

THE UNIVERSITY OF KENT

Regulations on student discipline in relation to non-academic matters

The regulations which follow are current with effect from 1 September 2017.

Introduction

1. The Regulations on student discipline in relation to non-academic matters are built on the principle that all students are expected to maintain a standard of conduct which supports the University's commitment to create a community that advances knowledge and stimulates intellectual creativity, good order and the good name and reputation of the University.
2. These Regulations have been approved by Senate. In registering with the University, students agree to be bound by all relevant provisions of the Regulations of the University and other formal documents concerning non-academic aspects of student life. Other relevant documents include the [Dignity at Study Policy](#), [Student Charter](#) and the [Support to Study Procedure](#). All other documents that may apply can be found on the [Regulations for Students webpage](#).
3. The Regulations on student discipline relate to any activities engaged in, or services and facilities enjoyed, as a student of the University, or in the vicinity of any premises owned, leased or managed by the University. Disciplinary action may also be taken against a student in respect of any alleged misconduct wherever and whenever it may have taken place when it is considered necessary to protect the interests and reputation of the University and its members.
4. Where the term University is used in relation to disciplinary offences and examples listed in the table on page 4 it will include nominated partners, students or employees of the University and visitors to the University.
5. Student members of the University will be held responsible for the conduct of their guests and for any damage caused by their guests whilst they are on the University's campuses. No person who has been excluded from a University campus may be invited onto University property as a student guest.
6. The set of principles are that of 'natural justice', which means that adjudication is unbiased and given in good faith, and that each party is aware of arguments and documents given by the other. This entitles the student who is subject to disciplinary proceedings to a 'fair hearing'.

Any decisions made will be on the basis of the balance of probabilities. Any penalty imposed will take account of any mitigating or aggravating factors determined to be relevant.

7. Where an allegation of misconduct has been made, these Regulations will be followed when determining what action should be taken. At each stage the University reserves the right to take no further action if appropriate, for example, if there is insufficient evidence to support an allegation of misconduct.

8. In cases where acts could amount to a violation of criminal law, the University has decided, in line with guidance provided by Universities UK (2016), to adopt special procedures. These normally mean that internal disciplinary procedures, other than the initial collection of statements and other evidence, be adjourned until the outcome of proceedings in the criminal justice system is known. However, in such cases the Vice-Chancellor or nominee may decide to take further action to protect the University Community, staff or individuals.

Paragraphs 17 to 21 of the Regulations include information on the arrangements for dealing with cases of possible criminal proceedings. Allegations of bribery are a major offence and will be dealt with in line with the University's Anti-Bribery and Corruption Policy.

9. Kent Union also has disciplinary procedures in place for student members. The Union is committed to providing high quality services to its members and customers and to protecting its staff, members, customers and visitors from unacceptable behaviour. To this end, unacceptable behaviour is not tolerated and is dealt with swiftly and effectively. Student members are also responsible for ensuring that Kent Union activities operate within the law and within the guidelines set out in Kent Union's policies and procedures. Anti-social or inappropriate behaviour will be handled under the Kent Union Student Discipline Procedure. However, further disciplinary action may be taken by the University and will be considered on a case by case basis.
10. These regulations are intended to assist:
 - a) those responsible for carrying out disciplinary actions and applying disciplinary procedures and regulations in an effective, fair and consistent manner;
 - b) those charged with disciplinary offences (and their advisers or representatives) to understand the proceedings which are to be taken and their rights in relation to those proceedings.

A flow chart outlining the processes mentioned in these regulations can be found in Appendix 1.

Roles and Responsibilities

11. The officers/bodies responsible for implementing these regulations are as follows:
 - a) Masters of the Colleges, in the first instance
 - b) The Deans of the Faculties and their nominees for appeals against Master's decisions
 - c) The Senior Master
 - d) A Disciplinary Panel
 - e) An Appeal Panel
 - f) The Student Discipline Grievance Committee
 - g) Members of the Executive Group
12. Where an officer responsible for the implementation of other student regulations decides there has been a significant or aggravated breach, they may refer the matter to the Master of the student's College with a request that it be dealt with under these regulations. Responsible officers (or appointed nominees) include the following:

- a) IT Facilities: Director of Information Services;
 - b) Laboratory Regulations: Director of the Laboratory concerned;
 - c) Library Regulations: Director of Information Services;
 - d) Traffic Regulations: Director of Estates;
 - e) Room agreements for University Accommodation: Director of Commercial Services;
 - f) Agreements concerning the use of facilities for which Kent Hospitality is responsible: Director of Commercial Services.
13. In the case of an allegation relating to damage or vandalism, the relevant responsible officer will provide a brief statement of the allegation and the cost of the damage to the student. If the student concerned denies the allegation or is unwilling to pay the remedial costs of the damage, the Master will deal with the case. The Master will decide whether to enforce the compensation or refer the case to the Senior Master for possible disciplinary proceedings.

14. The following examples of behaviours (not exhaustive) shall be treated as a breach of these regulations and may result in disciplinary action being taken.

Misconduct in relation to people	
Disciplinary offence	Examples (not exhaustive)
<p>1. Physical misconduct</p>	<ul style="list-style-type: none"> a. Punching. b. Kicking. c. Slapping. d. Pulling hair. e. Biting. f. Shoving.
<p>2. Sexual misconduct</p> <p><i>Sexual misconduct is a broad term encompassing any unwanted behaviour of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Sexual misconduct may vary in its severity and consists of a range of behaviour or attempted behaviour. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.</i></p>	<ul style="list-style-type: none"> a. Sexual intercourse or engaging in a sexual act without consent. b. Attempting to engage in sexual intercourse or engaging in a sexual act without consent. c. Sharing private sexual materials of another person without consent. d. Kissing without consent e. Touching without consent. f. Inappropriately showing sexual organs to another person. g. Making unwanted remarks of a sexual nature.
<p>3. Unacceptable behaviour</p> <p><i>Further clarification of what the University considers unacceptable behaviour can be found in the Dignity at Study policy.</i></p>	<ul style="list-style-type: none"> a. Threats to hurt another person. b. Abusive comments relating to an individual's sexual orientation, religion or belief, race, pregnancy/maternity, marriage or civil partnership, gender, gender identity, disability or age. c. Acting in an intimidating and/or hostile manner. d. Use of inappropriate language, in person, by word deed or online, including cyber bullying. e. Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person. f. Bullying or harassment, including repeatedly following another person without good reason. g. Disorderly behaviour.

Misconduct in relation to property, facilities or services

Disciplinary offence	Examples (not exhaustive)
4. Damage to property	<ul style="list-style-type: none"> a. Causing significant damage to University property, property of nominated partners, the property of students or employees of the University and visitors of the University. b. Causing minor damage to University property, property of nominated partners, the property of students or employees of the University and visitors to the University.
5. Unauthorised taking or use of property	<ul style="list-style-type: none"> a. Unauthorised possession or misuse of a key to University property. b. Unauthorised entry onto or unauthorised use of University premises. c. Misuse or abuse of University equipment or property (for example, computers and laboratory equipment). d. Non-compliance with University policies and procedures concerning access to or the use of buildings or facilities. e. Contravention of any licence agreement. f. Taking property belonging to another without permission.
6. Causing a health and safety concern	<ul style="list-style-type: none"> a. Act/omission that did or could have caused serious harm on University premises or during University activities (for example disabling a fire alarm or fire extinguishers, non-compliance with a fire alarm, use of, possession or supplying controlled/illegal psychoactive substances, possession or use of explosives, weapons and use or possession of poisons). b. Act/omission that did cause or could cause a health and safety concern on University premises (for example smoking cigarettes in non-designated areas). c. Unwarranted sounding or raising of the fire alarm(s). d. Intentional or reckless interference with mechanical, electrical or other services or installations. e. Non-compliance with safety notices, restricted areas, instructions or directions.

<p>7. Noise on and off campus</p>	<ul style="list-style-type: none"> a. Inappropriate noise levels on-or-off campus, including noise at anti-social hours (between 23:00 and 07:00) b. Non-compliance with any noise bans in place on campus.
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<p align="center">Misconduct in relation to the University</p>	
<p>Disciplinary offence</p>	<p>Examples (not exhaustive)</p>
<p>8. Operational Obstruction</p>	<ul style="list-style-type: none"> a. Failure by a student to provide their name, College and other information or ID when requested by a member of staff. b. Obstruction of staff in the performance of their duties or the normal business of the University (this includes non-compliance with a request from a Master to attend the Master’s Office). c. Acts/omissions/statements intended to deceive the University. d. Disruption to the activities of the University (including academic, administrative, sporting and social) on University premises or elsewhere. e. Disruption to functions duties or activities of any student or employee of the University or any authorised visitor to the University. f. Impersonation/conspiracy to impersonate or attempting to influence an officer improperly in relation to matters covered by these Regulations (including bribery and corruption as stated in the University’s Anti-Bribery and Corruption Policy).
<p>9. Reputational damage</p>	<ul style="list-style-type: none"> a. Behaviour incompatible with membership of the University as an academic and social community. b. Behaviour which has damaged or could have damaged the reputation of the University.
<p>10. Repeated breaches of these regulations</p>	<ul style="list-style-type: none"> a. Repeated breaches of any of the regulations above.

Exclusions

15. The Vice-Chancellor has responsibility for good order in the University. In certain circumstances, in the interest of the University as a whole or that of an individual member(s), the Vice-Chancellor may decide to exclude/suspend a student from the University (or part thereof) and/or suspend the student from attendance in any academic or other activities. In the absence of the Vice-Chancellor these powers may be exercised by a Deputy Vice-Chancellor or Senior Master.
16. Notification of an exclusion/suspension will include a right of appeal and allow the student a further opportunity to ask for their position to be reviewed after one month of the original appeal decision. The student will have a further opportunity(ies) to request a review every two months while the exclusion/suspension remains in place.

Arrangements relating to cases where criminal procedures are under consideration, in hand or have been completed

17. The University recognises its responsibility to comply with the law, and, where necessary, to co-operate with the appropriate agencies in any investigations into alleged criminal activity on the campus.
18. Normally the University will take no action against a student in respect of any alleged offence which breaches criminal law and on which police action is under consideration/in hand or pending. The Vice-Chancellor (or, acting on their behalf, a Deputy Vice-Chancellor or, if none of these officers are available, the Senior Master) may decide to take action as outlined in paragraphs 15 and 16.
19. Following completion of police enquiries and criminal proceedings, any disciplinary action under these Regulations will take into account the penalty, if any, imposed by the Courts or by the police.
20. The University's decision on whether and when to commence disciplinary proceedings under these Regulations is likely to depend on a number of considerations which, depending on the circumstances, may include the following:
 - a) the seriousness of the alleged offence(s);
 - b) the outcome of the criminal proceedings;
 - c) where appropriate, the wishes of both the victim(s) and the offender(s);
 - d) where appropriate, the availability of the alleged offender(s).
21. A Master, when receiving a report that a student is under police investigation or is subject to criminal proceedings, should undertake a risk assessment and report this immediately to the Student Conduct and Complaints Manager. The Student Conduct and Complaints Manager will inform the Senior Master and if required, the Vice-Chancellor or a Deputy Vice-Chancellor, who will decide whether or not to take any action and the timing of such action. The Student Conduct and Complaints Manager will advise the Master if and when they are required to take action and the procedures to be used.

Investigating Allegations

22. In cases where a report to a Master about a student involves possible violations of criminal law, the Master will refer to Paragraphs 17 to 21 of these Regulations.

In all other cases, where having received a report about the alleged misconduct of a student, the Master will decide whether to conduct further enquiries. These enquiries could lead to dismissing the case summarily or referring the case to the Senior Master. The decision to conduct further enquiries will be made, where necessary, in association with another member of staff/ College Master and could also lead to action being taken by the College Master or Disciplinary Panel.

23. Meetings with the Master take precedence over all other engagements and attendance is mandatory during term-time. Students who fail to attend a meeting with the Master, without good reason, will be subject to a fine. Repeated failure to attend meetings with a Master, without good reason, will result in the Master proceeding in the student's absence. This may result in the imposition of an appropriate penalty. The matter may also be referred to the Senior Master for consideration by a Disciplinary Panel.
24. All students are entitled to be accompanied to a Master's meeting by another member of the University; a representative of Kent Union or a relative who may speak on their behalf or, if appropriate, the student may call witness(es) to speak for them. Anyone accompanying the student, who is not a witness, should not be connected to the incident concerned.
25. Discipline procedures are internal to the University and do not have the same degree of formality as a court of law. A student may not be accompanied by a nominated legal representative even if the nominated legal representative is a member of the University, a representative of Kent Union or a relative.
26. No mechanical or digital recording of the meeting(s) conducted by the Master will be permitted. An accurate and agreed record of the meeting(s) will be taken.

Procedures for investigation and initial decision by a Master

27. The procedures will follow the principles of 'natural justice' (see paragraph 6). In investigating the matter, the Master will usually review the evidence and may convene a meeting or series of meetings to formally discuss the allegations with the subject of the complaint, the person making the complaint and any other persons involved. In cases where the alleged offence(s) involve(s) more than one student, all or any of the cases may be dealt with at the same time. The investigation may include the Master obtaining written statements from such individuals and consideration of evidence obtained via a CCTV system.
28. The Master considering the case shall take any steps, which may seem reasonable or necessary in the circumstances, to determine whether or not a breach of the Regulations has been committed and take an initial decision on the matter.
29. If a fine and/or formal warning are imposed, the Master's decision shall be conveyed to the student in writing (to include a description of the alleged breach of Regulations) at the conclusion of the investigation. This decision may be:

- a) that no further action is required;
- b) to dispose of the case summarily;
- c) to refer the case to the Senior Master for a decision on whether it should be considered by a Disciplinary Panel.

A list of penalties available to Masters can be found in Appendix 2

Appealing against a Master's decision

30. A student may appeal against the outcome and/or penalty imposed by a Master under these Regulations on one or more of the following grounds:
 - a) that there is evidence of a failure to follow the procedures set out in these Regulations or other administrative error, which casts reasonable doubt on the reliability of the decision; and/or
 - b) that fresh evidence can be presented, which could not reasonably have been made available before the original decision was made, and which casts reasonable doubt on the reliability of that decision.

31. To be considered, the appeal must:
 - a) provide the grounds for the appeal and the remedial action sought;
 - b) be submitted with all necessary documentary evidence substantiating the grounds of the appeal;
 - c) be submitted in writing to the Student Conduct and Complaints Office at sccoffice@kent.ac.uk within 10 working days from the date of the letter notifying the student of the decision.

32. The grounds for appeal stated by the student will be considered by the Student Conduct and Complaints Manager. Student appeals meeting the grounds stated in paragraph 31 will be referred to the appropriate Dean of Faculty, or a nominated representative, for review. If the student appeal does not meet the grounds, the appeal will be rejected and the student will be advised in writing.

33. Where fresh evidence that could have reasonably been available at the previous consideration is presented, the case will be referred back to the Master concerned, as determined by the Student Conduct and Complaints Manager, Dean or their nominated representative.

34. Where there is evidence that the documentation submitted in support of an appeal has been falsified the Dean, or nominated representative, will disregard such evidence and the appeal will be considered using the remaining evidence. If falsified evidence is submitted as part of the appeal process, it may be considered a disciplinary offence.

35. Once the Dean or a nominated representative has considered the appeal, the outcome of the appeal will be conveyed in writing to the student. If the appeal is not upheld, there is no further right to appeal, except on grounds of procedural fault, bias, irregularity or other inadequacy. In these cases the appeal may be heard by the Student Discipline Grievance Committee (paragraph 67 onwards)

Disciplinary Panel

36. Disciplinary Panels deal with the most serious disciplinary issues within the University. College Masters can refer students to the Senior Master for a decision as to whether a case should be heard by a Disciplinary Panel.
37. If a Disciplinary Panel is agreed by the Senior Master, the Master referring the case will advise the Student Conduct and Complaints Manager and provide the supporting documentation for the Panel.
38. The Student Conduct and Complaints Manager, in consultation with the Senior Master, will appoint the members of the Disciplinary Panel. A Disciplinary Panel will normally be chaired by a senior member of University staff and should include two other members of academic or non-academic staff. The Student Conduct and Complaints Manager will act as Secretary to the Panel.
39. The Secretary is responsible for ensuring that the student is informed, in writing, of the following:
 - a) the matters to be considered by the Disciplinary Panel
 - b) the student's right to representation and presentation of their case.
 - c) the date, time and venue of the hearing of the case. The student will be notified at least five working days prior to the Panel. The Panel will be held at the student's main campus, where possible;
 - d) the outcome, including a written explanation of the decision, and, where appropriate, any right of appeal based on procedural grounds and the timeframe.
40. The student is entitled to be accompanied by another member of the University, a representative of Kent Union or a relative who may speak on their behalf and, if appropriate, call witnesses to speak for them.
41. Discipline procedures are internal to the University and do not have the same degree of formality as a court of law. A student may not be accompanied by a nominated legal representative even if the nominated legal representative is a member of the University, a representative of Kent Union or a relative.
42. The student is entitled to provide a written statement of their case and other relevant supporting documents. Except where it is justifiable in law, required by University Regulations or, exceptionally, so decided by the Chair of the Disciplinary Panel, the student is also entitled:
 - a) to receive copies of all documents used in consideration of their case; and
 - b) to hear and examine any evidence presented for consideration in their case.
 - c) To receive support and guidance from Kent Union Advice Centre (further information can be found at: <http://www.kentunion.co.uk/welfare/advice-centre/>)
43. In exceptional cases, as determined by the Chair of the Disciplinary Panel, the documents may include an anonymised report prepared by a third party on behalf of another/others in order to preserve confidentiality.

44. The Chair of the Disciplinary Panel may refuse the submission of any written or verbal evidence they deem to be irrelevant or inappropriate to the case being considered. The Chair shall give the reasons for such refusal at the beginning of the hearing of the student's case.
45. No mechanical or digital recording of the Disciplinary Panel meeting will be permitted. An accurate record of the Disciplinary Panel meeting will be taken.
46. Other than indicated above the Chair of the Disciplinary Panel may determine the procedures to be used provided these are in accordance with the principles of 'natural justice'.
47. In the event that a student does not attend any meeting concerning their case, the Chair of the Disciplinary Panel may proceed as they deem appropriate.
48. The Secretary to the Disciplinary Panel meeting will write to the student within five working days with the decision of the Disciplinary Panel.

A list of penalties available to a Disciplinary Panel can be found in Appendix 2

Appeal on procedural grounds against a decision by a Disciplinary Panel

49. Students are able to appeal the final decision of a Disciplinary Panel based on alleged procedural fault, bias, irregularity or other inadequacy and the University will treat in good faith any appeal which is brought forward by a student under these procedures. However the submission of an appeal is no guarantee of its successful outcome.
50. The Appeal Panel will consist of three members with a Secretary in attendance. The three members will be made up of academic or academic related staff with a Deputy Vice-Chancellor as Chair.
51. A student may appeal against the outcome of a Disciplinary Panel on one or more of the following grounds:
 - a) that there is either evidence of a failure to follow the procedures set out in these Regulations or evidence of other administrative errors, which casts reasonable doubt on the reliability of the decision; and/or
 - b) that fresh evidence can be presented, which could not reasonably have been made available before the original decision was made, and which casts reasonable doubt on the reliability of that decision.
52. If fresh evidence, which could have been available at the previous consideration, is presented, the evidence will be referred back to the Disciplinary Panel as determined by the Chair of the Appeal Panel.
53. To be considered, the appeal must:
 - a) include the grounds for the appeal and the remedial action sought;
 - b) provide all necessary documentary evidence substantiating the grounds of the appeal;

- c) be submitted in writing to the Student Conduct and Complaints Office at sccoffice@kent.ac.uk
 - d) be submitted in writing to the Student Conduct and Complaints Office at sccoffice@kent.ac.uk within 10 working days from the date of the letter notifying the student of the decision.
54. Where there is evidence that the documentation submitted in support of an appeal has been falsified, the Chair of the Appeal Panel will disregard such evidence and the appeal will thereafter be considered on the basis of the remaining evidence. If falsified evidence is submitted as part of the appeal process, it may be considered a disciplinary offence.
55. The Chair of the Appeal Panel will determine whether there is a case for consideration. If the Chair determines there is a case to answer, the appeal will be referred to an Appeal Panel.
56. If the Chair of the Appeal Panel determines there is no case for consideration, there is no further right for the student to appeal and a Completion of Procedures letter will be issued by the University. The student may then seek a review of their complaint by the Office of the Independent Adjudicator for Higher Education (see paragraph 82).
57. The Chair of the Appeal Panel or the Secretary is responsible for ensuring that the student is informed, in writing, of the following:
- a) the matters to be considered by the Appeal Panel;
 - b) the student's right to representation and presentation of their case;
 - c) to receive support and guidance from the Kent Union Advice Centre (further information can be found at: <http://www.kentunion.co.uk/welfare/advice-centre/>);
 - d) the date of the hearing of the case, (at least one week before the date of the hearing);
 - e) the outcome (including a written explanation of the decision); and
 - f) where appropriate, any right of appeal (to be made within 10 working days from the date of the letter notifying the student of the decision)
58. Except where it is justifiable in law, required by University regulations or, exceptionally, so decided by the Chair of the Appeal Panel and notified to the student concerned (or their representative), the student is entitled:
- a) to receive copies of all documents used in consideration of their case; and
 - b) to hear and examine any evidence presented for consideration in their case.
59. In exceptional cases, as determined by the Chair of the Appeal Panel, the documents may include an anonymised report prepared by a third party on behalf of another/others in order to preserve confidentiality.
60. The student is entitled to be accompanied by another member of the University, a representative of Kent Union or a relative who may speak on their behalf and, if appropriate, call witnesses to speak for them. The student is also entitled to present a statement of their case and other relevant supporting documents to the Appeal Panel.

61. Appeal procedures are internal to the University and do not have the same degree of formality as a court of law. A student may not be accompanied by a nominated legal representative even if the nominated legal representative is a member of the University, a representative of Kent Union or a relative.
62. The Chair of the Appeal Panel hearing a student's case may refuse to admit any written or verbal evidence s/he deems to be irrelevant or inappropriate to the case being considered. The Chair shall give the reasons for such refusal at the beginning of the hearing of the student's case.
63. No mechanical or digital recording of the Appeal Panel will be permitted. An accurate record of the meeting will be taken.
64. Other than indicated above, the Chair of the Appeal Panel may determine the procedures to be used provided these are in accordance with the principles of natural justice.
65. In the event that a student does not attend any meeting concerning their case, the Chair of the Appeal Panel may proceed as they deem appropriate.
66. If the Appeal Panel does not uphold the appeal, there is no further right for the student to appeal (except in cases of procedural fault, bias, irregularity or other inadequacy; see Student Discipline Grievance Committee from paragraph 67 onwards).

Student Discipline Grievance Committee

67. The Student Discipline Grievance Committee is the final stage a student can appeal against a disciplinary decision based on alleged procedural fault, bias, irregularity or other inadequacy. The University will treat in good faith any appeal which is brought forward by a student under these procedures.
68. The submission of an appeal is no guarantee of its successful outcome.
69. Where relevant to the case, a deregistered student, who has been permitted to continue with their studies pending the outcome of an appeal may be required to withdraw from the University immediately should their appeal fail.
70. To be considered by the Student Disciplinary Grievance Committee, the appeal must:
 - a) Explain the grounds for appeal and remedial action sought;
 - b) provide all the necessary documentary evidence substantiating the grounds of the appeal;
 - c) be submitted within 10 working days of the letter notifying the student of the outcome of an Appeal or the decision of a Disciplinary Panel;
 - d) be submitted in writing to the Student Conduct and Complaints Office at sccoffice@kent.ac.uk.
71. The Senior Deputy Vice-Chancellor (or nominee) will determine whether there is a case to answer. If the Senior Deputy Vice-Chancellor (or nominee) agrees that there is a case to answer, the appeal will be referred to a Student Discipline Grievance Committee.

72. If the Senior Deputy Vice-Chancellor (or nominee) determines there is no case to answer, then there is no further right for the student to appeal and a Completion of Procedures letter will be issued by the University. The student may then seek a review of their complaint by the Office of the Independent Adjudicator for Higher Education to review (see paragraph 82).
73. The Student Discipline Grievance Committee will consist of three members made up of academic or academic-related staff or lay members of the Council with a Secretary in attendance. The appointed Secretary of the Council will designate one of the above members of staff as Chair.
74. The Secretary is responsible for ensuring that the student is informed, in writing, of the following:
- a) the matters to be considered by the Committee;
 - b) the student's right to representation and presentation of their case;
 - c) to receive support and guidance from Kent Union Advice Centre (further information can be found at: <http://www.kentunion.co.uk/welfare/advice-centre/>);
 - d) the date of the hearing of the case, (at least one week before the date of the hearing);
 - e) the outcome, including a written explanation of the decision.
75. Except where the contrary is justifiable in law or required by University regulations or, exceptionally, so decided by the Chair, the student is entitled:
- a) to receive copies of all documents used in consideration of their case; and
 - b) to hear and examine any evidence presented for consideration in their case.
 - c) to present statement of their case and other relevant supporting documents.
76. In exceptional cases, as determined by the Chair of the Student Discipline Grievance Committee, the documents may include an anonymised report prepared by a third party on behalf of another/others in order to preserve confidentiality.
77. The student will be informed, in a timely manner, of the right to attend, any rights to be accompanied or represented and, if so by whom. Appeals procedures are internal to the University and do not have the same degree of formality as a court of law. A student may not be accompanied by a nominated legal representative even if the nominated legal representative is a member of the University, a representative of Kent Union or a relative.
78. The Chair of the Student Discipline Grievance Committee may refuse to admit any written or verbal evidence they deem to be irrelevant or inappropriate to the case being considered. The Chair shall give the reasons for such refusal at the beginning of the hearing of the student's case.
79. No mechanical or digital recording of the Student Discipline Grievance Committee will be permitted. An accurate record of the meeting will be taken.

80. Other than indicated above the Student Discipline Grievance Committee may determine the procedures to be used provided these are in accordance with the principles of natural justice.
81. In the event that a student does not attend any meeting concerning their case the Chair of the Student Discipline Grievance Committee may proceed as they deem is appropriate.

If the Student Discipline Grievance Committee determines there is no case to uphold, there is no further right for the student to appeal, and a Completion of Procedures letter will be issued by the University. The student may then be eligible to seek a review by the Office of the Independent Adjudicator for Higher Education (see paragraph 82).

The Office of the Independent Adjudicator for Higher Education

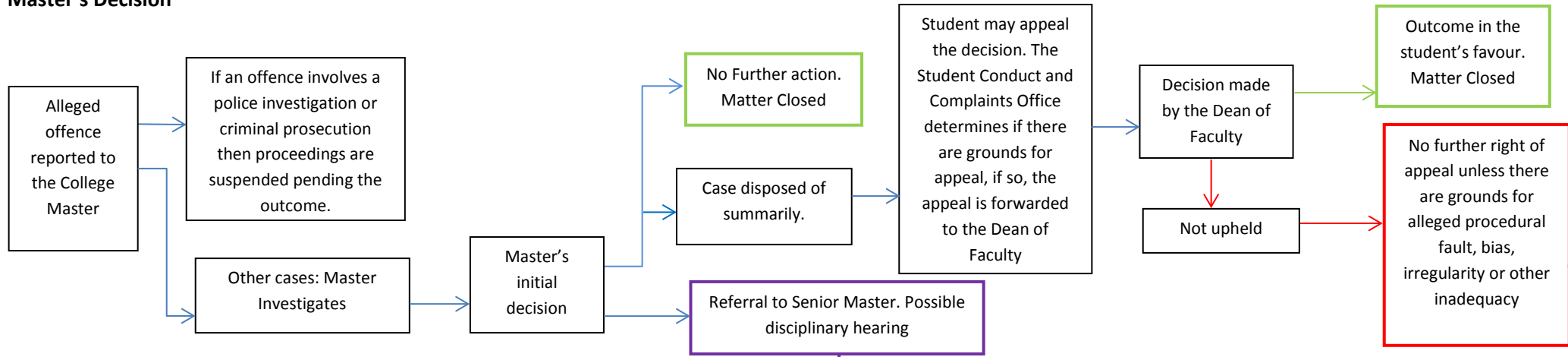
82. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When all the University's internal stages for dealing with student disciplinary appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to avail themselves of the opportunity for an independent review by the OIA must submit their application to the OIA within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme will be enclosed with the Completion of Procedures letter.

Note: Further information may be obtained from the OIA's website: <http://www.oiahe.org.uk/>

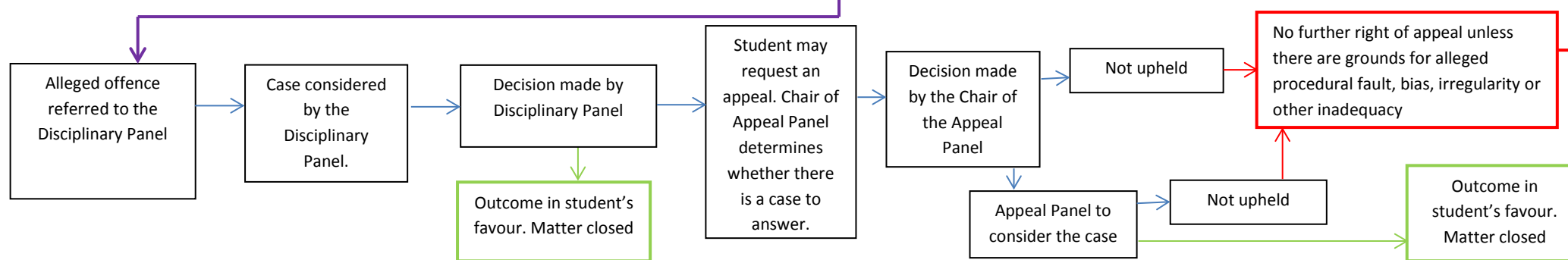
Queries should be directed to the Student Conduct and Complaints Manager, Student Services, M1.02, Keynes College (sccoffice@kent.ac.uk).

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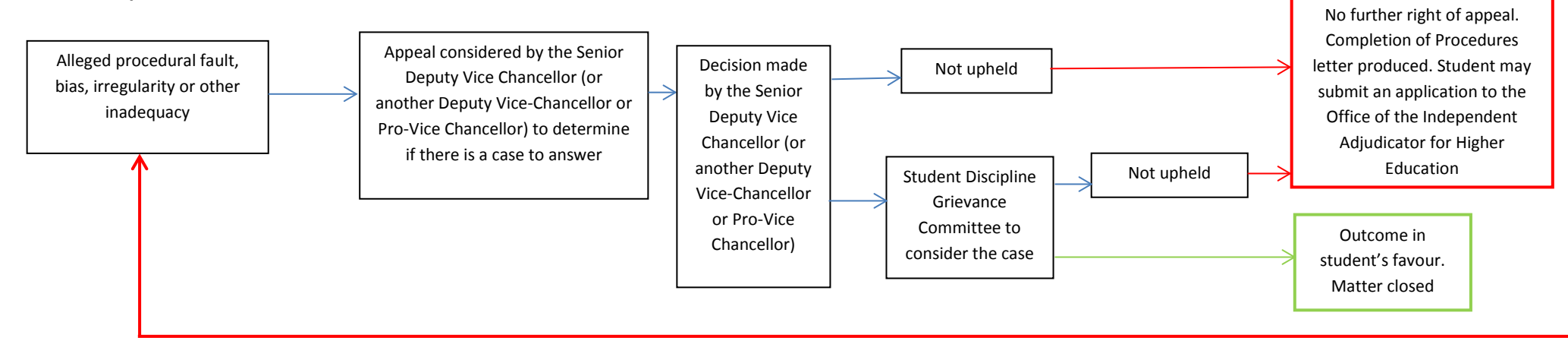
Master's Decision



Disciplinary Panel



Student Discipline Grievance Committee



Penalties

As the Master, Disciplinary Panel or Appeal bodies determines, one or more of the penalties from the appropriate list may be imposed on a student contravening these Regulations.

Penalties available to a College Master

- a) an informal reprimand;
- b) probation (period to be stated and the student's School to be advised);
- c) a formal warning concerning the consequences of further breaches of Regulations;
- d) a requirement to compensate for or make good damage and loss; and to meet any costs incurred in the investigation of a breach of the Regulations;
- e) to provide an apology or apologies in writing and/or in person;
- f) a fine (not exceeding £2,000) (a period of payment to be stated);
- g) Community service or attendance on a relevant educational programme to address the offending behaviour (drug or alcohol-related programme for example); at the Master's discretion and subject to monitoring by the Master concerned, and, if not completed satisfactorily, a further penalty as the Master determines;
- h) a recommendation to Kent Hospitality/Liberty Living/other partner providers that a licence agreement for University accommodation be terminated (or such to another appropriate person in the case of property outside the University's control (only to be made where the student's offence(s) is(are) relevant to such a recommendation);
- i) exclusion, absolutely or on stated conditions, from the use of the whole or part of Collegiate or other University facilities;
- j) confirmation of any disciplinary decision made by the officer in charge of a building in cases which involved infringement of the Regulations governing the use of the building concerned;
- k) confirmation of any disciplinary decision made by the appropriate officer under the IS Regulations and for Traffic in the University or other Regulations;
- l) a requirement to remove from the campus, University or other accommodation, temporarily or permanently, any item they deem inappropriate.

Part or all of a fine may be suspended subject to any conditions imposed by the Master.

Additional penalties available to a Disciplinary Panel or the Student Discipline Grievance Committee on appeal

- a) suspension from any class or classes, and exclusion (see paragraph 15-16) , absolutely or on stated conditions, from residence in University residential facilities (including such provided by Liberty Living/other partner providers) or from any part of the University or its precincts; any such suspension or exclusion shall be reported to the Secretary of the Council; exclusion from entry to any examination, either absolutely or subject to stated conditions;
- c) termination of registration as a student of the University, either absolutely or for a stated period and return subject to stated conditions;
- d) non- attendance at graduation until appropriate conditions are fulfilled; the withholding of the award of a degree or diploma or certificate will not be permitted in cases of non-academic debt to the University;
- e) a requirement to compensate for or make good damage and loss; and to meet any costs incurred in the investigation of a breach of the Regulations;
- f) a fine not exceeding £3,000 (period of payment to be stated).