



# Student Disciplinary Procedure

Intercollegiate Halls

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Failure to comply with fire or other health and safety regulations;  
Breach of the e-mail and rules of internet use;  
Behaviour which may constitute a criminal offence" and "Behaviour which causes, or may cause, the University to be liable for prosecution or a fixed penalty notice.  
Failure to follow a reasonable request by a member of staff, or their representative (e.g. Senior Resident Advisor/ Resident Advisor);



where appropriate, in dialogue with the police. The University also reserves the right to proceed with the disciplinary process where you have been acquitted in criminal proceedings. If you have been convicted, the University has the right to exercise the sanctions laid out in this procedure based solely on the conviction.

The University may impose a penalty upon a student in respect of an offence even if that offence has already been the subject of criminal prosecution and penalty.

Where you are unable to attend a disciplinary hearing, have been advised not to attend a disciplinary hearing, or are unable to say anything about a pending criminal matter, the University reserves the right to take a decision based on the available evidence, which includes sanctions laid out in this procedure.

Whilst a police investigation is under way, the University's normal policy is to provide any reasonable support to you in order for you to continue your studies safely whilst abiding by any bail conditions that may have been placed on you, if practicable to do so. Where possible, the University will make reasonable adjustments to your accommodation arrangements (including moving you to other accommodation) to help you to ensure your own safety, to enable us to ensure the safety of others or to comply with any bail conditions which have been placed on you. Further or additional precautionary measures may be necessary pending the outcome of any criminal or disciplinary proceedings, for example:

- to ensure that a full and proper investigation can be carried out (either by the police or by the University); and/or
- to protect the reporting party, the responding party, or others whilst the allegation is being dealt.

## Sanctions

The range of potential sanctions where misconduct is found proven include:

- A Warning Letter, to stay on the student's accommodation file for a period of no more than three years, depending on the nature of the misconduct;
- A Final Warning Letter, to stay on the student's accommodation file for a period of no more than three years, depending on the nature of the misconduct;

At the Warden's discretion the student's College and/or the University may be informed of any disciplinary action taken.

## Appeals process: minor misconduct

A student has the right to appeal any finding of minor misconduct, or penalty imposed for minor misconduct, by setting out in writing their grounds for appeal to the Warden within 5 days of the disciplinary action being taken. The Warden shall refer the student's appeal to a manager from a different department in the University, or otherwise the Warden of another hall not previously involved in the student's case.

If the appellate manager/warden comes to the conclusion that the appeal is trivial, or wholly lacking in merit or substance, the appellate manager/warden may dismiss the appeal. If the appellate manager/warden concludes that there is substance in the appeal, the appellate manager/warden shall hold a meeting and hear from the student and any other person at his/her discretion before determining whether or not the appeal should be upheld or dismissed. If the appellate manager/warden upholds the appeal they shall have power to overturn the penalty altogether or substitute a lesser penalty which is proportionate to the circumstances. The appellate manager's/warden's decision shall be final within the University.

## Appeals process: serious misconduct

A student has no formal right of appeal against a decision to terminate the Licence to Occupy the Accommodation. The student can make representations, but the University has the right to bring court proceedings without delaying the process in order to consider an appeal.

A student has the right to appeal any finding of serious misconduct or sanction imposed for serious misconduct (other than termination of the Licence) by setting out in writing their grounds for appeal to the Director of Residential Services within 5 days of the disciplinary action being taken. If the Director of Residential Services (or their nominee) comes to the conclusion that the appeal is trivial, or wholly lacking in merit or substance, they (or their nominee) may dismiss the appeal. If the Director of Residential Services (or their nominee) concludes that there is substance in the appeal, they (or their nominee) may either: refer the appeal to a manager from a different department in the University, or otherwise the Director of Residential Services of another hall not previously involved in the student's case.





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