

## Student Code of Conduct and Disciplinary Procedure

### CODE OF CONDUCT

#### Introduction

The London Interdisciplinary School (LIS) is committed to helping its students get the most out of their time with the School and expects students to behave appropriately and with respect to others at all times. This Policy sets out the standards of conduct that the School requires of its students, and its procedures for dealing with allegations of student misconduct, including procedural details concerning allegations of misconduct, investigations, disciplinary hearings, penalties, and appeals.

Individuals and committees with responsibility for administering this Code and Procedure at LIS do not have the same powers as a court of law. They work in line with the common-law principles of “natural justice”; this means that any decisions made will be done so fairly and reasonably, and based on evidence, and that students will be given the opportunity to put forward their version of events before decisions about alleged offences are made, and before any disciplinary penalty is imposed. Decisions will be made “on the balance of probabilities”, which is the civil level of proof, rather than “beyond reasonable doubt”, which is the criminal level of proof.

#### Principles

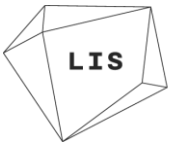
Every student has a duty to the School, its staff, students, visitors and to the wider community to maintain appropriate standards of behaviour and to refrain from causing damage, in any way, to its property or reputation, or to impede or harm the effective operation of the School or its staff. Any breach of these duties will constitute a disciplinary offence.

The School has an obligation to deal with any alleged offences fairly, reasonably, consistently, transparently, and proportionately, based on evidence; and the student in question will be given the opportunity to put forward their version of events before any decision on an alleged offence is made. Students have the right to appeal any decision via the process outlined below.

#### Associated Policies and Procedures

The School’s Student Code of Conduct and Disciplinary Procedure should not be read in isolation. It is one of a group of student policy documents containing rules and regulations that apply to all students registered with LIS. These are contained in the [Policies section](#) of the School’s website, and include the [Dignity at Work and Study Policy and Procedure](#), the [Freedom of Speech Code of Practice](#), the [Visiting Speaker Code of Conduct and Procedure](#) and the [Student Drugs and Alcohol Misuse Policy](#). Students are also governed by the School’s [Academic Regulations](#).

There are separate procedures to cover student complaints and appeals; these can be found in the [Student Complaints Procedure](#) and the [Academic Appeals Procedure](#).



## Scope

The School's Student Code of Conduct and Disciplinary Procedure applies to all registered students of the School.

This policy applies where there is a clear and direct connection to the School, its activities, or its community. This may include student-organised or informal spaces (e.g. WhatsApp groups, events, or forums associated with LIS), even where these are not formally managed or overseen by the School. The School does not actively monitor such spaces but may act where behaviour has a clear impact on members of its community.

This policy also applies wherever and whenever an alleged incident may have taken place (including online) when it is considered by the School to be detrimental to:

- a) another member of the School in their activities as a member of the School community, and/or
- b) School property, and/or
- c) the interests and reputation of the School.

This also includes behaviour arising at any time when the student may be regarded as representing the School as an individual or as part of a team or group and when the student is at a location away from the School, for example as part of their study or following an arrangement made through the School or activities online.

Students are responsible for their own conduct and for the conduct of anyone they invite onto School premises. The School will therefore take disciplinary action against a student for an act of misconduct that could reasonably have been anticipated, and which is, or is alleged to have been, committed by someone who is not a student of the School, that the student has invited onto School premises.

## Good Conduct

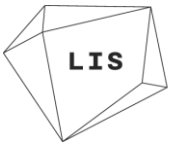
All LIS students are expected to conduct themselves on the School premises and in relation to any School activities (including optional internships and field trips) in such a way that shows respect for the School, its staff, fellow students and property, and for members of the wider community.

Good conduct means that students should behave as positive ambassadors for the School. It also means recognising the diversity of the School and wider community, and not discriminating against others based on their age, ethnic origin, race, nationality, culture, language, religious faith, gender, gender identity, sexual orientation, disability, or socio-economic background. It means that students should act safely, and with regard for the safety of others; that they should behave responsibly and honestly; and that they should be considerate, respectful and courteous towards others.

Specific standards of good conduct are expected of students whilst they are learning, whilst they are on School premises, and while they are socialising.

Whilst learning, students must:

- Follow the rules laid down by the School for academic activity and the use of the Studio, Library, Information Services and other services or facilities;



- Attend classes on time;
- Switch off mobile phones in classes

Around the School premises, students must:

- Show respect for LIS property;
- Follow the LIS [Health and Safety Policy](#);
- Play their part in maintaining security, including producing their identity card when requested;
- Refrain from exhibiting displays of drunken behaviour.
- Students should also care for the environment, including recycling and disposing of litter responsibly and being aware of energy-saving advice.
- comply with any reasonable instruction given by an employee or agent of the School or of any or any person authorised to act on their behalf;

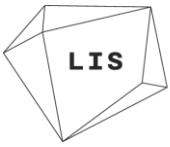
Socially, students must:

- Ensure that any activity engaged in using the internet refrains from behaviour that may constitute harassment, discrimination, intimidation, or otherwise cause material harm to others
- should also show consideration for the welfare of their friends and peers.

## Misconduct

Misconduct includes but is not limited to:

- Breach of the provisions of any School Code, rule or regulation or policy, including but not limited to the:
  - ❖ [Dignity at Work and Study Policy and Procedure](#),
  - ❖ the [Freedom of Speech Code of Practice](#),
  - ❖ the [Visiting Speaker Code of Conduct and Procedure](#), and the
  - ❖ [Student Drugs and Alcohol Misuse Policy](#),
  - ❖ The IT Acceptable Use policy
  - ❖ The Health and Safety Policy
- Bullying, harassment or discrimination against another person, including the use of discriminatory language;
- Physical, verbal, or written abuse or intimidation against another person, including in social media communications;
- Sexual harassment, violence or abuse;
- Damage to or theft of property from the School or members of staff or students;
- Criminal or other activities that have a bearing on the student's participation in the School or provide a risk to other students, staff or visitors to the School;
- Fraud, deceit, deception or dishonesty in relation to the School or its staff, students or visitors;
- Distribution of publication of a poster, notice, sign or any electronic publication which is offensive, intimidating, indecent or illegal;
- Misuse of computers or the communications network;
- Disruption of or improper interference with the academic, administrative, social, or other activities of the School;
- Any act which brings or threatens to bring the School's reputation into disrepute.



## **Mediation between students**

Where appropriate the individuals involved in any reported breach will be considered for mediation. Any mediation is voluntary and is confidential. It will be used for interpersonal disputes that do not involve serious harm. A disciplinary investigation may resume if mediation fails.

## **Disciplinary Procedure**

The School will seek to promote and facilitate good student conduct through education, support, and positive encouragement. However, where these approaches or other informal action are not sufficient, the School will institute formal disciplinary action. The School is committed to conducting its disciplinary procedures fairly, consistently, transparently and proportionately.

These procedures do not cover any allegation of academic misconduct in assessments. They must be made and investigated in accordance with the School's [Academic Misconduct Policy and Procedure](#).

Where the School believes that a criminal offence may have been committed, it may at any time refer the matter to the police instead of, or in addition to, the initiation of disciplinary proceedings.

*Fitness to Study.* In cases where the student's conduct creates serious concerns for their welfare, the Fitness to Study Procedure may be used as an alternative to the Student Disciplinary Procedure. If at any stage of the Student Disciplinary Procedure, information comes to light that there are genuine and compelling reasons to believe that it would be in the student's best interest to consider the matter under the Fitness to Study Procedure, then the incident may be considered under that procedure rather than the Student Disciplinary Procedure.

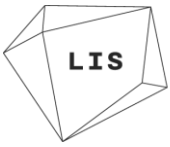
## **Anonymous Claims**

The School takes seriously any allegation made. Serious anonymous allegations will always be investigated. The nature of an anonymous allegation means that formal proceedings cannot always be undertaken. However, in the event of an investigation, the relevant Investigating Officer will discuss the matter with any named individual as part of the allegation. This may result in an informal warning or if there is an admission of responsibility then it could proceed to be dealt with as minor or major misconduct as appropriate.

## **Precautionary Action Pending Investigation**

If an allegation of misconduct by a student arises, the School has the power to take immediate precautionary action pending consideration of the allegation under this procedure.

Precautionary action may also be taken by the School while an allegation is being considered by a third party such as the police, Crown Prosecution Service or other official authority.



Any precautionary action taken will be both reasonable and proportionate and, as far as is reasonably practicable, balance the rights of all parties involved including the School.

Where possible, measures will be put in place to minimise the impact of the precautionary action on affected students.

Precautionary action in and of itself is not a penalty or sanction and will not form part of the case against a student.

The consequence of not complying with any imposed precautionary action may result in further precautionary action being taken, which may be taken into account during the disciplinary proceedings.

### **Types of Precautionary Action**

#### ***Conditions of behaviour***

- i) Specific conditions may be imposed on the student against whom the allegation(s) has been made, for example agreeing not to contact another student or member of staff.
- ii) The conditions will be agreed by the Investigation Officer in consultation with the relevant Programme Director.
- iii) Written confirmation of any conditions will be provided to the student by the Investigation Officer as soon as they have been agreed.
- iv) The conditions will remain in place until the disciplinary case has been concluded.

#### ***Exclusion and Suspension***

In cases of great urgency, particularly in cases where the safety and/or wellbeing of others is perceived to be at risk, the Chief Executive Officer (or other senior staff designated by the CEO) is empowered to exclude or suspend a student with immediate effect.

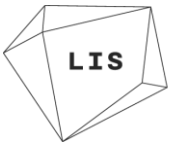
The circumstances will be reviewed within 10 working days. Written reasons for the decision will be recorded and made available to the student.

Exclusion is the selective restriction on attendance at or access to the School or access to School facilities (including online facilities), the exact details to be specified in writing.

Exclusion may be subject to specific conditions, such as permission to attend for the purpose of an assessment.

Excluded students will normally be entitled to access the student portal and their student record, Cortex etc unless there is a risk presented by allowing continuing access.

Students will also have access to appropriate pastoral support by the School's Student Support Services.



Suspension is the total prohibition on attendance at or access to School facilities and on any participation in School activities.

Suspended students will not be entitled to access the student portal and their student record, Cortex etc. Students under suspension will not be eligible to enrol or graduate.

The student is entitled to make a written representation to the CEO against exclusion or suspension within 5 working days of notification.

All exclusions and suspensions will remain in place until any new relevant information is made known by any relevant party. At this point, the exclusion /suspension will be reassessed and any changes to or the lifting of the exclusion/suspension will be provided in writing to the student within 5 working days of receipt of the new information.

### **Timescale**

The School *normally* aims to conclude disciplinary cases, including any request to review the final decision within 90 days of an allegation being made to the student.

Occasions where it may be necessary to extend the 90-day completion time include (but are not limited to) cases where:

- The case is particularly complex;
- The student or witnesses are not immediately available;
- Where the matter is subject to a criminal investigation;
- Procedural factors prevent completion of the case

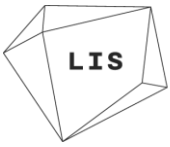
All delays at any stage of the procedure will be communicated to the student in writing with an explanation of the reasons for the delay and expected timeline.

### **Reporting a Potential Breach of this Code.**

Any alleged breach of the Code should be reported to the Registry via [registrar@lis.ac.uk](mailto:registrar@lis.ac.uk).

#### *Informal Resolution (prior to formal procedure)*

- *Where appropriate, the School will normally seek to resolve concerns through informal means before initiating formal disciplinary procedures. This may include discussion with the student, guidance, facilitated conversations, or mediation.*
- *Informal resolution will typically be considered in cases where there is limited harm, no ongoing risk, and a reasonable prospect of resolution.*
- *Formal disciplinary procedures will normally be reserved for cases involving serious harm, safeguarding concerns, repeated misconduct, or where informal resolution has not been successful.*



Concerns should be addressed at the lowest appropriate level, taking into account factors such as level of harm, risk to others (including safeguarding), whether the behaviour is repeated, and the overall impact on the community. Where a staff member is unsure how to categorise a concern, they should seek advice from the Registrar and/or Chief Operating Officer who will work with them to determine the appropriate route.

Where a report is made to the Registry, the Registrar will nominate an Investigation Officer. The Investigation Officer will wherever possible seek to resolve the situation informally, including the use of mediation.

Where this is not possible, the Investigation Officer will determine if the alleged breach is potentially a minor or major breach of the code and progress via the formal disciplinary procedure.

### **Categorisation of Misconduct**

The School distinguishes between Minor Misconduct and Major Misconduct in order to ensure proportionate investigation and decision-making.

#### ***Minor Misconduct***

Minor misconduct refers to behaviour that:

- has limited impact on others
- does not involve significant harm or risk
- does not normally require a formal disciplinary panel
- can be addressed through corrective or educational measures.

A case is more likely to be treated as minor where:

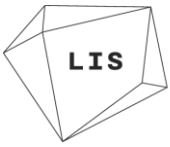
- the behaviour appears isolated or accidental
- there is little or no harm caused
- the student accepts responsibility
- the student has no previous disciplinary record
- the matter can reasonably be resolved through guidance or warning.

Examples of minor misconduct may include:

- low-level disruptive behaviour in teaching sessions
- minor breaches of institutional rules or procedures
- failure to follow reasonable instructions from staff
- minor misuse of facilities or IT systems
- minor property damage where harm is negligible (i.e. under £1,000)
- first instances of inappropriate online behaviour
- minor breaches of accommodation or conduct regulations
- minor incidents of disrespectful behaviour not amounting to harassment.

#### ***Major Misconduct***

Major misconduct refers to behaviour that:



- causes serious harm or distress
- poses a risk to safety or wellbeing
- significantly breaches institutional regulations
- may require strong disciplinary sanctions.

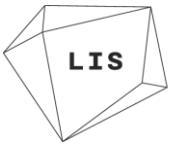
A case is more likely to be classified as major if:

- the behaviour is repeated or persistent
- multiple individuals are affected
- the conduct is intentional or reckless
- the student has previously received disciplinary sanctions
- the behaviour poses significant safeguarding risks
- the matter involves potential criminal conduct.

Examples of major misconduct may include:

- harassment, bullying, or discriminatory conduct, including the use of discriminatory language;
- sexual misconduct or sexual harassment
- Physical, verbal, or written abuse or intimidation against another person, including in social media communications
- serious intimidation or coercion
- repeated minor misconduct after warnings
- significant damage to property of the School or members of staff or students that incurs a loss of more (i.e. £1,000 or greater)
- Theft of property from the School or members of staff or students
- Fraud
- Criminal activities that have a bearing on the student's participation in the School or provide a risk to other students, staff or visitors to the School
- serious misuse of institutional IT systems
- academic-related misconduct outside academic integrity procedures
- behaviour that brings the institution into serious disrepute
- possession or distribution of illegal substances on institutional premises
- serious breaches of health and safety.
- Distribution or publication of a poster, notice, sign or any electronic publication which is intimidating or illegal.
- Serious breaches of the [Student Drugs and Alcohol Misuse Policy](#); a guide to what constitutes a "serious breach" of this kind is set out in detail in the [Student Drugs and Alcohol Misuse Policy](#).
- Criminal activities that have a bearing on the student's participation in the School or provide a risk to other students, staff or visitors to the School.

Where a staff member is unsure how to categorise a concern, they should seek advice from the Registrar and/or Chief Operating Officer who will work with them to determine the appropriate route



## Formal Disciplinary Procedure

### ***Stage 1: Investigation***

An Investigation Officer, nominated by Registrar will:

- inform the student of the allegation in writing
- provide available evidence to the student
- invite the student to respond (normally within 10 working days)
- conduct appropriate enquiries including interviewing any witnesses

The Investigation Officer must not have any prior involvement in the case.

Students may:

- submit evidence
- identify witnesses
- attend investigation meetings with a member of the School community.

### ***Stage 2: Decision-Making***

The Investigation Officer will determine whether the case should be:

- Considered as Minor misconduct
- Considered as Major misconduct
- Be dismissed

#### *Minor Cases*

Minor cases may be determined by a Single Decision-Maker.

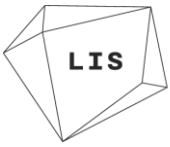
The following School staff members have delegated powers to deal with less serious instances of misconduct within their areas of responsibility:

- Programme Directors
- Module Leaders
- Chief Operations Officer
- Registrar

This allows the School to address instances of misconduct of a more minor nature as quickly and as close to the source as possible. Minor misconduct applies where the relevant member of staff determines that an offence has been committed but is not sufficiently serious to warrant a disciplinary penalty as set out under 'major misconduct'. Factors to be taken into account to determine whether or not an instance of misconduct should be dealt with at the minor level include:

In determining an outcome, the member of staff will have regard for:

- The degree of intention on behalf of the student (I.e., whether the offence was deliberate or accidental).
- The circumstances in which the offence took place.



- Any mitigating factors (for example, the admitting of the offense of at the earliest opportunity and agreement to make reparation; whether the student is deemed inexperienced given the early stage of their academic career).
- Whether the offence is a first offence.
- The nature and impact of the offence:

Where a designated staff member is unsure as to whether or not the offence should be dealt with under minor misconduct, they should refer the case to a Disciplinary Panel.

Concerns should be addressed at the lowest appropriate level, taking into account factors such as level of harm, risk to others (including safeguarding), whether the behaviour is repeated, and the overall impact on the community. Where a staff member is unsure how to categorise a concern, they should seek advice from the Registrar and/or Chief Operating Officer who will work with them to determine the appropriate route

If a designated staff member determines that a student has committed an act of misconduct that falls within the minor misconduct category as outlined above, they may apply one or more of the following sanctions:

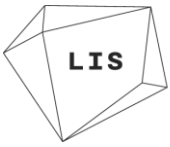
- Deliver a written reprimand;
- Require a written apology to a specified person or persons;
- Require the removal of material published either in hard copy or electronically which is deemed to be inappropriate;
- Deliver an informal caution, which means that no penalty is imposed, but if the student is found guilty of misconduct on a subsequent occasion in the following twelve months, they will then be dealt with for both offences;
- Require reasonable reparation to the School or individual in respect of any identified and quantified loss caused (limited to a total value of £1,000);
- Seize and retain items for a period of time, or confiscate them without compensation, to maintain the safety and wellbeing of others;
- Deliver a requirement to give and comply with a written undertaking as to future behaviour;
- Withdraw privileges that have been abused, for up to two calendar weeks.

In determining minor misconduct, the guiding principle is that it is fair, proportionate to the offence, and that, rather than being punitive in nature, it should be focused on reparation and a guidance to future behaviour. In dealing with minor misconduct in relation to misconduct relating to drugs and/or alcohol, the designated staff member will refer to the School's [Student Drugs and Alcohol Misuse Policy](#).

In the case of an informal caution, this is not a penalty under this Student Code of Conduct and Disciplinary Procedure, however a record of the correspondence in relation to the informal caution will be kept on the student's record.

## Major Cases

Major cases will normally be considered by a Disciplinary Panel.



Once the investigation is completed the Investigation Officer will notify the student of this and convene a Disciplinary Panel.

Details on the membership of the Student Disciplinary Panel are set out in [Student Disciplinary Panel: Membership and Terms of Reference](#).

The student will be notified in writing at the earliest opportunity of:

- Confirmation of the time and place of the hearing;
- The nature of the alleged misconduct and a summary of the evidence for the complaint;
- The student's entitlement to accompaniment at the meeting by a friend or representative unconnected with the allegation;
- The members and Chair of the Disciplinary Panel;
- The requirement that the student attends, including informing the student that if they fail to attend without good reason, the disciplinary hearing will go ahead in their absence using the facts as recorded;
- The possible disciplinary action that may be taken.

*Observer.* The student has the right to be accompanied by an observer, who may be an LIS student representative elected by the student's association, a fellow student, or an aid who assists the student in any special needs. Legal representation would not normally be permitted. The observer may *not* address the panel or question witnesses during the hearing.

If the student is unable to attend the hearing at the stated time, they must notify the Chair of the Student Disciplinary Panel as soon as possible, stating their reasons; where it is reasonable to do so, an alternative date or time may be provided.

The purpose of the disciplinary hearing is to give the student an opportunity to state their case and answer any allegation against them, and for the Panel to review the evidence against them.

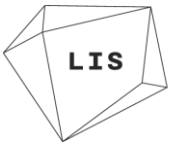
The Investigating Officer will attend the hearing to present their investigation findings and answer any questions from the Panel and from the student. The Investigating Officer will not otherwise take part in the hearing and will not participate in the decision-making process.

The Panel will review the allegation in the light of the evidence, presented by the Investigating Officer, and hear any representations from the student. The Panel will determine the allegation is supported by the evidence provided, and whether any sanctions should be imposed against the student.

Sanctions that can be imposed at this stage, in addition to those enabled under minor misconduct, include:

- a formal caution,
- removal of eligibility for optional internships,
- suspension, exclusion from the School
- termination of the student's registration on their programme and at the School.

Suspension is the total prohibition on attendance at or access to School facilities and on any participation in School activities.



Exclusion is the selective restriction on attendance at or access to the School or access to School facilities (including online facilities), the exact details to be specified in writing.

In determining sanctions, the Panel will be guided by the principles that they should be:

- Proportionate (a first offence from an inexperienced student is unlikely to command the same penalty as a repeat offence by an experienced student)
- Consistent (regard should be given to the sanction applied to similar students in similar situations)

In determining the nature of the sanction to be applied, the Panel will take into account:

- The degree of intention on behalf of the student (i.e., whether the offence was deliberate or accidental).
- The circumstances in which the offence took place.
- Any mitigating factors (for example, the admitting of the offence at the earliest opportunity and agreement to make reparation; whether the student is deemed inexperienced given the early stage of their academic career, whether the offence is a first offence).
- Any aggravating factors, that may cause the action to be considered more serious (e.g., pattern of offences, committing the act for financial gain, an attempt to conceal or dispose of evidence, intimidation)
- The nature of the offence and impact of the offence (specifically, whether the offence caused serious physical or emotional harm or risk of harm to other students, members of staff or visitors to the School; the level of any damage incurred to School, student or staff property; the scale of any theft from the School, student or staff member; the level of any damage incurred to the School's reputation; the level of disruption caused to the activities of the School).

Multiple or repeated incidents of misconduct may be considered as more serious than a single act of misconduct; and previous findings of misconduct may be taken into account when determining the appropriate sanction.

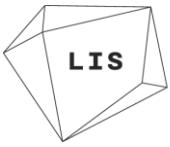
The hearing will be recorded. The Chair of the Panel will inform the student of the Panel's decision in writing within 5 working days of the hearing.

Failure to comply with any sanction imposed by the disciplinary panel will constitute a further disciplinary offence.

Where a student is expelled from the School, they will not be entitled to any refund of fees already paid and will remain liable to pay any fees that are still outstanding.

### **Criminal Offences and Criminal Investigations**

The School has a duty to inform the police and other law-enforcement agencies if it considers that a student is engaged in illegal activity, and the School will support the police or other agencies in their investigations as necessary.



If a police investigation or criminal proceedings have begun or are likely to begin in relation to the alleged misconduct, the School may suspend the disciplinary process (at any stage) until the police investigation/proceedings have been concluded.

The disciplinary process may be restarted at any stage if the School thinks it is necessary in the circumstances.

Following a conviction that amounts to misconduct (including the acceptance of any type of formal Caution), if action is taken under this Procedure the facts relevant to the misconduct cannot be challenged.

In accordance with Registration policy, any student with a criminal conviction of sufficient seriousness may have their registration terminated.

If the student has been acquitted, the School will take into account the decision of the court. However, the School may investigate outstanding matters of concern to the School that have not been addressed.

If the initial police investigation does not proceed to a criminal trial, this does not prevent the School from conducting further investigations and/or starting disciplinary proceedings in respect of outstanding matters of concern to the School that have not been addressed.

## **Appeal**

A student may appeal against a decision made in this process if:

- the process set out in this Procedure has not been followed and the procedural error has had a significant negative impact on the decision reached; or
- the decision was unreasonable and/or a disproportionate outcome has been imposed; and/or
- the student has new material information/evidence which they were unable to provide before the outcome was reached.

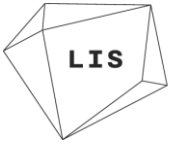
An appeal must be made in writing to the Registrar within 15 working days of notification of the decision.

If the appeal is received after 15 working days, the student will be informed that their appeal will not be considered, and the summary outcome and/or sanction will remain, and the student will be issued with a Completion of Procedures statement including details of the OIA scheme.

Where there are not sufficient grounds to allow the appeal to proceed or there are clear grounds to dismiss the appeal, the student will be issued with an outcome detailing the reasons why the appeal is being dismissed.

If the Registrar (or nominee) decides that there are valid grounds for the student's appeal to proceed, the student will be informed in writing within 5 working days. This written notification will advise the student of who has been appointed to review their appeal and the timescale for the appeal to be considered.

It will also advise the student that the full range of outcomes will be available to the reviewer and that the sanction may change/increase.



The appeal will be considered, based on the evidence relating to the case submitted by the student and the investigation to date, by a reviewer appointed by the Registrar who has had no previous involvement in the case.

In the outcome, the reviewer will either:

- confirm or modify the decision and/or the sanction previously applied using the sanctions available for the Stage that the case was originally considered at; or
- refer the case, or any part of it or any sanction back to the relevant stage for further consideration where a new stage 0/ stage 1 outcome will be issued.

Once an outcome has been reached the Registry will notify the student of the outcome and issue a 'completion of procedures letter'.

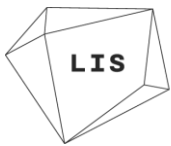
### **The Office of the Independent Adjudicator for Higher Education**

If, having completed exhausted internal procedures, the student is still dissatisfied with the outcome, they may be able to apply for a review of the matter to the Office of the Independent Adjudicator for Higher Education (OIA).

The OIA was set up under the Higher Education Act 2004 to provide 'an independent student complaints scheme'. All HEIs in England and Wales are required to comply with the scheme, which is free to students. Under the rules, a student who has exhausted the full complaints, appeals or disciplinary procedure available to them within LIS, must be informed, via a 'Completion of Procedures' letter of their right to a review by the OIA. The student may apply to the OIA for a review of the matter within 12 months of the issuing of the 'Completion of Procedures' letter. Further details are available [here](#).

### **Monitoring and Review**

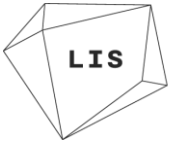
The number of instances of student misconduct and how they were dealt with (minor, major, via mediation, sanctions) will be reported annually to the Academic Council.



## VERSION CONTROL

Name of policy/procedure:	Student Code of Conduct and Disciplinary Procedure
Document Owner:	Academic Council
Date Originally Created:	12/2018
Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	Student Complaints Procedure Dignity at Work and Study Policy and Procedure Student Drugs and Alcohol Misuse Policy Academic Misconduct Policy and Procedure Academic Appeals Procedure Attendance Policy Student Disciplinary Panel: Membership and Terms of Reference

Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	1/12/2018	Original draft
2	Jasper Joyce (Director of Finance and Operations)	13/03/2019	Adjustments to wording
3	Ed Fidoe (Chief Executive)	14/03/2019	Adjustments to wording
4	Hannah Kohler (Director of Admissions and Student Support)	06/06/2019	Removal of fines from summary jurisdiction. Clarification of when summary jurisdiction is appropriate and inappropriate. Clarification of how decisions on penalties are made. Addition of visual on process.
5	Hannah Kohler (Director of Admissions and Student Support)	10/08/2019	Removal of referral to social behaviour outside the School premises including drunken behaviour as difficult to uphold and assess fairly
6	Chris Maguire (Registrar)	14/08/2019	Policy changes authorised by Academic Council
7	Dr Andrew Redford	10/2021	Minor changes of job titles
8	Dr Andrew Redford	05/2022	Clarification on anonymous claims, change in reporting on summary jurisdiction, addition of clause on accompanied student at a hearing. Inclusion of definition of suspension and exclusion



9	Dr Andrew Redford	Sept 2023	Change in role titles
10	Registrar	July 2025	Change from 'Dean' to 'Programme Director'
11	Academic Council	25/03/2026	Reclarification of major/minor, inclusion of mediation