

# Student Code of Conduct and Disciplinary Procedures

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## INTRODUCTION

1. Students at New College of the Humanities (the College) 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 policies, 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 Adjudicator<sup>1</sup> 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. On accepting the College's terms and conditions, all students confirm that they accept the College's policies and procedures, which includes the Student Code of Conduct.

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<sup>1</sup> <http://www.oiahe.org.uk/>

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.

### 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. The student shall be reminded that the Student Wellbeing Coordinator (SWC) may be able to assist or offer advice in confidence and that the NCH Student Union is also available to support them and can accompany them to the meetings. The student will be informed that the College is not permitted to contact the SWC or NCHSU on their behalf and that it is the responsibility of the student to contact them if they require support.
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 (the Master) 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 member of staff 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 policies and procedures 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 42.

### **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 they are 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 of the College or any authorised visitor to the College.
  - 24.3. Violent, indecent, disorderly, threatening or offensive behaviour or language while 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 threatens the rights and privacy of any member of the College, while 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 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 any student, member of staff of the College or any authorised visitor to the College.
- 24.9. Possession or misuse of drugs which constitutes a criminal offence. Under this heading it will also be considered as misconduct to attend any College activities under the adverse influence of alcohol or drugs.
- 25. Breach of the provisions of any the College policy or procedure, 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 this code of conduct and disciplinary 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 appropriate, the College will consider referring incidents to the Police, or if necessary, UK Visa and Immigration or the Home Office.<sup>2</sup>
- 32. Where the disciplinary offence in question is also a criminal offence a decision will not normally be made under this procedure 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".
- 33. 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.

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<sup>2</sup> There is generally no legal requirement to report alleged or suspected crimes to the police. However, there are some exceptions. For example, in relation to suspected money laundering or suspect terrorist activity.

34. 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.
35. Where police investigations have been concluded and the student has been prosecuted the Master and the Registrar shall decide whether disciplinary action under this procedure should continue to be taken or whether a **Declaration of Criminal Convictions Risk Assessment** is undertaken. It should be noted that in cases where the behaviours are not illegal, or where no prosecution has been taken, the behaviours are those not expected or accepted of an NCH student and this procedure will be followed, with the possibility of suspension or expulsion.
36. Where a student is acquitted of a criminal offence, or where the criminal investigations have been dropped, the College may still take action against the student under disciplinary procedures. The College will specify precisely how the student's behaviour is said to have breached the College's Code of Conduct and what action is intended to be taken.
37. 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.
38. 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 this procedure.
39. 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.
40. Where the custodial sentence is more than 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 (DAB), within 10 working days of the date of the decision.
41. 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**

42. 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:

- 42.1. Person or persons against whom the allegations of misconduct are made
- 42.2. Nature and frequency of the misconduct
- 42.3. Time and location of the misconduct and its reporting
- 42.4. Witnesses who observed the misconduct and/or others made aware of the misconduct
- 42.5. Actions taken to deter the misconduct
- 42.6. Any substantiating documentation/evidence

### **PRELIMINARY INVESTIGATION**

43. Any alleged breach of College policies and procedures, under this procedure, shall be the subject of a preliminary investigation. The purpose of a preliminary investigation shall be to determine whether the alleged breach may be disposed of summarily by the person undertaking the investigation without the need to instigate formal disciplinary procedures.
44. The Registrar (or their nominee) will carry out the preliminary investigation of the case and assess whether a prima facie (potential) case exists.
45. The Registrar will write to the student who has been accused of breaching the College's policies and procedures, informing them of the alleged breach and the procedure.
46. The Registrar (or their nominee) will normally meet with the student being accused of misconduct. If the allegation has been made another student, the Registrar (or their nominee) will normally meet with this student promptly in order to clarify the facts and explain the remit of the investigation and to answer any questions. The Registrar (or their nominee) may talk to staff or other students and consider documents and other evidence.
47. The student will be informed of the outcome of the preliminary investigation and if the allegation of misconduct is confirmed, the Registrar or nominee will provide the student with the evidence and an outline of the procedure. The student will also be given a hard copy of this Code of Conduct and Disciplinary Procedure. The student is expected to acknowledge receipt of the letter within five working days. If the student fails to respond to the notification of the breach in the Code of Conduct, the preliminary investigation can continue in the student's absence.
48. The Registrar (or their nominee) will produce a report based on the preliminary investigation which outlines the process that has been followed, the information gathered, and their conclusions. The student will receive copies of the information obtained during the preliminary investigation, a copy of the investigation report and information about the next steps in the process.
49. Following the preliminary investigation, the Registrar (or their nominee) shall have the discretion to apply one or more of the following:
  - 49.1. Dismiss the allegation of misconduct, in which case the matter is closed, and no record is retained of the allegation

- 49.2. Require the student to apologise in specified terms to one or more named persons by a specific date
  - 49.3. Invite the student to accept a formal written warning with or without the requirement that they sign a Behavioural Code of Conduct Contract to affirm their knowledge and understanding of the Disciplinary Procedure
  - 49.4. Invite the student to attend an alcohol/drug awareness session and/or fire safety seminar
  - 49.5. Provide the student with information about the nearest sexual assault centre
  - 49.6. Stay the case pending criminal convictions investigation/legal proceedings
  - 49.7. Refer the incident of misconduct to the Disciplinary Panel (DP)
50. 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, and/or referral to sexual assault centre, 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 the student rejects the penalty imposed by the Registrar (or their nominee), the student can appeal (paragraph 74) to the Master.
51. 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 or sexual assault centre, 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**

52. Minor offences include but are not restricted to the following:
- 52.1. Obstruction of staff in the performance of their duties
  - 52.2. Noise or disturbance in the buildings
  - 52.3. Disorderly, insulting or anti-social conduct
  - 52.4. Damage to College equipment or property valued below £500
  - 52.5. Minor health and safety violations
  - 52.6. Breach of College policy
53. Major offences include but are not restricted to the following:
- 53.1. Further offences when a formal warning is in place on a student's record

- 53.2. Behaviour which constitutes a criminal offence
- 53.3. Violence
- 53.4. Sexual assault
- 53.5. Threatening, harassing or intimidating behaviour
- 53.6. The use of illicit substances
- 53.7. Breach of College policy
- 53.8. Incidences requiring police involvement
- 53.9. Damage to College equipment or property valued above £500.

### **DISCIPLINARY PANEL**

- 54. As soon as possible after the incident and preliminary investigation, the student will be called to a meeting of the DP. This meeting and all discussions will not be conducted electronically. All panel meetings will be conducted in a formal setting at College. All meetings will be recorded in written format.
- 55. All offences will be dealt with by a DP of three from a group of staff approved by the Master. The Master shall appoint the Chair of the DP. The DP members should be free of any bias or any reasonable perception of bias. The Master will consider the composition of the DP with the information available at the time. All DP members must participate in the whole process for the final decision to be valid.

### **DISCIPLINARY PANEL PROCEDURE**

- 56. Notification and procedures of the meeting, the Secretary to the DP shall:<sup>3</sup>
  - 56.1. Invite the student to the meeting in writing giving a minimum notice period of 10 working days. In all instances the address used to communicate with the student will be the most recent mailing address held on the student database. Students will be advised of the date and time of the meeting
  - 56.2. The Secretary will provide the student with:
    - 56.2.1. The membership of the DP, and the student's right to object to the Secretary about the participation of one or more of those members, provided the objection and the reason(s) for it are presented to the Secretary in writing by no later than five working days of the date of the Secretary's communication.
    - 56.2.2. A hard copy of the Registrar's (or nominee) report from the preliminary investigation

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<sup>3</sup> The Secretary to the Disciplinary Panel will be a member of the Quality Team



- 56.2.3. The procedural and logistical arrangements of the DP
- 56.2.4. The identity of any witnesses or other attendee at the DP meeting
- 56.2.5. The student's right to be accompanied to the meeting, normally be a friend or member of the College's Student union who will be expected to silently observe the process
- 56.3. The student will be requested to acknowledge receipt of this letter within five working days. If a student does not respond within this period, the case may be considered in the student's absence.
- 56.4. The Secretary will provide the DP with:
  - 56.4.1. An invitation to be a DP member, in writing, giving a minimum notice period of 10 working days
  - 56.4.2. The procedural and logistical arrangements of the DP meeting
  - 56.4.3. A hard copy of the Registrar's (or nominee) report form the preliminary investigation
  - 56.4.4. A list of witnesses who have been asked to attend the DP meeting
- 57. If the student or witnesses are unable to attend the DP meeting for good reason, the meeting can be rearranged. The rescheduling of the DP meeting requires approval from the Chair of the DP. The student will need to put in writing the reason for the rearrangement of the DP meeting, with supporting evidence if available.
- 58. It is preferable that witnesses attend the meeting in person. At the discretion of the Chair, the witnesses can attend via video link. The Chair may accept a witness's written statement in evidence where it is impracticable for the witness to attend.
- 59. The DP 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. The order of proceedings:
  - 60.1. Introduction of those present.
  - 60.2. The case against the student will be presented by the Registrar (or their nominee) (case presenter). In presenting the case against the student, such person will advise the DP of the allegation as set out in the notice to the student.
  - 60.3. The student shall respond to the allegation and shall have the opportunity to question the case presenter at the discretion of the Chair.
  - 60.4. The DP shall have the opportunity to question both the case presenter and the student.

- 60.5. Either party may call witnesses who shall attend only to present their evidence and to answer any questions that the DP 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.
- 60.6. The case presenter shall sum up the allegation.
- 60.7. The student can present their response to the allegations but are not obliged to. It is their choice, although the College strongly advises that the student does present their response.
- 60.8. The student is able to present mitigating circumstances or factors that should be taken into account when deciding the penalty. Mitigating factors might include:
  - 60.8.1. The offence is a minor case of a serious offence, for example, minor damage to property.
  - 60.8.2. It is a first offence.
  - 60.8.3. The student admitted the offence at the earliest opportunity.
  - 60.8.4. The student has expressed remorse.
  - 60.8.5. The student has compelling personal circumstances that affected their judgement.
61. The case presenter and the student shall withdraw while the DP reaches its decision in private.
62. The DP may impose time limits on oral addresses and submissions.
63. The DP may adjourn proceedings for a period not exceeding 20 working days in the first instance, and its findings or decision deferred accordingly.
64. The DP 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 DP shall be that of the majority of its members.
65. The decision of the DP, including the reason for the penalty selected, shall be communicated to the student in writing by the Secretary, normally within five working days.
66. 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.
67. The Secretary of the DP will securely store a record of the meeting, the decision of the DP and of any penalty imposed.

#### **POWERS OF THE DISCIPLINARY PANEL**

68. The DP has the power to impose one, or a combination of, the penalties available as set out in in the table at paragraph 70.

69. 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 74.

70. Ranges of penalties and their application

70.1. 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 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 DP.	Major only
7	Temporary exclusion from the College for a period of not more than 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

71. 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.

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

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

- 73.1. The seriousness of the misconduct.
- 73.2. The student's previous disciplinary record.
- 73.3. The conduct of the student following the misconduct.
- 73.4. If the misconduct has been admitted.
- 73.5. Any mitigating factors as applicable.

### **APPEALS PROCEDURE**

74. A student may appeal against a finding of guilt or a penalty imposed by the Registrar (or their nominee) or the DP. The appeal must be made, using the Student Appeal Form ([ANNEX 1](#)), to the Master within 10 working days of the written notification of the penalty imposed.
75. The student may only appeal on one or more of the following grounds, which must be specified in the letter of appeal:
  - 75.1. There has been a significant procedural flaw or irregularity that compromised the fairness of the process. It shall be for the DAB 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.
  - 75.2. New material evidence, which must be supported by explanation of why it is being submitted at this late stage.
  - 75.3. That there is a bias or reasonable perception of bias during the procedure.
  - 75.4. An outcome, decision and/or penalty, being unreasonable or disproportionate.
76. Following submission of an appeal, the Master (or their nominee) will undertake a preliminary review of the appeal.
77. Where the preliminary review identifies that the appeal does not have substance within the accepted grounds for appeal stipulated in paragraph 75 the student shall be informed of the decision in writing and the College will issue a Completion of Procedures Letter advising that the disciplinary process has been completed.
78. Where the preliminary review identifies that the grounds for appeal are accepted as valid, the appeal will be submitted to the DAB.
79. The DAB will consist of three persons approved by the Master. No person shall sit on the DAB if they are directly associated with the student's studies or with the disciplinary decision against which the appeal is made.
80. 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 misconduct. The DAB will be provided with a report from the Registrar (or nominee) or the report from the DP but will not at this time interview the appellant or witnesses.

81. If the DAB 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.
82. The proceedings of the DAB 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.
83. The DAB may:
  - 83.1. Reject the appeal, in which case the original penalty imposed will stand.
  - 83.2. Substitute such other penalty from the list of sanctions available to the DP in the table at paragraph 70.1 as it considers appropriate. This penalty may be either less or more severe than the original penalty.
  - 83.3. Review the decision made by the Registrar (or their nominee), and confirm, amend or dismiss the penalty imposed by the Registrar (or their nominee).
  - 83.4. Refer the case back to the DP for reconsideration of the penalty imposed or request a re-hearing of the case (if the case has been heard by the DP).
84. The DAB shall consider its decision in private and shall notify the appellant of the decision within five working days.
85. The decision of the DAB 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 88.

## DEGREE AWARDING BODIES

86. Undergraduate students
  - 86.1. In accordance with the Memorandum of Agreement with 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.*

*15.2 NCH's decision in respect of non-academic disciplinary matters shall be final. 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.*

87. Postgraduate Students

- 87.1. In accordance with the Validation Agreement with Swansea University, the management of student discipline falls under the responsibility of the College.
- 87.2. 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.

**OFFICE OF THE INDEPENDENT ADJUDICATOR (OIA)**

- 88. If students are dissatisfied with the outcome of the College's student disciplinary procedures once they have exhausted the appeals procedures, they are able to refer their case to the Office of the Independent Adjudicator (OIA).
- 89. The OIA is an independent body to review student complaints against higher education institutions. Further details can be found [here](#).
- 90. On completion of the College's procedure, the student will be provided with a Completion of Procedures (COP) letter. This will provide the student with all the necessary information on how to appeal to the OIA. This includes:
  - 90.1. The issues raised during the procedure.
  - 90.2. The procedures that were followed.
  - 90.3. The outcomes of the procedures.
  - 90.4. The date by which the OIA must receive a completed complaint form.

**REPORTING AND MONITORING**

- 91. The Registrar shall report to Academic Board statistical information relating to disciplinary cases on an annual basis. It shall be the responsibility of Academic Board to monitor the data and make recommendations as appropriate.
  - 92. It shall be the responsibility of Academic Board to review the policy and procedures for disciplinary cases and their effectiveness, and to make recommendations for change.
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## STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

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Title	Student Code of Conduct and Disciplinary Procedures	Author	Head of Quality Assurance
Location	NCH Academic Handbook	Approved by	Academic Board
Version	3.1	Last updated	October 2018
Publication date	January 2019	Review date	May 2021
Related policies	Declaration of Criminal Conviction Risk Assessment Procedure		
External Reference Point	UK Quality Code: Enabling Student Achievement; Learning and Teaching; Office of the Independent Adjudicator		

## ANNEX 1



New College  
of the Humanities

## Student Appeal Form<sup>4</sup>

**This form along with all documentary evidence should be submitted to the Master within ten working days of the written notification of the decision.**

Section 1: Student information			
Student ID number			
First and middle names		Surname	
NCH email address			
Programme		Level of study	

Section 2: Grounds for appeal		
<i>On which grounds are you appealing (choose one or more of the following):</i>		
1	There has been a significant procedural flaw or irregularity that compromised the fairness of the process.	
2	New material evidence (which must be supported by explanation of why it is being submitted at this late stage).	
3	There is a bias or reasonable perception of bias during the procedure.	
4	An outcome, decision and/or penalty, being unreasonable or disproportionate.	
Write a statement to support your grounds for appeal.		

<sup>4</sup> Please email [sas@nchlondon.ac.uk](mailto:sas@nchlondon.ac.uk) to obtain a word version of this document.



**Section 3: Evidence**

*Please list all the supporting evidence you have included with your appeal.  
Please ensure you include copies of all the evidence you wish to submit to support your appeal.*

**Section 4: Certification of form**

**1. Confidentiality**

*In accordance with the General Data Protection Regulations 2018 we require your consent to:*

- Hold elements of the information you have provided on an electronic database*
- Disclose the information to authorised members of the College staff for purposes connected with the investigation of your case*

**2. False claims**

*Submission of false or fraudulent documentation is an offence, which will be dealt with under the Student Code of Conduct and Disciplinary Procedures. The College reserves the right to check on the validity of the document(s) submitted by contacting any relevant third parties directly.*

*By signing here, you confirm that you agree with the above statements and give your consent for the information provided to be used as detailed above.*

Name:

Signature:

Date:

**ANNEX 2**

**STUDENT DISCIPLINARY PROCEDURE**

