Confidentiality and Student Support

- **Safeguarding:** The College will always consider the welfare of all parties in handling disciplinary matters. If at any point information suggests a student's wellbeing is at serious risk or they pose a risk to others, the College may pause the disciplinary process and invoke fitness-to-study or safeguarding procedures as appropriate. The College is mindful of its Prevent Duty and Child Protection responsibilities; any concerns arising under those will be referred to relevant safeguarding officers or external authorities as required.
- **Confidentiality:** All persons involved in a disciplinary case are expected to keep the details private. The College will comply with UK GDPR and the Data Protection Act 2018 in handling personal data. Outcome information will be shared with others only to the extent necessary. Records are retained in accordance with the College's record retention schedule.
- **Support:** The accused student can seek help from the Wellbeing at any stage without fear that it implies guilt. Reporting parties/victims will similarly be offered support, including counselling and academic adjustments where needed. The College can direct students to external resources (legal aid, mental health services, police liaison) as appropriate.
- **Inclusive Practice:** The disciplinary procedure will be conducted inclusively, with reasonable adjustments made for students with disabilities or other specific needs. Panel members receive training on unconscious bias and equality considerations. The College monitors outcomes by demographic where possible to ensure fairness.

14. Policy Review

This Student Disciplinary Policy and Procedures will be reviewed annually, or earlier if required by changes in partner regulations or legislation by the Senior Leadership and Management Team. Any amendments require approval from Executive Leadership Team.

15. Related Policies and Documents

- Student Code of Conduct
- Academic Integrity and Misconduct Policy
- Student Complaints Policy and Procedures
- Partner Universities' Academic Appeals Policy
- Safeguarding and Prevent Policy
- Acceptable Use of IT Services Policy
- Fitness to Study Procedures

16. Appendix A - Examples of Misconduct

Examples of misconduct covered under this policy include, but are not limited to:

- Disruption of teaching, research, examinations, administrative activities, or other College services and events.
- Obstruction or interference with the functions or duties of any College student, staff, or authorised visitor.
- Abusive, threatening or offensive behaviour or language, whether verbal, written, online or via social media.
- Violence or sexual misconduct: any conduct that inflicts or threatens physical harm, or any non-consensual sexual act.
- Bullying or harassment of any person, whether face-to-face or via electronic means.
- Hate incidents or discrimination: harassment, bullying or unfair treatment on the basis of any protected characteristic under the Equality Act 2010.
- Dishonesty or fraud: providing false information to the College, misrepresentation, forging documents, or falsifying evidence.
- Theft or misuse of property: stealing, attempting to steal, or unauthorised use of College or personal property.
- Damage to property: intentionally or recklessly damaging, defacing or destroying College facilities or the personal property of others.
- Health and safety breaches: actions likely to cause injury or endanger health or safety on College premises or at College events.
- Failure to comply with College rules or lawful instructions from a College official.
- Abuse of IT or social media: using College systems to access or distribute offensive or illegal material, or to bully, harass, or commit fraud.
- Conduct that brings the College into disrepute, including off-campus behaviour where the student is identifiable as a member of the College.
- Violation of laws that also constitute a breach of College standards (see Section 5).
- Breach of prior sanctions or agreements imposed under this procedure.

17. Appendix B – Possible Sanctions

Sanctions may be imposed singly or in combination and may be suspended as described in Section 10.3. They range from least to most severe:

- **No further action/absolute discharge:** where misconduct is proven but extremely minor or the finding itself is deemed sufficient response.
- **Verbal or Written Reprimand:** a formal warning recorded on the student's file for a defined period.
- **First and Final Warning System:** a staged warning process for persistent low-level misconduct, with a final warning indicating that any further violation will result in suspension or expulsion.
- **Conditional Discharge / Behavioural Contract:** the student continues without immediate sanction on condition of meeting specified requirements; a predetermined penalty is activated if conditions are breached.
- **Requirement to Apologise or Mediate:** a written apology or participation in a restorative justice process (used only where affected parties are willing).
- **Attendance at an Educational Programme:** a relevant workshop, course or counselling programme (e.g. alcohol education, anger management, diversity training).
- **Financial Penalty (Fine):** up to a maximum of £400 for a single offence, scaled to the nature of the offence and the student's ability to pay.
- **Compensation for Damage or Loss:** a reasonable sum to cover repair, replacement, or other losses caused by the misconduct.

- **Restrictions on Campus Access or Privileges:** bans from specific facilities, events, or student offices; no-contact orders to protect another student.
- **Suspension (Temporary Exclusion):** temporary removal from enrolment for a fixed period, reserved for serious misconduct where rehabilitation after a time-out is deemed possible. Terms of return may include conditions such as evidence of counselling. Where a partner university's approval is required for suspension, that process will be followed before any suspension takes effect.
- **Expulsion (Permanent Exclusion):** permanent removal from the College, reserved for the most serious cases. Where a partner university's agreement is required before expulsion can be finalised, William College will follow that process. No expulsion will be enacted without completing the required partner consultation or approval.