

Student Non Academic Conduct and Disciplinary Policy and Procedure

Students, as independent learners of the University of Bolton, are expected to behave in a mature and responsible manner. This policy and procedure is necessary to cover those occasions when a student's behaviour and/or conduct falls short of these expectations.

1 Purpose and Scope of the Policy and Procedure

- 1.1 The purpose of the Student Non Academic Conduct and Discipline Procedure is to set out the standards of conduct and behaviour required to maintain and protect an environment conducive to learning and which is in keeping with the values of the University as set out in the _____.
- 1.2 This policy and procedure does not cover Academic Misconduct, for example plagiarism, cheating, examination misconduct. However, in the event that misconduct covers both Academic Misconduct and Non Academic Conduct and Discipline both procedures may be considered concurrently.
- 1.3 Following the procedure ensures that disciplinary matters are dealt with promptly, fairly and consistently. The procedure gives guidance on how actions should be taken arising from misconduct.
- 1.4 By joining the University community, students agree to abide by all its policies and procedures and to adhere to the standards of behaviour specified within the policies and procedures which are set out in the Student Information Policy Zone and which include, without limitation, the following:

- Academic Misconduct Regulations and Procedures
- Code(s) of Practice Relating to Freedom of Speech and Meetings on University Premises
- Code of Practice Relating to Freedom of Speech and all Planned, Affiliated, Funded or Branded Events Taking Place Off Campus
- Code of Practice on Postgraduate Research Programmes
- Dignity at Study Policy (The University Policy on Harassment, Bullying, Discrimination and Victimisation)
- Examination Procedures
- Fitness to Practice Procedure
- Halls of Residence - Student Conduct Statement

Health and Safety Policy
Library Rules and Regulations
Mental Health Policy
Policy on use of illegal drugs and misuse of legal drugs by students
Prevent Policy
Regulations on the use of University IT Facilities
Sports Facilities Regulations
Student Admissions Policy
Student Attendance Policy
Student Raising a Concern or Making a Complaint Policy and Procedure
Supported Study Policy

- 1.5 It is expected that, where appropriate, staff and students will seek to resolve matters informally before any formal disciplinary procedures are invoked.

3 General Principles

3.1 General Principles

- 3.1.1 In all cases the principles of natural justice will be applied.
- 3.1.2 No formal disciplinary action will be taken against a student until the initial investigation stage has been completed. It is expected that minor issues of misconduct can normally be resolved informally between those involved either, student and student or student and member of staff.
- 3.1.3 In the event that criminal proceedings have been taken against the student, the University disciplinary procedure will normally be suspended until the criminal proceedings are complete.
- 3.1.4 In the first instance it will be the duty of the Investigating Officer (as defined in paragraph 4.1) to decide, in consultation with the Head of Quality Systems,

3.1.10 The University in undertaking any aspect of this procedure will seek to make

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- b) New material evidence is available which the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome;
 - c) The outcome (whether the decision or sanction) was unreasonable.
- 8.6 The student will be notified in writing of the arrangements for the appeal and his/her right to be accompanied by a companion who will normally be a representative.

9 Completion of Procedures and the Office of the Independent Adjudicator

- 9.1 In the letter confirming the outcome of the appeals hearing, the student will be notified by way of the accompanying Completion of Procedures letter of his/her right to request an independent review by the Office of the Independent Adjudicator.

10 Keeping of Records

- 10.1 Records of the disciplinary case will be kept for the period of the active sanction and comply with relevant statutes and will be destroyed thereafter. These records will

action taken, the reason for action taken, whether an appeal is lodged and the outcome. Notes of any formal meetings will also be kept.

11 Other Related Policies

- 11.1 Other related policies can be found on the University of Bolton [Student Information](#)

Appendix A

An illustrative, non-exhaustive list of unacceptable behaviours and cond

The aim of this appendix is to give illustrations, which are not exhaustive, of behaviours and conduct which will not be tolerated by the University to constitute serious breaches of discipline for the purposes of this Policy, whether expressed or implied, in writing or electronically, occurring on University premises or elsewhere, including social networking sites, blogs, websites or other digital platforms.

In investigating the circumstances surrounding a particular incident, and being presented with any other mitigating circumstances, the University may choose to impose sanctions less than those outlined in this appendix.

Sanctions which warrant expulsion from the University for the first breach are considered to be examples of serious breaches.

	Breach	First Formal Sanction	Second Formal Sanction
1	Conduct to Others		

1.3	Harassment or intimidation and/or discrimination towards people on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including non-belief), gender, sexual orientation or gender reassignment;	Up to and including expulsion		
1.4				

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2.7	Communicating information confidential to the University to anyone outside of the University;	Verbal Warning	Written Warning	Expulsion
2.8	Misuse, inappropriate or unauthorised use of University premises, facilities, equipment, or property, including the unauthorised possession of a key to University premises;	Up to and including expulsion		
2.9	Misuse of the			

