ADAM SMITH COLLEGE
INSPIRING LEARNING

# Disciplinary Policy (Students)
## [QP1.03]

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| Responsibility for policy: | Director of Learner Services |
| Responsibility for implementation: | Institute Directors, Department Managers, Curriculum Heads |
| Responsibility for review: | Director of Learner Services |
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| Date of next review: | July 2013 |

# 1.0 Policy

This policy aims to ensure that all students receive fair and consistent treatment in a timely manner with access to an appropriate appeals procedure.

Where circumstances permit, guidance and counselling from teaching staff will precede use of the Student Disciplinary Procedure and be made available at each stage of the process.

It is not intended to cover day-to-day situations of a minor nature, which would normally be dealt with by the appropriate member of staff without recourse to formal disciplinary action.

## Specific Objectives

To ensure key principles are observed the following are essential:

- The investigation should be held by someone without a vested interest in the outcome - usually the Curriculum Head.
- Enquiries should be made on a need to know basis, to ensure the highest level of confidentiality possible.
- In all cases where formal disciplinary action is contemplated, a disciplinary hearing must be convened at which the student concerned has the following rights:
  - to have no disciplinary action taken until the case has been fully investigated;
  - to be accompanied at the disciplinary interview by a fellow student, friend or NUS Representative;
  - to have the nature of the complaint fully explained;
  - to have adequate opportunity to present his/her case at the disciplinary interview before any decision is made, before warnings are given or disciplinary action is taken;
  - to have the right of appeal against any disciplinary penalty imposed.
- The procedure may be implemented at any stage if the student's alleged misconduct warrants such action. The College reserves the right to suspend[1] or expel a student, but always after a hearing. A temporary suspension may be issued immediately, if the conduct is considered to be serious, whilst an investigation takes place.

[1] If a student is suspected of conduct of such a serious nature that a warning would be inappropriate, it will be open to the Director to suspend temporarily. Normally this would be for no more than five working days while enquiries and investigations into the alleged misconduct take place.

In the event of the absence of the Director, a Department Manager, with approval from another Director, may implement a temporary suspension.

- A representative from the Guidance Team has to be present at disciplinary and appeal interviews at stages 3 and 4 to record the proceedings and ensure that the student's rights are upheld. A Guidance staff member can attend hearings at stages 1 and 2 if requested.
- At each stage of the procedure, the student must be made aware of the next stage of the disciplinary procedure.

## 2.0 Justification

This Policy is needed to ensure that the College is able to provide an enjoyable and safe learning environment for all our students. The policy links to the student Code of Conduct which was jointly developed and agreed with the Student Association.

## 3.0 Links to Strategic Plan

Core values

- Providing all learners with **the highest quality learning** experience
- Valuing clients and colleagues and treating others **with respect and integrity**
- Recognising that **enjoyable learning** is the most effective learning
- Embracing **diversity** as a cornerstone of our learning community
- Accepting **accountability** and responsibility for our actions

## 4.0 Exemptions

This Policy relates to Students. A separate policy is available for Staff.

## 5.0 Related Procedures

- QP2.03 Disciplinary Procedure
- QP1.16 Code of Conduct
- QP1.04 Misuse of Alcohol and Drugs Policy
- QP1.11 Anti Bullying and Harassment Policy
- QP2.11 Anti Bullying and Harassment Policy Procedures
- QP1.12 Internet and Email Acceptable Use Policy

- QP1.09 Health and Safety Policy
- QP1.13 Equal Opportunity Policy
- QP2.13 Equal Opportunity Procedure
- QP1.14 Race Relations Policy
- QP2.14 Race Relations Procedure
- QP1.17 Disability Statement
- QP2.49 Confidentiality Statement

Where an incident relates to Diversity issues such as Disability, Ethnicity, Sexual Orientation, Gender, Religious Beliefs and Age, an indication that this has occurred should be passed to the Chair of the Diversity Committee without disclosing specific details. This will enable the Diversity Committee to monitor incidents and take action to improve provision.

Confidentiality will be taken account of, based on a need to know basis.