

FAQs Student Disciplinary Regulations

What is the Student Disciplinary Regulations?

This is a process designed to allow the University to deal with allegations relating to student discipline or behaviour. It cannot, and does not seek to, replace other civil or criminal processes which should be used where more appropriate.

What kind of issues can be investigated through this procedure?

The Student Disciplinary Regulations can investigate a broad range of activities, including misuse of social media, aggressive behaviour and misuse of University property (see Procedure for a fuller list).

Some University policies, such as the [IT Security & Use Policy](#), may escalate cases to the Student Disciplinary Regulations where relevant.

Where there is a concern that mental health, illness or disability may have directly affected behaviour and/or conduct, the Director of Student and Academic Services will be consulted as to whether it would be more appropriate to consider the matter under the [Fitness to Study Policy](#) as an alternative to disciplinary action.

Students registered on programmes leading to membership of a professional body should demonstrate appropriate behaviour and standards required for entry into that profession. Where such a student is found to have committed a disciplinary offence under these regulations, that student may subsequently, and where appropriate, be referred for consideration under the [University's Fitness to Practise Procedure](#).

How do I raise a concern about the behaviour of a student?

Depending on the nature of the concern you may wish to raise it with your Personal Tutor or Course Leader, or a member of the Academic Standards via academicstandards@westminster.ac.uk

What if I wish to raise a concern but want to remain anonymous?

The University will not normally take forward anonymous reports, unless corroborating evidence can be provided.

The University may withhold personal information about individuals involved in a case from other parties, if, and when, it is considered appropriate and does not have a negative effect on the intention to ensure 'natural justice'.

How will a case against me be considered?

Many cases are dealt with informally, however where the matter is considered serious, the case may enter a formal stage.

The most serious cases will be referred to a Stage 2 Formal Disciplinary Panel Hearing; this Panel will take an independent view on whether there is evidence that the misconduct occurred, and if it did to impose an appropriate sanction.

Where a case is not considered most serious, then it may be referred to a Stage 1 Formal Disciplinary Meeting with the Head of School (or nominee).

What sanction can be imposed?

The Stage 1 Formal Disciplinary Meeting can impose for example a formal warning, require an apology to be made, and fine the Student a sum up to £500 please refer to paragraph 10 of the Student Disciplinary Regulations for a full list of the penalties.

The Stage 2 Formal Disciplinary Panel can impose the penalties available at Stage 1 of the process, in addition the Panel can determine that a student is suspended or excluded from the University, please refer to paragraph 11 of Student Disciplinary Regulations.

I have been called to a Stage 1 Formal Disciplinary Meeting / Stage 2 Formal Disciplinary Panel Hearing. What is likely to happen?

You will have received a letter advising of the date and time of the meeting/hearing and the detailed nature of the allegation along with the evidence received. You will have the opportunity to submit a written response and also to attend the hearing in person to address any allegation. You will also

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have the opportunity to bring along with you a 'friend'. 'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff.

At the meeting/hearing you will be asked some questions, you will have the opportunity to respond, and you will also have the opportunity to ask questions.

How long will it take for the matter to be resolved?

This will depend on the nature of the concerns raised, the availability of evidence and whether external processes are involved. The University will seek to resolve all matters promptly.

Cases involving matters being considered by police, criminal or civil procedures, including professional body procedures, may be put on hold until those external proceedings are completed.

My case involves another student and/or a member of staff. Can I request information relating to them?

Because of confidentiality we cannot share personal data without the consent of the individual, therefore we do not inform complainants of the penalties and outcomes of disciplinary cases relating to other students. If the penalty involves an apology to be sent to the complainant they will receive this. If in any proceedings in which you are involved, you request access to such data as being relevant to the proceedings, you will be referred to the [Information Compliance Team](#) who will advise you of what steps you will need to take.

I have been suspended pending the outcome of a disciplinary investigation, what does this mean?

Where allegations are considered most serious, particularly, but not exclusively, those relating to aggressive and violent acts, the University may decide to suspend a student pending a hearing. This is a precautionary measure and does not assume that misconduct has occurred.

This form of suspension is flexible, and where practicable the University will seek to minimize the disruption to the studies of the student against whom the accusation is made. However in some instances this is not possible.

Can I challenge a decision to suspended pending a hearing?

The Student Disciplinary Regulations allow for a review of suspension pending a hearing where there is evidence of significantly altered circumstances. You will need to submit the request, along with the relevant evidence to academicstandards@westminster.ac.uk (see paragraph 9 of the Disciplinary Regulations for further details).

Will you report me to the police/UK Visa and Immigration etc. if they are not already involved?

If the outcome of a Stage 2 Formal Disciplinary Panel Hearing is that you are suspended or excluded from the University, and you have a visa to study with his, the Tier 4 team will be notified of the change in your student status and this will be reported to the Home Office.

If you are involved in an incident with another person / student, that person/student has the right to report the matter to the police if they wish.

Where a potential criminal offence is committed **against the university**, for example, a student taking a microscope belonging to the university without permission, the decision about whether to report the incident to the police will be dependent upon the facts of the matter and is therefore a matter for University to determine on a case-by-case basis. There will be a number of factors that will have to be taken into account by the University when assessing whether to report a matter to the police. These will include the nature and seriousness of the case and whether there is any risk to the health, safety and well-being of the reporting student or others.

If I choose to withdraw or suspend, does that change what happens next?

The Student Disciplinary Regulations will apply to all students, and where appropriate and at the discretion of the University, to all former students of the University. If you suspend or withdraw from your studies following notification of a disciplinary investigation you will be expected to engage with

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the procedure and if you do not attend a meeting or hearing the process can continue in your absence.

What happens if I am still not satisfied with the outcome of a case considered by the Disciplinary Regulations?

As the student against whom an allegation has been made:

You have the right to appeal against a decision taken at Stage 1 and ask for the case to be heard by a Stage 2 Formal Disciplinary Panel Hearing. You must submit your appeal within 10 working days of the date of the Stage 1 outcome letter.

You have the right to appeal against a decision taken at the Stage 2. You must submit your appeal within 10 working days. Your appeal must clearly state which of the three grounds you are appealing as set out in the Student Disciplinary Regulations.

As a third party raising the allegation;

Third parties cannot challenge decisions made through this Procedure.

What happens if I am still not satisfied after the last (appeal) stage of the University Regulations?

Once the University has completed its internal procedures there are no further stages in the University procedure; however, you will be provided with a Completion of Procedures letter which you can submit to the [Office of the Independent Adjudicator \(OIA\)](#). The OIA provides an independent scheme for the review of student complaints. Further information can be found at www.oiahe.org.uk

Who can I go to for advice on the Regulations?

Individual independent advice to students is available from the Students' Union.

Depending on the nature of the concerns raised you may also be able to get further information from your Personal Tutor, Course Leader, College Academic Administration Officer or the Academic Standards Team.

Useful documents

[Student Disciplinary Regulations](#)

[Student Code of Conduct](#)

[Fitness to Study Procedure](#)

[Fitness to Practice Regulations](#)

[IT Security & Use Policy](#)

[Social Media Guidelines](#)