

ORDINANCE 1

CODE OF STUDENT DISCIPLINE

DEFINITIONS

In this Code:

‘suspension of registration’ means the total prohibition on attendance at or on any premises of the University or its facilities (including electronic facilities) and on any premises in an activity of the University; but it may be subject to qualification, such as to attend for the purposes of an examination and/or take an assessment.

‘termination of registration’ means expulsion from the University.

‘University premises’ means the Senate House and Stewart House (including the surrounding land owned by the University), and the premises occupied by the Academic Bodies and Central Activities

‘University premises’ includes any premises, including sporting activities, and any educational institution or facility at which the Student is properly present in connection with a course of study or by virtue of status at the University. ‘University premises’ do not include premises occupied by Member Institutions or third party teaching institutions which offer independent tuition. If any doubt arises about the meaning of ‘University premises’ as those to which this Code applies, the Vice-Chancellor shall resolve the matter and the Vice-Chancellor’s decision shall be final.

‘staff of the University’ for the purposes of this code includes any personnel involved in the delivery of an activity of the University of London, including examination invigilators.

‘Director of Compliance’ means Director of Compliance and Secretary to the Board.

PERSONS TO WHOM THE CODE APPLIES

1. This Code is applicable to every Student registered as a student with the University itself and any Student registered with a Member Institution who is using a Central Activity.

PURPOSE

2. This Code of Student Discipline (referred to as the Code) is made by the Board of Trustees and its purpose is to provide for the determination of an allegation of an offence of misconduct against a Student.

¹ ‘Central Academic Body’ means an educational, academic or research institution established in accordance with Statute 17.1.

‘Central Activities’ means those activities, operations and services which the University carries out and provides centrally for the benefit of the Member Institutions and of Students registered with the University itself, including assessments conducted at examination centres on behalf of University of London Worldwide.

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- 6.11 damage to, or defacement of, University premises, or the property of members of the University - including members of Member Institutions - caused intentionally or recklessly, and/or misappropriation of such property;
 - 6.12 misuse or unauthorised use of University premises or items of property, including computer misuse;
 - 6.13 conduct which constitutes a criminal offence (whether or not it leads to a conviction) where that conduct or offence:
 - 6.13.1 took place on University premises, or
 - 6.13.2 in an online environment of the University, or
 - 6.13.3 affected or concerned other members of the University community, or
 - 6.13.4 damages the good name of the University, or
 - 6.13.5 itself constitutes misconduct within the terms of this Code, or
 - 6.13.6 is an offence of dishonesty, where the Student holds an office of responsibility in the University; or
 - 6.13.7 is such as might render the Student unfit to practise any particular profession or calling to which that student's course leads directly;
 - 6.14 behaviour which brings or is likely to bring the University into disrepute;
 - 6.15 failure to disclose name and other relevant personal details to staff of the University, or personnel conducting an activity of the University, in circumstances when it is reasonable to require that such information be given;
 - 6.16 notwithstanding paragraph 3, where a Student is enrolled on a course leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which might render that person not fit to be admitted to and practise that profession or calling²;
 - 6.17 failure to comply with a previously imposed penalty under this Code.
7. Misconduct need not take place on University premises to be considered under this Code.
8. The Board of Trustees, in making this Code:
- 8.1 authorises the Vice-Chancellor to delegate his or her powers and duties under this Code to the Deputy Vice-Chancellor either generally or in respect of a particular case; and
 - 8.2 authorises the Director of Compliance to delegate his or her powers and duties under this Code (a) in the case of allegations against Students of Central Academic Bodies to the Dean, or an appropriate senior officer, of the appropriate Central Academic Body either generally or in respect of a particular

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16. The following applies to hearings conducted in person, or in real time by electronic means. A hearing conducted by correspondence will instead require the named parties to make equivalent submissions in writing, if appropriate:

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18. In fixing any financial penalties, the Director of Compliance shall have regard to the means of the Student and may allow time to discharge the penalty or order the sum to be paid in prescribed instalments.
19. The Student shall also have the right to make representations in explanation or mitigation of the penalty.
20. The Director of Compliance shall give a decision to the Student either orally (in which case it shall be confirmed in writing) or in writing within three days.

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- 26.2 the allegation shall be presented to the Disciplinary Committee by the Director of Compliance or such other person as he/she may designate;
 - 26.3 the Director of Compliance may call as witnesses persons who can give relevant evidence. The Student or the student's representative may question the witnesses and, if so, the Director of Compliance may ask further questions;
 - 26.4 the Student or the Student's representative may call as witnesses persons who can give relevant evidence. The Director of Compliance may question the witnesses, and if so, the Student or the Student's representative may ask further questions;
 - 26.5 if a witness is likely to be in distress, the Disciplinary Committee may permit the witness to be accompanied by any person, but that person shall not participate in the proceedings in any way;
 - 26.6 the Director of Compliance may question the Student; the Student and the Student's representative may question the Director of Compliance;
 - 26.7 the Student or the Student's representative may address the Disciplinary Committee;
 - 26.8 prior to making its decision, the Disciplinary Committee shall give the Student the opportunity to make representations in mitigation of any penalty which may be imposed if the allegation is upheld;
 - 26.9 the Secretary shall record the decision of the Disciplinary Committee; and
 - 26.10 any matter with regard to the hearing of these proceedings not covered by this Code shall be decided by the Disciplinary Committee, whose decision shall be final.
27. After the hearing, the Disciplinary Committee shall give its decision to the Student and to the Director of Compliance either orally (in which case it shall be confirmed in writing), or in writing within five days. The written communication to the Student shall set out the offence, the decision and the reasons for the decision and any penalty imposed.
 28. On finding an allegation of an offence of misconduct proved, the Disciplinary Committee may impose one or more of the following penalties:
 - 28.1 warning;
 - 28.2 fine of not more than a maximum amount to be determined by the Board of Trustees from time to time³;
 - 28.3 payment of compensation in whole or part in respect of damage to property or injury to the person. The compensation shall be paid to the University, or to the owner or possessor of the property damaged, or to the person injured, as the

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- 37.5 the Student or the Student's representative may address the Vice-Chancellor;
- 37.6 the Secretary to the hearing shall record the decision of the Vice-Chancellor;
and
- 37.7 any matter with regard to the hearing of these proceedings not covered by this Code shall be decided by the Vice-Chancellor, whose decision shall be final. The Vice-Chancellor may request the attendance of a person with legal or judicial experience to advise on procedure.
38. The Vice-Chancellor may dismiss or allow the appeal in whole or in part, or substitute such other finding of misconduct as he/she sees fit, or may vary the penalty, but may not impose a penalty of greater /greatr.5 (t)-6.6d [(C)2.6a0.002ca.2.6 (l)2.6 hpenalt2 (e dec)-2 (i)2.

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POLICY IN RESPECT OF OFFENCES THAT ARE ALSO CRIMINAL OFFENCES

REPORTING CRIMINAL OFFENCES TO THE POLICE

1. In taking a decision about whether or not an alleged offence by a Student should also be reported to the police, staff shall be guided by this section and any further guidance which the Vice-Chancellor may issue from time to time.
2. In the case of an alleged offence which would constitute a serious offence under the

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9. A Student acquitted in a criminal court may not be the subject of an allegation of misconduct which is in substance the same as the alleged offence of which he or she has been acquitted. A claim that the alleged offence took place at the same time as, or was otherwise connected with, the alleged criminal offence shall not preclude disciplinary proceedings.

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ACTION BY THE UNIVERSITY PENDING A HEARING

1. A Student who is the subject of an allegation of misconduct or against whom a criminal charge is pending or who is the subject of police investigation may be suspended or excluded by the Director of Compliance pending disciplinary action or the verdict of a court, or the Student's examination or assessment results may be withheld (subject to the provisions of the Data Protection Act and to the extent permitted by law). Suspension shall be used only where exclusion would be inadequate. Where the Director of Compliance has delegated the power under this section, a full report shall be made as soon as possible to the Director of Compliance of any suspension or exclusion under this section.
2. 'Suspension and exclusion' under this Code mean suspension and exclusion from the University with the effect that participation in academic activities connected with the Student's course is prevented or curtailed as follows:
 - 2.1 Suspension involves the total prohibition on attendance at or access to the University and on any participation in activity of the University; but it may be subject to qualification, such as permission to attend for the purposes of an examination or assessment.
 - 2.2 Exclusion involves selective restriction on attendance at or access to the University or prohibition on exercising the functions or duties of any office or committee membership in the University, the exact details to be specified in writing.
3. An order of suspension or exclusion may include a requirement that the Student should have no contact of any kind with a named person or persons.
4. Suspension or exclusion pending a hearing shall not be used as a penalty. The power to suspend or exclude under this provision is to protect the members of the University community in general or a particular member or members and the power shall be used only where the Director of Compliance is of the opinion that it is urgent and necessary to take such action. Written reasons for the decision shall be recorded and made available to the Student.
5. No Student shall be suspended or excluded unless the Student has been given an opportunity to make representations in person to the Director of Compliance. Where for any reason it appears to the Director of Compliance that it is not possible for the Student to attend in person, the student shall be entitled to make written representations.
6. In cases of great urgency, the Director of Compliance is empowered to suspend a student with immediate effect, provided that the opportunities mentioned in the preceding paragraph are given and the matter reviewed within five days.
7. A decision to suspend, or exclude from academic activities associated with the Student's programme of study shall be subject to review at the request of the student, where it has continued for four weeks. Such a review will not involve a hearing or submissions made in person, but the Student shall be entitled to submit written representations. The review will be conducted by the Director of Compliance where the decision to suspend or exclude was made by someone else, and by the Vice-Chancellor where the decision was made by the Director of Compliance.
8. The Director of Compliance or other person who took the original decision shall review the suspension or exclusion every four weeks in the light of any developments and of any representations made by the Student or anyone else on their behalf.

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RULES GOVERNING POSTERS, NOTICES, TEMPORARY SIGNS, THE DISTRIBUTION OF LITERATURE AND COMMUNICATIONS

1. Any person wishing to display a poster, notice or temporary sign within the grounds of the University must use the notice boards which are provided. If a person, office or organisation is designated as responsible for the notice board, permission must first be obtained from them before using that notice board. Except for official University and departmental notices for which no permission is needed, permission to display will normally be granted only to Students representing recognised University groups, societies or other organisations.
2. Display on doors, walls and other surfaces will normally be restricted to safety or emergency notices. If the display of other material is permitted or tolerated it must not detract from or obscure those notices, or obscure windows, or transparent panels in doors.
3. Permission must be obtained before displaying loose material, such as booklets and pamphlets; permission may not be granted if there is no suitable place for display.
4. Display material should normally be presented in the English language and must be easily removable without cost or damage.
5. All material on display, whether single-sheets, pamphlets or booklets, must contain the name of the individual or group responsible for its promulgation and in the case of a group, the name and address of a member or officer who takes personal responsibility for the display.
6. Except when agreed in advance, material displayed in, on, or fixed to, University premises becomes the property of the University, and the University reserves the right for its officers to remove and dispose of it without warning. In addition to the remedies set out in Paragraph 7 of this Annex, material displayed in contravention of these rules may be removed, and those responsible for the display may be required to pay for the cost of removal and any repairs to surfaces, or (at the discretion of the University) for storage until disposal or collection.
7. The following may result in disciplinary action, and may be treated as such.