



Student Code of Conduct and Disciplinary Procedures

INTRODUCTION

1. Students at New College of the Humanities are part of a community, which expects its members to show courtesy and consideration at all times, to respect persons, including visiting lecturers and Professors, and property, observing the College's rules and regulations.
2. It is hoped, therefore, that the need for disciplinary action will be rare.
3. Where disciplinary offences take place, they will be dealt with in accordance to their seriousness, with the most serious misconduct leading to suspension or expulsion.
4. The Student Code of Conduct provides a framework for the behaviour of students at the College. It defines what behaviour is considered unacceptable, with examples.
5. This policy is inclusive of undergraduate and postgraduate students, and all students are expected to be law-abiding citizens. Any student who does not comply with relevant regulations, or who breaks the law, may be accused of disciplinary offences.
6. This policy has been written following guidance from the Office of the Independent Adjudicator¹ on procedural fairness.
7. The College has a duty to protect its reputation and is committed to maintaining the standards and values that are at the heart of the College.
8. Students will be responsible for their own conduct and for the conduct of those they may invite onto College premises. The College will therefore assume the right to take disciplinary action against a student for an act of misconduct by a 'non-student' that could reasonably have been anticipated by the student who invited them onto the premises.
9. At Registration, all students are required to confirm that they accept the College's rules and regulations, which includes the Student Code of Conduct.
10. In the interest of fairness, no single incident of misconduct for any individual student shall be considered under more than one set of College regulations.

¹ <http://www.oiahe.org.uk/>

GENERAL PRINCIPLES

11. Any member of staff or any student may initiate the disciplinary procedures against a student.
12. A person reporting a disciplinary offence will not suffer any disadvantage or recrimination as the result of reporting the offence in good faith. Only if a report of a disciplinary offence is judged to have been made frivolously, vexatiously or with malice, could disciplinary issues arise in relation to the person reporting the offence.
13. A student shall be presumed to be innocent until proven otherwise, the burden of proof (duty of proving the allegation) shall rest with the College and the standard of proof should be on the balance of probabilities.
14. Standard of Proof - all conclusions at any level of investigation will find an allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is blameworthy of the misconduct.
15. All procedures comply with the Human Rights Act 1998 and the Equality Act 2010.
16. A student shall be reminded that the Student Wellbeing Coordinator may be able to assist or offer advice in confidence.
17. At any stage in the disciplinary procedure the College reserves the right to recover any damages from the student that the College has incurred as a result of action by the student concerned.
18. Joint hearings - if two or more students are thought to be involved in the same incident of alleged misconduct, the decision may be taken to hear their cases together.

RESPONSIBILITY FOR STUDENT DISCIPLINE

19. The Master of the College is responsible for the discipline of students at the College and may suspend or exclude students on disciplinary grounds. The Master may delegate this responsibility to another senior manager to implement disciplinary procedures.
20. All staff are empowered to take action as may be necessary to prevent or bring to an end any contravention of the Rules and Regulations of the College. Any member of staff in whose opinion a breach of discipline may have occurred will report the incident to the Registrar at the earliest opportunity. All incidents will be reported in order to ensure that a transparent system operates in which all cases are treated consistently, equitably and fairly.
21. The student should be informed by the member of staff at the time of the incident that the matter is being reported to the Registrar as detailed in paragraph 40.

ILLNESS

22. In cases where illness of whatever nature is perceived to be the cause of the misconduct which would normally warrant the student disciplinary procedure to be invoked, the proceedings may be adjourned pending preparation of a medical report.
23. The College has the right to suspend the student until such time as the student can prove he/she is fit to resume attendance at the College. It may be a condition of suspension that the student seeks medical treatment. The College reserves the right to continue the disciplinary process.

DEFINITION OF MISCONDUCT

24. No student should engage in conduct which causes:
 - 24.1 Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the College, whether on College premises or elsewhere;
 - 24.2 Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or faculty of the College or any authorised visitor to the College;
 - 24.3 Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on College premises or engaged in any College activity, including that committed by electronic means using email from a College account or other account accessed via the College network;
 - 24.4 Fraud, deceit, deception or dishonesty in relation to the College or its staff or in connection with holding any office in the College or in relation to being a student of the College, which includes failing to pay all and any fees;
 - 24.5 Action likely to cause injury or impair safety either on College premises or on any other sites associated with the College through its programmes;
 - 24.6 Damage or defacement of any property of the College; acts of disturbance which threaten the rights and privacy of any member of the College, whilst on College premises or engaged in College activity;
 - 24.7 Harassment of any kind, including sexual or racial harassment of any student, member of staff or faculty of the College or any authorised visitor to the College, including that committed by electronic or other remote means;
 - 24.8 Acts of disturbance, negligence or breaches of health and safety measures which might threaten the safety, security or welfare of others in the College or an employee/consultant of the College attending the College;
 - 24.9 Possession or misuse of drugs which constitutes a criminal offence; under this heading it will also be misconduct to attend any College activities under the adverse influence of alcohol or drugs.
25. Breach of the provisions of any the College rule or regulation, cited in the Student or Programme Handbook, which provides for breaches to constitute

misconduct under this Code, such as health and safety or regulations for the use of computing facilities.

26. Misrepresentation either before entry to the College, or during their period of registration, of information relating to medical conditions or an illness which may have an effect upon their or another student's ability to study.
27. Failure to comply with a previously imposed penalty under these regulations and procedures.
28. Failure to disclose personal details to a member of staff of the College in circumstances in which it is reasonable to require such information.
29. The actions and behaviour listed above are some of the most common breaches but it is not an exhaustive list.

MISCONDUCT THAT IS ALSO A CRIMINAL OFFENCE

30. Students are required to provide the Registrar, at the earliest possible point, with details of any criminal arrests, charges or cautions that they are subject to, convictions they receive and of any bail conditions imposed on them.
31. Where the disciplinary offence in question is also a criminal offence a decision will not normally be made under these regulations until the criminal investigation/legal proceedings concerned have been concluded. Instead, the case will be referred to as "deferred pending the outcome of the criminal investigation/legal proceedings".
32. Being mindful of the College's duty of care to others, this deferral may, depending on the gravity of the offence, be subject to certain conditions such a partial or full suspension from the College and its premises. Such decisions will be judged by the Master and the Registrar.
33. The case shall be reviewed upon development in the police investigation/legal proceedings. Students are reminded that they are under an obligation to keep the College informed as to the status of their case.
34. When the police investigations have been concluded and, either the student has been prosecuted, or a decision not to prosecute has been taken, the Master and the Registrar shall decide whether disciplinary action under these regulations should continue to be taken or whether a **Declaration of Criminal Convictions Risk Assessment** is undertaken. It should be noted that some behaviours that are not illegal, or where prosecution is not taken, are not the behaviours expected or accepted of an NCH student and this policy will be followed, with the possibility of suspension or expulsion.
35. Where a student has been convicted of a criminal offence, the conviction shall be deemed conclusive evidence that the offence has been committed – i.e. the College should not seek to "go behind" the conviction or reach another conclusion in relation to the matters that led to the conviction.
36. Where a finding of misconduct is made and the student has also been sentenced by a criminal court in respect of the same facts, the court's

penalty shall be taken into consideration in determining the penalty under these regulations.

37. A student, on whom a custodial sentence is imposed, shall normally be required to suspend studies for the duration of the custodial sentence or beyond.
38. Where the custodial sentence is more than twelve (12) months or longer than the remainder of the duration of the student's candidature period, the Registrar, on behalf of the Master, will normally require the student to withdraw from the College. The Registrar shall confirm this decision in writing. The student may, however, appeal against this decision to the Master under the Disciplinary Appeals Board, within fourteen (14) working days of the date of the decision.
39. In any case where the student has been suspended due to a custodial sentence, the student's return to the College would normally be conditional upon the satisfactory outcome of the **Declaration of a Criminal Conviction Risk Assessment**. Conditions and restrictions may be imposed governing the student's movements and conduct if they are allowed to resume studies.

REPORTING OF A DISCIPLINARY OFFENCE

40. All cases of misconduct shall be reported by staff or students to the Registrar, in writing as soon as possible after they occur. The report should contain the following information:
 - 40.1 Person or persons against whom the allegations of misconduct are made;
 - 40.2 Nature and frequency of the misconduct;
 - 40.3 Time and location of the misconduct and its reporting;
 - 40.4 Witnesses who observed the misconduct and/or others made aware of the misconduct;
 - 40.5 Actions taken to deter the misconduct;
 - 40.6 Any substantiating documentation/evidence.

PRELIMINARY INVESTIGATION AND INTERVIEW

41. Any alleged breach of College rules and regulations shall be the subject of a preliminary assessment. The purpose of a preliminary assessment shall be to determine whether the alleged breach may be disposed of summarily by the person undertaking the assessment without the need to instigate formal disciplinary procedures.
42. The Registrar or their nominee shall carry out the preliminary assessment of the case and assess whether a prima facie (potential) case exists. If a formal warning is already in place on the student's record, the case will automatically be considered a major offence and referred to a meeting of the NCH Disciplinary Committee.
43. Where the Registrar or their nominee considers it to be appropriate, they shall advise the student of the allegation of misconduct in writing, and give the student seven (7) working days in which to respond in writing to the allegation. If the student fails to respond to the allegation then the Registrar or their nominee may assess the case, based on the available evidence.
44. As part of the preliminary assessment, the Registrar or their nominee shall normally hold an investigative interview with the student before deciding whether any further action should be taken. The student will be informed in writing of the issues discussed and the conclusion of the preliminary assessment within five (5) working days of the investigative interview.
45. Following the preliminary assessment, the Registrar or their nominee shall have the discretion to apply one or more of the following:
 - 45.1 Dismiss the allegation of misconduct, in which case the matter is closed and no record is retained of the allegation;
 - 45.2 Require the student to apologise in specified terms to one or more named persons by a specific date;
 - 45.3 Invite the student to accept a formal written warning with or without the requirement that they sign a Behavioural Code of Conduct to affirm his/her knowledge and understanding of the Disciplinary Procedure;
 - 45.4 Invite the student to attend an alcohol/drug awareness session and/or fire safety seminar;
 - 45.5 Stay the case pending criminal convictions investigation/legal proceedings;
 - 45.6 Refer the incident of misconduct to either the Minor or Major Disciplinary Procedures.
46. In response to an invitation to accept a formal written warning (with or without the requirement that they sign a behavioural contract) and/or attend an alcohol/drug awareness session or a fire safety seminar, the student may choose to accept or reject the outcome. Where the student rejects this outcome, the Registrar or their nominee will determine a different outcome from the list above. The Registrar or their nominee could impose a more severe penalty if they subsequently find that the student has committed a disciplinary offence.

47. Where the student accepts a formal written warning (with or without the requirement that they sign a behavioural contract) and/or agrees to attend an alcohol/drugs awareness session or fire safety seminar, the Registrar or their nominee may provide details of the case to the student's Personal Tutor and/or Head of Faculty, who may comment upon the student's conduct with regards to the case in any subsequent letters of commendation or references provided for the student.

DEFINITION OF MINOR AND MAJOR DISCIPLINARY OFFENCES

48. Procedures for taking disciplinary actions are dealt with at one of two levels, which shall be determined by the preliminary assessment.
49. Minor offences include but are not restricted to the following:
- 49.1 Obstruction of staff in the performance of their duties;
 - 49.2 Noise or disturbance in the buildings;
 - 49.3 Disorderly, insulting or anti-social conduct;
 - 49.4 Damage to College equipment or property valued below £500;
 - 49.5 Minor health and safety violations.
50. Major offences include but are not restricted to the following:
- 50.1 Further offences when a formal warning is in place on a student's record;
 - 50.2 Behaviour which constitutes a criminal offence;
 - 50.3 Violence;
 - 50.4 Threatening, harassing or intimidating behaviour;
 - 50.5 The use of illicit substances;
 - 50.6 Incidences requiring police involvement;
 - 50.7 Damage to College equipment or property valued above £500.
51. Major offences will be considered by the NCH Disciplinary Committee.

PROCEDURE FOR THE CONSIDERATION OF MINOR OFFENCES

52. Minor offences will be dealt with by a panel of three from a group of staff (with no prior involvement with the case) approved by the Master. As soon as possible after the incident and preliminary assessment, the student will be called to a meeting of the Minor Disciplinary Panel.
53. Notification and procedures of the meeting, the Secretary to the panel shall:
- 53.1 Invite the student to the meeting in writing giving a maximum of five (5) working days' notice. In all instances the address used to communicate with the student will be the most recent mailing list held on the student database. Students will be advised of the date and time of the meeting by recorded delivery post. Students will be requested to acknowledge receipt of this letter within five (5)

working days. If a student does not respond within this period, the case may be considered in the student's absence;

- 53.2 Advise the nature of the allegation and invite them to submit a written response;
 - 53.3 Inform the student of their right to call witnesses, and to be accompanied at the hearing by a friend who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The friend will normally be another student or staff member of the College;
 - 53.4 The Secretary of the panel will keep a note of the meeting, the decision of the committee and of any penalty imposed;
 - 53.5 Inform the student in writing within five (5) days of the decision of the panel. If no appeal against the decision is received within the timescale set out in paragraph 60, the College will issue a Completion of Procedures letter advising that the disciplinary process has been completed.
54. Powers of the panel
- 54.1 The Panel will have the power to impose one or a combination of, the penalties available as set out in in the table at paragraph 59.
 - 54.2 The student has a right to appeal against both a finding of guilt and any penalty imposed under the summary of procedure as set out in paragraph 60.

PROCEDURES FOR THE CONSIDERATION OF MAJOR OFFENCES

- 55. In very severe cases (e.g. violence) the Master may choose to suspend students with immediate effect;
- 56. All major offences will be dealt with by an NCH Disciplinary Committee, which will consist of three members from a group of staff approved by the Master. No person shall sit on the NCH Disciplinary Committee if they are directly associated with the students' studies. The Master will nominate the Chair;
- 57. In all instances the address used to communicate with the student will be the most recent mailing address held on the student database;
- 58. The student will be advised of the date and time of the meeting by recorded delivery post. Students will be requested to acknowledge receipt of this letter within five (5) working days. If a student does not respond within this period, the case may be considered in the student's absence.

NCH DISCIPLINARY COMMITTEE

- 59. Notification of the meeting
 - 59.1 A meeting of the NCH Disciplinary Committee will be arranged as soon as predictable after the preliminary investigation has been completed and normally within twenty (20) working days. Timescales

may need to be extended during busy periods and the student will be kept informed of any delay in proceedings;

- 59.2 The student shall be given a minimum of ten (10) working days' notice of the date, time and place of the meeting at which they are required to appear. The notice of the hearing will be accompanied by details of the case against the student and a copy of this procedure. The notice will also confirm details of any suspension that may be in place;
- 59.3 The student will be informed of their right to be heard in person at the meeting and of their right to call witnesses;
- 59.4 The student shall be informed of their right to be accompanied by a friend who is not professionally engaged in legal practice or otherwise experienced in advocacy by reason of employment. The friend will normally be another student or staff member of the College, including a member of NCH Student Union;
- 59.5 The student will inform the Secretary to the NCH Disciplinary Committee of any written documents on which they intend to rely on at the meeting and will provide copies to the Secretary at least five (5) working days before the meeting;
- 59.6 The student is entitled to receive copies of all documents used in consideration of the case, which will be sent no less than five (5) working days.

60. Procedure of the meeting

- 60.1 The Committee may deal with the case in the absence of the student if the student fails to appear without reasonable excuse, or notifies the Secretary that they do not wish to appear.
- 60.2 The Order of Proceedings:
 - 60.2.1 Introduction of those present;
 - 60.2.2 The case against the student will be presented by the Registrar or their nominee. In presenting the case against the student, such person will advise the Committee of the allegation as set out in the notice to the student;
 - 60.2.3 The student shall respond to the allegation and shall have the opportunity to question the case presenter at the discretion of the Chair;
 - 60.2.4 The Committee shall have the opportunity to question both the case presenter and the student;
 - 60.2.5 Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the Committee or the other party may put to them through the Chair. Once their evidence has been heard and there are no more questions, witnesses shall be required to leave the room;

- 60.2.6 The case presenter, Registrar or their nominee, shall sum up the allegation. New evidence is not admissible at this time;
- 60.2.7 The Student shall sum up. New evidence is not admissible at this time;
- 60.2.8 The case presenter and the student shall withdraw whilst the Committee reaches its decision in private.
- 60.3 Witnesses shall normally be required to attend to give evidence in person. The Committee may accept a witness's written statement in evidence where it is impracticable for the witness to attend;
- 60.4 The Committee may impose time limits on oral addresses and submissions;
- 60.5 The Committee shall rely only on evidence presented verbally at the hearing or in written format beforehand;
- 60.6 The Committee may adjourn proceedings for a period not exceeding twenty (20) working days in the first instance, and its findings or decision deferred accordingly;
- 60.7 The Committee will find the allegation of misconduct proven if it is considered that the evidence presented identifies, on the balance of probabilities, that the student is blameworthy of the misconduct. The verdict of the Committee shall be that of the majority of its members;
- 60.8 The decision of the NCH Disciplinary Committee shall be communicated to the student in writing, normally within five (5) working days. If no appeal against the decision is received within the time scale set out in the decision letter, the College will issue a Completion of Procedures letter advising that the disciplinary process has been completed;
- 60.9 The Secretary of the Committee will keep a note of the hearing, the decision of the Committee and of any penalty imposed.
- 61. Powers of the Disciplinary Committee
 - 61.1 The Committee will have the power to impose one, or a combination of, the penalties available as set out in in the table at paragraph 62.1;
 - 61.2 The student has a right of appeal against both a blameworthy finding and/or any penalty imposed under the summary procedure as set out in paragraph 63.
- 62. Ranges of penalties and their application
 - 62.1 One or a combination of the range of penalties detailed in the following table may be imposed as applicable:

	Penalty	Level of Application
1	Dismiss the allegation of misconduct, in which case the matter is closed and no record is retained of the allegation.	Minor or Major
2	Issue a verbal warning, which means that no immediate punishment is imposed but if a further case of misconduct occurs within the following six (6) months the student will then be dealt with for both offences.	Minor or Major
3	Issue a formal written warning to remain on the student's permanent record for the duration of their registration with NCH, which will be taken into consideration if a further proven case of misconduct occurs at any time.	Minor or Major
4	Require the student to provide a written apology or reflective piece of work on their behaviour.	Minor or Major
5	Require the student to pay for, or otherwise make good, any damaged caused, or to the costs incurred by the College as a direct consequence of the misconduct.	Minor – up to £500 Major - unlimited
6	Fine to a maximum of £1000. The precise level of any fine will be determined by the committee.	Major only
7	Temporary exclusion from the College for a period of not more than twelve (12) calendar months, which will prevent the student from entering any College sites. In cases of temporary exclusion where it is deemed that the student's studies will be sufficiently affected by the exclusion, the student will be formally interrupted from their programme.	Major only
8	Permanent exclusion from the College following approval by the Master.	Major only

62.2 Unpaid fines and/or costs for repair/replacement/cleaning are considered by the College to be student debt and failure to make full payment of such debt may prevent the student from continuing on the programme or from graduating.

62.3 Where fraud has occurred, the College will take all necessary steps to recover any monies obtained fraudulently by offending students.

62.4 When determining the penalty to be applied in cases of proven misconduct, consideration will be given to:

62.4.1 The seriousness of the misconduct;

62.4.2 The student's previous disciplinary record;

62.4.3 The conduct of the student following the misconduct;

62.4.4 If the misconduct has been admitted;

62.4.5 Any mitigating factors as applicable.

APPEALS PROCEDURE

63. Appeals against disciplinary decisions

- 63.1 A student may appeal against a finding of guilt or a penalty imposed by the Minor Disciplinary Panel or the Disciplinary Committee. The appeal must be made in writing to the Master within ten (10) working days of the written notification of the penalty imposed;
- 63.2 The student may only appeal on one or more of the following grounds, which must be specified in the letter of appeal:
- 63.2.1 There has been a procedural irregularity or a failure to observe the provisions of the Policy and Procedure. It shall be for the Disciplinary Appeals Board to determine whether any such irregularity or failure to observe the provision of the Student Code of Conduct and Disciplinary Procedures brings into question the decision of the original hearing;
 - 63.2.2 The conclusions of the Minor Disciplinary Panel or Disciplinary Committee cannot, having regarded the evidence submitted, be reasonably sustained. Fresh evidence may be advanced in support of an appeal only where it could not reasonably have been made available at the time of the original hearing;
 - 63.2.3 The penalty imposed is excessive, inappropriate, or not available under the provisions of this Policy.
- 63.3 Following submission of an appeal the Master or their nominee will undertake a preliminary review of the appeal.
- 63.4 Where the preliminary review identifies that the appeal does not have substance within the accepted grounds for appeal stipulated in paragraph 63.2, the student shall be informed of the decision in writing and the College will issue a Completion of Procedure Letter advising that the disciplinary process has been completed.
- 63.5 Where the preliminary review identifies that the grounds for appeal are accepted as valid, the appeal will be submitted to the Disciplinary Appeals Board.
- 63.6 The Disciplinary Appeals Board will consist of three persons approved by the Master. No person shall sit on the Disciplinary Appeals Board if they are directly associated with the student's studies or with the disciplinary decision against which the appeal is made.
- 63.7 The hearing will be limited to the grounds stated in the student's letter of appeal and should not take the form of a rehearing of the original complaint. The Disciplinary Appeals Board will be provided with the report for the Minor Disciplinary Panel or the Disciplinary Committee but will not at this time interview appellant or witnesses.

- 63.8 If the Disciplinary Appeals Board is satisfied that there is sufficient evidence of substantive defect in procedures which might have resulted in wrong finding or that there may have been an excessive penalty applied, the student may be invited to a further hearing.
- 63.9 The proceedings of the Disciplinary Appeals Board will be determined by the Board and will take such form as the Board determines appropriate to investigate the grounds for appeal stated in the appellant's letter.
- 63.10 The Disciplinary Appeal Board may impose the following:
- 63.10.1 Reject the appeal, in which case the original penalty imposed will stand;
 - 63.10.2 Substitute such other penalty from the list of sanctions available to the Disciplinary Committee in the table at paragraph 62.1 as it considers appropriate. This penalty may be either less or more severe than the original penalty.
- 63.11 The Disciplinary Appeals Board shall consider its decision in private and shall notify the appellant of the decision within five (5) working days.
- 63.12 The decision of the Disciplinary Appeal Board shall be final and no further appeal may be permitted. The College will issue a Completion of Procedure letter advising that the disciplinary process has been completed. This letter will include the contact details of the Office of the Independent Adjudicator for further information, see paragraph 66.

EXTERNAL AND INDEPENDENT REVIEW

64. Undergraduate students
- 64.1 In accordance with the Memorandum of Agreement with Southampton Solent University, Section 15: Student Discipline and Complaints 15.1, students are subject to NCH's policies, regulations and procedures relating to criminal offences and breaches of the general (non-academic) regulations of NCH. Any alleged breach of such policies, regulations and procedures will be dealt with by NCH in accordance with the policies, regulations and procedures operated by NCH from time to time.
 - 64.2 In accordance with the Memorandum of Agreement, 15.2, NCH's decision in respect of non-academic disciplinary matters shall be final.
 - 64.3 If, after exhausting the Appeals Stage, the student feels there to have been an error of judgment, or that the due process has not been followed, then a review may be requested from the Office of the Independent Adjudicator (see paragraph 66)
65. Postgraduate Students

65.1 In accordance with the Memorandum of Agreement with Swansea University, the management of student discipline falls under the responsibility of New College of Humanities.

65.2 If, after exhausting the Appeals Stage, the student feels there to have been an error of judgment, or that the due process has not been followed, then a review may be requested from the Office of the Independent Adjudicator.

66. Office of the Independent Adjudicator (OIA)

66.1 The Office of the Independent Adjudicator is an independent body to review student complaints against higher education institutions.

66.2 If students are still unsatisfied with the outcome of the College’s student discipline procedure, they are able to refer their case to the OIA. Further details can be found [here](#).

REPORTING AND MONITORING

67. The Registrar shall report to the Academic Board statistical information relating to disciplinary cases on an annual basis. It shall be the responsibility of the Academic Board to monitor the data and make recommendations as appropriate.

68. It shall be the responsibility of Academic Board to review the policy and procedures for disciplinary cases and their effectiveness, and make recommendations for change.

Title	Student Code of Conduct and Disciplinary Procedures	Author	Head of Quality Assurance
Location	NCH Academic Handbook	Approved by	Academic Board
Version	3	Last updated	January 2017
Publication date	27.01.17	Review date	July 2018
Related policies	Declaration of Criminal Conviction Risk Assessment Procedure		
Quality Code	Quality Code Chapter B4		