

Student Discipline Procedure

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27 August 2026	N/A	New document to supersede Regulation 21: Student Discipline

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Director of Student & Academic Services and Academic Registrar	Senate Regulations and Special Cases Committee.	27 August 2026	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Student Discipline Procedure

This procedure applies to all registered students of Bangor University.



Regulatory alignment: OIA Good Practice Framework; Medr registration conditions (TER(W) Act 2022); Equality Act 2010; Welsh Language Standards.

Nodyn Cymraeg / Welsh Language Note

Mae'r ddogfen hon ar gael yn Gymraeg. Gall myfyrwyr ofyn am gynnal unrhyw gyfarfod neu ohebiaeth o dan y weithdrefn hon yn Gymraeg heb unrhyw gost. Cysylltwch â'r Tîm Gwaith Achos Myfyrwyr studentcases@bangor.ac.uk i drefnu. (Gweler adran 2.5.)

This document is available in Welsh. Students may request that any meeting or correspondence under this procedure be conducted in Welsh at no charge. Please contact the Student Casework Team studentcases@bangor.ac.uk to arrange. (See section 2.5.)

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PART A - Student Guide to This Procedure

What is this procedure?

This procedure sets out what happens if the University considers that you may have broken its rules about student conduct. It applies to non-academic misconduct — things like threatening behaviour, harassment, damage to property, or other conduct that falls below the standards set out in the Student Code of Conduct.

Academic misconduct (such as plagiarism or cheating) is handled under the separate Academic Integrity Procedure.

Quick guide: your rights and the process at a glance

Stage	What happens	Timescale
Stage 1 — Early Resolution	An Investigating Officer reviews the allegation and contacts you. You may be asked to meet informally. Minor matters may be resolved here.	As soon as possible after the allegation. Stage 1 and 2 combined: within 40 working days.
Stage 2 — Formal Stage	If the matter cannot be resolved at Stage 1, a formal hearing (Committee of Enquiry) is convened. You will receive written notice at least 10 working days in advance.	Within the 40-day combined target from Stage 1.
Stage 3 — Appeal	If you disagree with the outcome, you may appeal on specified grounds. Your appeal will be heard by a panel that has had no prior involvement.	You must submit your appeal within 10 working days of the decision. Appeal hearing within 20 working days of submission.
Office for the Independent Adjudicator (OIA) review	Once the University's procedure is complete, you will receive a Completion of Procedures (CoP) letter. You may then ask the OIA (independent ombuds) to review your case.	CoP letter issued within 20 working days of final decision. OIA complaint must be submitted within 12 months of CoP letter.

Your key rights throughout this procedure

- You will be told clearly what allegation is being made against you.
- You will have a fair opportunity to tell your side of the story.
- The University must prove the allegation — you do not have to prove your innocence.

- Decisions will be made on the balance of probabilities (what is more likely than not to have happened).
- You may be accompanied at any meeting or hearing by a fellow student, Students' Union adviser, or other representative of your choice.
- Legal representation is permitted at Stage 2 where the potential consequences are serious (e.g. withdrawal from studies, referral to a professional regulator).
- You may request that your meeting or hearing be conducted in Welsh.
- All decision-makers will be independent — no one who has investigated the case will decide its outcome.
- You will receive clear written reasons for every decision.
- You have the right to appeal a disciplinary decision under Stage 3 of this procedure.
- Your personal data will be kept confidential and shared only with those who need it.
- Reasonable adjustments will be made if you have a disability or other protected characteristic.

Who can help you?

Support service	How they can help
Students' Union Advice Service	Free, independent, confidential advice and representation at all stages. This is your first port of call. Contact: academicadvice@undebbangor.com
Academic Registry / Student Casework Team	Information about the procedure and administrative support. Contact: studentcases@bangor.ac.uk
Wellbeing & Inclusivity Service	Emotional support throughout the process and support with reasonable adjustments to the procedure. Contact: wellbeingservices@bangor.ac.uk
Welsh Language support	Arrangements for Welsh-medium hearings and translation. Free of charge. Contact: studentcases@bangor.ac.uk
Office for the Independent Adjudicator (OIA)	Independent review once internal procedures are complete. Contact: www.oiahe.org.uk 0118 959 9813

PART B - Full Disciplinary Procedure

1. Introduction and scope

1.1 Purpose

This procedure sets out the process the University will follow when a student is alleged to have fallen below the expected standard of behaviour detailed within the University's General Regulations for all Students and / or the Student Code of Conduct. It is designed to be fair to all parties, accessible and easy to navigate, and aligned with the OIA Good Practice Framework (updated 2024) and the University's obligations under the Tertiary Education and Research (Wales) Act 2022 as overseen by Medr. This Procedure should be read in conjunction with Ordinance 17.

1.2 Scope

The University's jurisdiction is not limited to university premises or term time. This procedure applies to:

- all registered students of Bangor University including part-time, distance-learning, and postgraduate students;
- conduct that occurs on University premises including within University Halls of Residence, during University activities (including placements, field trips, or whilst studying at a partner organisation, and online activities conducted in a University context), off-campus (including during vacations or in social settings), or online, where the conduct has a material impact on the University community, its members, a member of the public, others visiting, studying, or working at the university, or its reputation.

The University may also take action under this procedure where an allegation of misconduct comes to light after a student has completed or left their programme, where the conduct would have amounted to misconduct at the time it occurred and it remains proportionate to do so.

This procedure covers non-academic misconduct only. It does not apply to:

- academic misconduct (plagiarism, contract cheating, collusion, falsifying data) — governed by the Academic Integrity Procedure;
- fitness to practise concerns for students on professionally regulated programmes — governed by the Suitability/Fitness to Practise Procedure;
- complaints about University services or staff — governed by the Student Complaints Procedure and Staff Disciplinary Policy and Procedure respectively;
- appeals against academic results or progression decisions — governed by the Academic Appeals Procedure.

Where a matter could fall under more than one procedure, the University will identify the most appropriate route at the outset and notify the student clearly. A

student may make a complaint under the Student Complaints Procedure about how the University has handled a disciplinary matter.

1.3 Definitions

Term	Meaning in this procedure
Allegation	A formal report that a student may have committed an act of misconduct.
Appeal	A check of whether a decision was made properly and was reasonable in light of the evidence. A Review is not a rehearing of the case; it considers the decision against the grounds for appeal set out in this procedure.
Responding Student	The student whose conduct is being investigated under this Procedure.
Reporting Party	An individual who has reported student behaviour to the University.
Investigating Officer (IO)	A member of staff appointed to gather evidence. The IO does not decide the outcome. The IO will usually be a Programme Lead, Senior Tutor, School Director of Teaching and Learning, Departmental Manager or senior member of the Student Casework Team or equivalent.
Disciplinary Officer (DO)	A member of staff authorised by the University to investigate and/or determine a student disciplinary matter, including the imposition of appropriate outcomes in accordance with this Procedure. The DO will usually be a College Director of Engagement and Student Experience or a Head of School, or Head of Service.
Student Casework Team (SCT)	The University team responsible for overseeing and administering this procedure and ensuring that it is applied consistently and fairly.
Committee of Enquiry (Committee)	The formal hearing panel that determines whether misconduct occurred and, if so, the appropriate sanction.
Balance of probabilities	The standard of proof: it is more likely than not that the conduct occurred.
Burden of proof	The burden of proof determines whose responsibility it is to prove an issue. In student disciplinary matters, the burden of proof lies with the University, which must prove the case against the student on the balance of probabilities (see above).

Completion of Procedures (CoP) letter	A letter issued to the student by the University confirming that the internal process has been concluded. It provides information about the student's right to refer the matter to the Office of the Independent Adjudicator (OIA).
Working day	Any day that is not a Saturday, Sunday, a public holiday in the UK or University closure periods over Christmas and Easter.
Letter of Expectation	An educational, non-disciplinary measure intended to clarify those standards and support the student in maintaining positive conduct in the future.
Sanction	An outcome imposed where a breach of University regulations has been established, which may include warnings, restrictions, suspension, termination of enrolment, or termination of studies.
Office for the Independent Adjudicator (OIA)	The OIA is the independent student complaints ombuds for England and Wales. Following receipt of a CoP letter, any student may ask the OIA to review their complaint within 12 months of the date of the letter.

2. General principles

2.1 Procedural fairness

All stages of this procedure will comply with the principles of natural justice:

- No decision-maker will have had prior involvement in investigating the case or have a conflict of interest.
- The Responding Student will be informed of the full allegation against them in writing before any formal stage.
- Both the Responding Student and, where relevant, the Reporting Party will have a fair opportunity to present evidence and respond to each other's accounts.
- The burden of proof rests on the University. The Responding Student does not have to prove their innocence.
- The standard of proof is the balance of probabilities; that is, whether it is more likely than not that the alleged misconduct occurred.
- Clear written reasons will be given for every decision, including any sanction imposed.
- Mitigating factors will be taken into account when determining any sanction.

2.2 Support and Representation

Reporting Party/Parties and Responding Student(s) may seek support and guidance at any point during this process from the Students' Union – who can offer independent advice and, if necessary, representation and support for the student during the formal process.

Reporting Party/Parties and Responding Student(s) will be made aware of relevant internal and external support services. This includes identifying barriers and accessing reasonable adjustments at every stage of the process.

The Responding Party/Parties may be accompanied at any meeting or hearing under this procedure by:

- a current student of the University;
- a Students' Union adviser or officer;
- a friend or family member (with no prior involvement in the case being heard and at the Chair's discretion at formal hearings);
- a legal representative at the formal stage.

The accompanying party, with the exception of the Students' Union representative and legal representative, is there to provide moral support, not representation. There is no automatic right for them to speak on the student's behalf. It is at the University's discretion whether they are permitted to address a meeting. The Responding Party should notify the University of the representative's name and relationship to the Responding Party at least 3 working days before any meeting.

2.3 Timeliness

The University acknowledges that disciplinary matters can be very stressful for students and is committed to concluding disciplinary matters promptly. Target timescales are:

- Stages 1 and 2 combined: within 40 working days of the allegation being formally communicated to the Responding Student.
- Stage 3 appeal: hearing within 20 working days of the student submitting the appeal request.
- Completion of Procedures letter: within 20 working days of the Stage 3 appeal being concluded or, if no appeal is submitted, the appeal deadline expiring.

Where an investigation is ongoing, the University will aim to provide the Responding Student with progress updates at least every 20 working days.

Where a matter is complex, involves concurrent criminal proceedings, or requires the Reporting Party or Responding Student's imminent assessment period to pass, timescales may be extended. The Responding Student will be kept informed of any extension and the reason for it.

2.4 Reasonable adjustments

The University will make reasonable adjustments to any stage of this procedure to accommodate students with disabilities or other protected characteristics under the Equality Act 2010. Students who believe they need an adjustment should contact the Student Casework Team at the earliest opportunity. The University will make every effort to accommodate the specific requirements of any student. A record of adjustments made will be kept.

As a general principle, casework meetings conducted under University procedures should not be audio or video recorded by students, staff, representatives, or attendees unless expressly authorised by the University in advance. This applies to both overt and covert

recording. Full guidance around responding to requests to record a meeting, including the decision making process, can be found in the Guidance for Recording of Student Casework Meetings, obtained from the Student Casework Team.

Where the conduct giving rise to the allegation is related to a disability or mental health condition, the University will consider carefully whether the disciplinary route or a referral to Support for Study processes is the more appropriate response.

This decision will be made on a case-by-case basis. A Deputy Academic Registrar (or nominee) may consider appropriate evidence, including relevant internal guidance and available information, and may seek professional advice where necessary. If a responding student states that their conduct is related to a disability or mental health condition, but the University does not agree after considering the available evidence and guidance, it will explain its decision and proceed under the process it considers appropriate. The University will act fairly and proportionately in all cases, will consider whether reasonable adjustments are required, and will ensure the student is made aware of available support.

2.5 Welsh language

Cymraeg / Welsh

Gall unrhyw fyfyrwr ofyn am gynnal unrhyw gyfarfod, gwrandawriad, neu ohebiaeth o dan y weithdrefn hon yn gyfan gwbl neu'n rhannol yn y Gymraeg. Trefnir gwasanaethau cyfieithu gan Dîm Gwaith Achos Myfyrwyr y Brifysgol a byddant yn cael eu darparu am ddim. Dylai myfyrwyr hysbysu'r Tîm Gwaith Achos Myfyrwyr o leiaf 5 diwrnod gwaith cyn gwrandawriad wedi'i drefnu.

Any student may request that any meeting, hearing, or correspondence under this procedure be conducted wholly or partly in Welsh. Translation services will be arranged by the University's Student Casework Team and will be provided free of charge. Students should notify the Student Casework Team at least 5 working days before a scheduled hearing.

2.6 Confidentiality and data protection

Information about disciplinary proceedings will be kept confidential and shared only with those who need it for the purpose of investigating or deciding the matter. The University will process personal data in accordance with the UK GDPR and its Data Protection Policy. This will include making a confidential note of the matter on MyBangor. Where a Responding Student is found to have committed a disciplinary breach, the University may refer to such matters in any reference which it is later required to provide for the student (where it is proportionate, relevant and appropriate to do so).

The names of Reporting Party(ies) and other witnesses (and any information that might identify them) must be redacted (edited to remove personal details) before documents are circulated under any stage of the disciplinary process to any person other than the Disciplinary Officers, members of the Committee of Enquiry, members of the Board of

Appeal or other relevant members of University staff as required by the incident (e.g. Personal Tutor).

Witnesses' identities including the Reporting Party will not normally be withheld, as doing so may undermine the fairness of proceedings. Details of how these will be shared will be communicated to the Responding Student, as appropriate.

Nothing in this section prevents the Responding Student from being given sufficient information about the allegation and the evidence relied upon to enable them to respond; redaction applies only to wider circulation of documents.

2.7 Concurrent criminal proceedings

Where an allegation also involves potential criminal conduct, which has been reported to the police, the University may pause its disciplinary process until any criminal investigation or prosecution is concluded. The Responding Student will be informed promptly. Where precautionary action is needed in the interim (see section 5.6), that action will be kept under regular review and will not constitute a finding of guilt.

3. Responsibilities

It is important that students understand their role within this process, including the actions required of them, the expectations placed upon them, and the support available when preparing and submitting an appeal.

3.1 Reporting Party

The Reporting Party is responsible for:

- submitting reports as soon as possible after an offence has occurred, or providing a clear explanation where this is not possible;
- providing all relevant evidence at the point of submission; and
- engaging with the process in a timely, honest, and respectful manner.

3.2 Responding Student

The Responding Student is responsible for:

- submitting their response within the specified timeline, or providing a clear explanation where this is not possible;
- providing all relevant evidence at the point of response, including an explanation where evidence is not available; and
- engaging with the process in a timely, honest, and respectful manner.

3.3 Student Casework Team

The Student Casework Team is responsible for:

- administering the Student Disciplinary Procedure in a fair, consistent, and timely manner;

- undertaking an initial assessment of the report to determine how the report will be taken forwards and under which procedure;
- ensuring that both the Reporting Party and Responding Student are provided with clear information about the process, outcomes where appropriate, and next steps; and
- maintaining appropriate records

3.4 Investigating Officer

The Investigating Officer (Programme Lead, Senior Tutor, Departmental Manager, a senior member of the Student Casework Team or equivalent) is responsible for:

- gathering evidence and preparing a written investigation report setting out the evidence gathered and a summary of findings of fact for consideration by the Disciplinary Officer, not to determine outcome or sanction.
- considering whether the matter might be resolved informally.

3.5 Disciplinary Officer

The Disciplinary Officer (Heads of School, Directors, Heads of Service, Service Managers, or nominees) is responsible for:

- considering the Investigating Officer's reports into the alleged misconduct;
- ensuring that decisions are based on the evidence provided, and relevant University regulations, policies, and procedures;
- requesting further information where necessary to ensure a fair and thorough investigation; and
- determining an appropriate outcome, or the appropriate next steps and providing a clear rationale for that decision.

3.6 All staff involved in the Student Disciplinary Procedure

All staff involved in the Student Disciplinary Procedure are responsible for:

- acting in accordance with the principles of fairness, transparency, and impartiality;
- avoiding conflicts of interest and declaring any potential conflicts;
- maintaining confidentiality and handling information in line with data protection requirements; and
- treating students and colleagues with dignity and respect throughout the process.

All staff members involved in the consideration of reports of alleged misconduct will have received appropriate training relevant to their responsibilities under this and related procedures. This includes academic staff, professional services staff, and senior officers of the University.

3.7 The University

The University is responsible for:

- ensuring that the Student Disciplinary Procedure is accessible, clearly communicated, and applied consistently;
- providing appropriate training and guidance to staff involved in the process;
- monitoring the effectiveness of the procedure and making improvements where necessary; and
- taking reasonable steps to ensure that students are not disadvantaged for submitting reports of alleged misconduct.

4. Standards of conduct

4.1 Student Code of Conduct

All students are expected to comply with the University's General Regulations for all Students and the Code of Student Conduct, available on the University website. These set out expected standards of behaviour on and off campus where conduct affects the University community. Students are advised to read the documents carefully at enrolment.

4.2 Examples of non-academic misconduct

The following are examples of conduct that may give rise to disciplinary action under this procedure. This list is illustrative, not exhaustive:

Category	Examples
Behaviour towards others	Antisocial behaviour, bullying, harassment, discrimination, threatening behaviour, physical or verbal abuse, stalking, sexual misconduct and violence, including on social media.
Hate incidents	Any conduct motivated by hostility towards a person's actual or perceived protected characteristic.
Deception	Relying on forged, falsified or fraudulent documentation, and other forms of deception that are intended to gain an advantage, for example submitting fraudulent mitigating circumstances claims or falsifying evidence in support of mitigating circumstances claims (the last may also be considered an academic disciplinary matter);
Property and facilities	Any conduct that interferes with the academic or administrative activities of the provider. Internet access abuse, such as visiting inappropriate websites, uploading/downloading inappropriate content, propagation of computer viruses; Disruptive behaviour on the provider's premises, such as setting off fire alarms or obstructing access to buildings or rooms.

	Theft, damage to university or personal property, unauthorised access to buildings or systems.
University reputation	Conduct online or in public that is likely to bring the University into serious disrepute.
Safety	Behaviour that creates a health, safety or wellbeing risk for themselves or others, including misuse of substances on University premises.
Criminal conduct	Any conduct which is, or may be, a criminal offence.

5. Stage 1 — Preliminary investigation (Early Resolution)

5.1 Reporting a Disciplinary Offence

Any member of the University community, or any member of the public, may report an allegation of student misconduct to the Student Casework Team (through the online form). Reports should be made as soon as reasonably practicable after the disciplinary offence has occurred. The report should contain the following information:

- Person or persons against whom the allegation of misconduct is made;
- Nature of the alleged incident(s);
- Time and location of the incident(s);
- Witnesses who observed the incident(s) and/or others made aware of the incident(s);
- Any relevant documentation/evidence.

If the Reporting Party believes the allegation may also constitute a criminal offence, they must carefully consider reporting the incident to the Police.

The Reporting Party should be aware that: if an incident is reported to the Police as well as to the University, the University may decide to carry out a risk assessment of the situation and consider any steps it wishes to take pending the outcome of the Police investigation, see Precautionary Measures (section 5.6).

The University may also initiate an investigation without a formal written report where credible information is received through authorised channels, including a direction from a designated senior staff member.

5.2 Initial assessment

On receipt of a report, the Student Casework Team will carry out an initial assessment to determine whether:

- the alleged conduct falls within the scope of this procedure;
- the matter would be more appropriately dealt with under another procedure;
- there is sufficient evidence to support an investigation;

- the allegation is vexatious, frivolous, or without foundation;
- precautionary action may be needed pending investigation (see 5.6).

The Student Casework Team will acknowledge receipt of the report in writing to the Reporting Party within 5 working days. Where the reported allegation is deemed vexatious, frivolous, or without foundation it will be dismissed and no further action will be taken on its substance. The Reporting Party and, where appropriate, the Responding Student, will be notified in writing of the decision and the reasons for it.

Where there is evidence that an allegation was made maliciously, dishonestly, or in bad faith, the making of that allegation may itself constitute misconduct. In such cases the Student Casework Team may refer the matter to be considered under the University's Student Disciplinary Procedure (or, where the person is a member of staff, the relevant Staff Disciplinary Procedure).

A Reporting Party who is the subject of a decision or referral as outlined above may raise concerns about how the matter was handled under the University's Student Complaints Procedure. Once that procedure is complete, any right to refer the matter to the OIA will be explained in a Completion of Procedures letter.

5.3 Appointment of Investigating Officer

Where an investigation is warranted, the Student Casework Team will appoint an Investigating Officer (IO) who has had no prior involvement in the matter and no conflict of interest. The IO's role is to gather evidence, not to determine guilt or sanction.

The IO will be a Programme Lead, Senior Tutor, Departmental Manager, a senior member of the Student Casework Team or equivalent.

The appointed officer acts as Lead Investigating Officer. Where the complexity of a case or the number of witnesses requires it, a Support Investigator may also be appointed, and the University reserves the right to appoint a suitably qualified external Investigating Officer. In all cases the requirement that the Investigating Officer has had no prior involvement, and no conflict of interest continues to apply.

5.4 Investigation process

The IO will:

1. Notify the Responding Student in writing of the allegation, explaining the process and the student's rights under this procedure.
2. Invite the Responding Student to submit a written response within 10 working days. If the Responding Student fails to respond to the allegation, then the Investigating Officer may assess the case, based on the available evidence.
3. Interview the Reporting Party, any relevant witnesses and gather documentary and other evidence, informing all parties of their confidentiality obligations. If the Responding Student fails to attend, then the Investigating Officer may assess the case, based on the available evidence.
4. Consider whether the matter might be resolved informally (appropriate for minor, first-time conduct where the student admits responsibility and suitable remedial action is agreed).

5. Prepare a written investigation report setting out the evidence gathered and a summary of findings of fact (not a recommendation on sanction). The report will be provided to the appointed Disciplinary Officer for consideration within 20 working days of receiving the written response from the Responding Student. If the Responding Student fails to respond within a reasonable time frame, then the Disciplinary Officer may assess the case, based on the available evidence.

5.5 Appointment of Disciplinary Officer

The Disciplinary Officer has had no prior involvement in the matter and no actual or reasonably perceived conflict of interest. The Disciplinary Officer's role is to investigate and/or determine a student disciplinary matter, including the imposition of appropriate outcomes in accordance with this Procedure.

5.6 Precautionary measures

In cases where allegations are serious or the potential consequences for the Responding Student are significant or where it is necessary to protect the safety or wellbeing of members of the University community, a risk assessment may be conducted by the Student Casework Team or the Disciplinary Officer. The purpose of this assessment is to consider safeguarding, behavioural, and other risk factors before any further disciplinary action is taken. In practice, the Student Casework Team usually undertakes this review, often in consultation with the Safeguarding Officer and, where relevant, the Behavioural Intervention Group, ensuring a timely, focused, and proportionate assessment of risk.

The Disciplinary Officer may impose precautionary measures pending the outcome of the investigation. Precautionary measures may include:

- a temporary exclusion from specified University premises or activities;
- a no-contact instruction with named individuals;
- suspension from studies (only where there is a serious and immediate risk).

Precautionary measures are not sanctions. Any precautionary measures imposed must be proportionate to the risk identified, explained clearly to the Responding Student in writing, and subject to regular review. Except in cases of immediate risk, the Responding Student will be given an opportunity to make representations before measures are imposed. The Responding Student must be informed of their right to request a review of precautionary measures.

5.7 Outcome of Stage 1

Following review of the investigation report, the Disciplinary Officer will determine one of the following:

- No further action: the allegation is not substantiated or is resolved informally.
- Formal hearing: the case is referred to a Committee of Enquiry (Stage 2).
- Minor penalty: where the breach is established but is not serious enough to warrant referral to a formal hearing, the Disciplinary Officer may impose a minor penalty, with written reasons and the right to appeal under Stage 3.

- Referral to another procedure: the matter is more appropriately dealt with under another University procedure (for example, Academic Integrity, Fitness to Practise, or Support for Study).

The Responding Student will be notified in writing by the Student Casework Team of the outcome of Stage 1. The notification will provide a clear explanation of the decision and the reasons for it.

Where the case proceeds to Stage 2, the Responding Student will normally receive the investigation report and all evidence to be considered by the Committee at least 10 working days before the hearing date.

5.8 Unsubstantiated Allegation

Where, following review of the investigation report, the Disciplinary Officer concludes that formal disciplinary action is not appropriate; no penalty may be imposed. However, where the Responding Student's conduct was not fully aligned with the standards of conduct expected by the University, even where a breach cannot be proven on the balance of probabilities, the Disciplinary Officer may issue a Letter of Expectation. This is an educational, non-disciplinary measure intended to clarify those standards and support the student in maintaining positive conduct in the future.

5.9 Informal Resolution

The University may offer informal resolution at Stage 1 for minor misconduct where the Responding Student accepts responsibility. Informal resolution might include:

Resolution	Description
Written Apology	A formal written statement from the Responding Student acknowledging their behaviour, its impact on those affected, and expressing genuine remorse, submitted to the institution for review before being passed to the relevant party.
Restorative Conversation	A structured, facilitated dialogue between the Responding Student responsible for misconduct and those affected, aimed at repairing harm and rebuilding relationships through a restorative justice approach.
Mandatory Training	A requirement for the Responding Student to complete a specified educational programme relevant to the nature of their misconduct, intended to develop understanding and reduce the likelihood of reoffending.
Formal Warning	A written warning recorded on the student file for a specified period.
Referral to Support for Study	A formal requirement for the student to engage with designated institutional support services — such as academic, wellbeing, or mental health provision — where

	concerns have been identified that may be contributing to the behaviour under consideration.
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Sanctions will be proportionate to the offence. The Committee may combine sanctions. Mitigating factors — including disability, mental health, or personal circumstances — will be taken into account.

If agreed, no further action will normally be taken, and the matter will not appear on the Responding Student's transcript.

6. Stage 2 — Committee of Enquiry (formal hearing)

6.1 Constitution of the Committee

The Committee of Enquiry will normally comprise:

- a Chair (a senior academic or professional services leader with no prior involvement in the case);
- two members drawn from a trained pool of academic and professional services staff;
- where possible, a trained student representative (who must be clearly separate from any adviser supporting the Responding Student);
- a staff member from a relevant professional service, for example, Registry, Governance and Legal, shall be Secretary of the Committee of Enquiry;
- The Investigating Officer, to present the case;
- a member of the Student Casework Team will be in attendance for minuting purposes.

Quorum will be three appointed Committee members.

No member of the Committee will have had prior involvement in the investigation or any reasonable perception of bias in relation to the case.

6.2 Notice of hearing

The Responding Student will receive written notice, by email to the Responding Student's university account, of the hearing at least 10 working days in advance. The notice will include:

- the date, time, and location (or video conferencing link) of the hearing;
- the allegation(s) to be considered;
- the investigation report and all documentary evidence;
- the names of Committee members (so any conflict of interest may be raised);
- information about the student's rights to representation, to call witnesses, and to submit a written statement;
- contact details for the Students' Union Advice Service.

A Responding Student may request a postponement of a Committee of Enquiry Hearing. Any such request must be made no later than 3 working days before the scheduled meeting date, submitted in writing to the Student Casework Team, and supported by documentary evidence. A postponement will only be granted where the Responding Student has demonstrated to the satisfaction of the Chair that there are good reasons to do so, and a meeting may only be postponed once. If no postponement is requested, the Chair may proceed with the meeting in the Responding Student's absence.

6.3 Hearing procedure

The hearing will follow this sequence:

- The Chair introduces the Committee and confirms the allegation(s).
- The IO presents the investigation findings. The Responding Student may ask questions.
- The Responding Student (or representative) presents their response. The Committee may ask questions.
- Any witnesses including the Reporting Party are called and questioned; witnesses will normally give evidence individually and withdraw after questioning.
- Both parties are given an opportunity to make a final statement.
- All parties withdraw while the Committee deliberates in private.

The Committee's decision and minutes are referred to the Student Casework Team, which verifies that the procedure has been correctly followed before the written outcome is issued to the student. Hearings may be conducted in person or by video conference. Responding Students wishing to attend in person when a remote hearing has been proposed may request this; the Chair will consider the request and give reasons for any refusal.

6.4 Conduct of hearings for sensitive matters

In cases involving allegations of sexual misconduct, harassment, or other sensitive matters, the University will take appropriate steps to minimise distress to all parties, which may include:

- allowing witnesses including the Reporting Party to give evidence remotely or via written statement;
- use of screens or separate waiting areas;
- careful sequencing to avoid unnecessary contact between parties.

6.5 Determination and standard of proof

The Committee will determine, on the balance of probabilities, whether it has been proven that the Responding Student has committed an act of misconduct. It will then, if a finding of misconduct is made, determine the appropriate sanction having regard to the nature and severity of the conduct, any previous disciplinary record, and any mitigating circumstances presented by the Responding Student.

6.6 Range of sanctions

Sanction	Description
Formal warning	A written warning recorded on the student file for a specified period.
Conditions	Mandatory training, community service, written apology, restorative work, or other requirements.
Financial restitution	Requirement to meet the cost of damage or loss caused.
Exclusion from specified premises or activities	A bar from named locations or activities for a defined period.
Restrictions	A restriction on contact with specific individuals.
Referral to Support for Study	A formal requirement for the student to engage with designated institutional support services — such as academic, wellbeing, or mental health provision — where concerns have been identified that may be contributing to the behaviour under consideration.
Referral to Fitness to Practise	For students on professionally regulated programmes, referral under the separate Fitness to Practise Procedure.
Recommended Suspension	Temporary exclusion from studies and/or University premises for a defined period
Recommended Withdrawal	Permanent exclusion from the University. Applied only for the most serious misconduct.

Sanctions will be proportionate to the offence. The Committee may combine sanctions. Mitigating factors including disability, mental health, or personal circumstances will be taken into account.

Where Suspension or Withdrawal has been recommended, the Chair of the Committee will prepare a report for consideration by the Deputy Vice-Chancellor and Director of Student Services and Academic Registrar for authorisation.

6.7 Written outcome – Responding Student

The Responding Student will receive a written outcome letter within 10 working days of the hearing. The letter will clearly state:

- the finding (misconduct established / not established);
- details of all evidence considered and the justification for the finding;
- if misconduct is established: the sanction(s) imposed and the reasons for them;
- any conditions attached to the continuation of studies;
- the student's right to appeal the decision or outcome under Stage 3 and the deadline for doing so;
- contact information for the Students' Union Advice Service.

6.8 Informing the Reporting Party of the Outcome

Where it is reasonable and practicable to do so, and in accordance with the University's obligations under data protection legislation, the University will inform the Reporting Party of the outcome of the disciplinary process and of any action taken that is relevant to them.

The University will decide what information to share on a case-by-case basis, having regard to the legitimate interests of all parties, the principle of proportionality, and the need to share only what is necessary. It will not apply a blanket practice of either always disclosing or always withholding such information.

The University will normally inform the Reporting Party:

- (a) that the process has concluded and where appropriate, whether the allegation was upheld;
- (b) of any measures or outcomes that directly affect them, including any no-contact arrangement or any change to teaching, placement, accommodation or other arrangements made to keep the parties apart; and
- (c) of where and how to access support.

The level of detail provided, in particular in relation to any penalty imposed on the Responding Student, may be limited. Where the University is unable to share particular information, it will explain this to the Reporting Party. Where appropriate, the University may share further detail on the condition that the Reporting Party agrees in writing to keep it confidential and not to disclose it more widely.

The rights of the Reporting Party are outlined in section 5.2.

Nothing in this section requires the disclosure of the Responding Student's written statement or evidence to the Reporting Party.

7. Stage 3 — Appeal

7.1 Grounds for Appeal

A student may appeal against a disciplinary decision under this procedure, including a finding of misconduct and/or any sanction imposed, on one or more of the following grounds:

- **Procedural irregularity:** the process described and applied to reach the original decision was not properly followed.
- **Unreasonableness:** the decision and/or the remedy was unreasonable or not supported by the facts of the case.
- **New information or evidence:** there is new material information or evidence that could make a difference to the outcome which could not have reasonably been made available at the time the original case was considered.

Dissatisfaction with the outcome alone, without an identified ground, is not sufficient for an appeal to proceed.

7.2 Submitting an Appeal

Students must submit an appeal against a disciplinary decision under this procedure to the Student Casework Team within 10 working days of receiving the decision.

The appeal will be considered by an appeal panel whose members have had no prior involvement in the case.

The Stage 3 appeal is the exclusive internal mechanism for challenging a decision under this procedure. The University's separate Procedure for the Review of Decisions of the University does not apply. Once the Stage 3 appeal has been determined, the University will issue a Completion of Procedures letter, after which the student may ask the OIA to review the case.

8. Records, monitoring, and learning

8.1 Record-keeping

Records of disciplinary proceedings and their outcomes will be maintained securely by the Student Casework Team in accordance with the University's Record and Data Retention Schedule. Outcome records will normally be held on the student file for 6 years from the date of the final decision.

8.2 Monitoring and equality analysis

The University will monitor the operation of this procedure annually, disaggregating data by protected characteristics in accordance with its Public Sector Equality Duty obligations and Medr's equality of opportunity conditions. The results of monitoring will be reported to Academic Quality and Standards Committee, Education and Student Experience Committee, Senate, the Executive and University Council and used to identify any systemic issues or training needs.

8.3 Review

This procedure will be reviewed at least every three years, and in any event following:

- a change to Medr registration conditions (a review must be triggered by any update to Medr's registered provider conditions, with effect from 1 August 2026);
- a change in relevant legislation or OIA guidance;
- a significant pattern of cases indicating a systemic issue;
- any OIA decision that identifies a learning point for this procedure.

9. Related policies and procedures

Document	Relationship to this procedure
Academic Integrity Procedure	Governs academic misconduct; separate from this procedure.

Fitness to Practise Procedure	Applies to students on professionally regulated programmes; may follow or run alongside this procedure.
Student Complaints Procedure	Students may complain about how this procedure was handled.
Harassment and Discrimination Policy	Conduct involving harassment or discrimination is managed under this procedure and informed by the Policy.
Staff Disciplinary Procedure	Applies where a member of staff is involved in alleged misconduct.
Support for Study Procedure	May be more appropriate than disciplinary action where conduct is linked to a health or disability issue.
Student Code of Conduct	Sets out expected standards of behaviour; must be read alongside this procedure.
Data Protection Policy	Governs the handling of personal data throughout disciplinary proceedings.
Welsh Language Policy	Underpins the language rights set out in section 2.5.

APPENDIX A Procedure Flowchart — At a Glance

ALLEGATION RECEIVED

↓ Initial assessment by Student Casework Team (within 5 working days)

Decision: out of scope / vexatious → no further action / within scope → proceed

STAGE 1 — Preliminary investigation (target: 40 working days combined with Stage 2)

↓ Investigating Officer (senior SCT or PL/ST/DSE appointed; student notified in writing)

↓ Evidence gathered; student given 10 working days to respond

Decision: informal resolution agreed → close / not resolved → Stage 2

STAGE 2 — Committee of Enquiry (formal hearing)

↓ 10 working days' written notice to student; evidence disclosed in advance

↓ Hearing conducted; Committee deliberates in private

↓ Written outcome within 10 working days

Decision: no misconduct → close / misconduct found → sanction imposed

STAGE 3 — Appeal (if student appeals within 10 working days)

↓ Written appeal on specified grounds submitted to Academic Registry

↓ Appeal panel reviews; hearing within 20 working days of submission

↓ Written outcome within 5 working days of determination

↓ Completion of Procedures (CoP) letter issued within 20 working days

OIA REVIEW — if student remains dissatisfied, complaint to OIA within 12 months of CoP letter

APPENDIX B OIA Alignment Self-Assessment Checklist

This checklist should be completed by the document owner at each review. It maps the procedure against the OIA Good Practice Framework for Disciplinary Procedures (updated 2024) and Medr registration conditions.

Requirement	Compliant? (Y/N/Partial)	Evidence / notes
Procedure available in plain language (Part A student guide)		Section — Part A
Welsh language option at all stages, free of charge		Section 2.5
Student support services clearly signposted		Part A; section 2.2
Reasonable adjustments process documented		Section 2.4
Burden of proof on provider		Section 2.1
Balance of probabilities standard clearly stated		Sections 2.1; 5.5
Student informed of allegation in writing before formal stage		Sections 4.2; 5.2
Student given advance copies of all evidence		Sections 4.6; 5.2
Right of representation (incl. legal in serious cases)		Section 2.2
Independent decision-makers at all stages		Sections 5.1; 6.3
Written reasons for all decisions		Sections 5.7; 6.4
Mitigating circumstances considered in sanction		Section 5.5
40- working day combined target (Stages 1+2)		Section 2.3
20- working day appeal hearing target		Section 2.3
CoP letter within 20 working days of final decision		Section 7.1
Up to three stages (preliminary, formal, appeal)		Sections 4, 5, 6

Clear appeal grounds documented		Section 6.1
OIA signposting with 12-month deadline in CoP letter		Section 7.1
Complaints process documented (Medr registration condition)		Sections 3, 4, 5, 6
Equality of opportunity considerations embedded		Sections 2.4; 8.2
Student welfare condition addressed		Sections 2.4; 4.5; 5.4
Annual review clause with Medr trigger		Section 8.3

Document completed by: _____ Date: _____

Approved by: _____ Role: _____ Date: _____