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Student Discipline Regulations



- (a) the alleged offence;
- (b) the investigation;
- (c)

Student Discipline Regulations

Student Discipline Regulations



- 3.16 Subject to Regulation 3.8 the Campus Dean or their nominee (where appropriate) will inform Student Conduct that the case is ready for review and approval



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All evidence supplied in the investigation of a disciplinary offence shall be disclosed to the student involved.

5 Disciplinary Hearings

Academic Conduct

- 5.1 Where the Programme Subject Lead decides to initiate a Disciplinary Hearing under Regulation 3.8(c), they will (in consultation with the School Academic Manager) appoint a member from a nominated pool of academic staff, who has no connection with allegation and has been trained in the student disciplinary processes, as the Hearing Officer to conduct the Disciplinary Hearing.
- 5.2. The Disciplinary Hearing may be conducted in person, via telephone or other online meeting software but may be conducted by telephone where deemed appropriate by the Hearing Officer. All Hearings conducted online should be recorded, and a copy of the recording should be saved to the student's casefile.
- 5.3 The Hearing Officer should conduct their investigation and complete a recommendation within 20 working days from receipt of the casefile. Where this timeline cannot be met, the Hearing Officer must contact the student to inform them of the delay.
- 5.4 The Hearing Officer will notify the Student at least seven calendar days before the Disciplinary Hearing of:
- (a) the time, date, and location of the hearing;
 - (b) the identity of the Hearing Officer;
 - (c) the nature of the allegation together with a copy of any documents to be relied upon by the Hearing Officer at the hearing;
 - (d) the Student's right to be accompanied at the hearing by a friend or relative;
 - (e) the need to notify the Hearing Officer in advance of the hearing of the name of the person accompanying the Student to the hearing;
 - (f) the right to submit evidence (at least

Student Discipline Regulations

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- Using second devices such as a mobile phone, tablet or another internet-enabled device to gain the answers to questions or collude with others during the examination

- uses the work of others (including, for the avoidance of doubt, the University's own materials such as Points to Note) without acknowledging ownership of the source in an attempt to present the work as their own for assessment purposes; and
- there is evidence that the student intended to gain an unfair advantage over other students

6.4.9 Self-plagiarism

This arises where a student submits the whole or part of their own, already assessed, piece of work for one or more assessments or courseworks.

6.4.10 Impersonation

Impersonation arises when:

- a student allows a third party to impersonate them in order to complete an examination or an assessment on their behalf; or
- a current student or a person who had previously been registered as a student at the University impersonates another current student and completes an examination or assessment on that other student's behalf.

6.4.11 Unacceptable use of Artificial Intelligence generative system

This arises when:

A student presents material content for an assessment generated by artificial intelligence software, without acknowledging the source. The use of any type of generative artificial intelligence tools (such as text generating, image generating, translators) is not permitted in assessment unless explicitly specified by the Programme Director or their nominee (where appropriate).

6.5 Gross Misconduct

An offence of Gross Misconduct may include but is not restricted to:

- 6.5.1 **Theft;**
- 6.5.2 **Fraud or other offences which are in breach of financial regulations;**
- 6.5.3 **Assault causing bodily harm;**
- 6.5.4 **Sexual assault;**
- 6.5.5 **Words or behaviour giving rise to reasonable apprehension that serious bodily harm will be caused;**
- 6.5.6 **Deliberate and significant damage to University**

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8 Reporting on disciplinary offences

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Student Discipline Regulations



10.4 On receipt of the app

on its website.

11 Assessments and resits during disciplinary proceedings

- 11.1 Upon commencement of a disciplinary investigation, where the offence relates to those listed under paragraph 6.2, all module marks which relate to the investigation will be suppressed and not released until either the investigation or disciplinary hearing, if required, has concluded.
- 11.2 Students are permitted to register and undertake resits of the assessment the alleged offence relates to whilst the investigation, and where necessary, hearing is in progress.
- 11.3 Should a resit be undertaken, and the original assessment mark subsequently released, the first sit of the assessment will be taken as final. A resit of the assessment cannot be undertaken to increase a module grade. This means that:

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Student Discipline Regulations

Student Discipline Regulations



V4.4		channels, and arrangements for assessment resits during disciplinary proceedings.	
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