

Student Conduct Procedure

A. Introduction

1. Corndel College London (CCL) is a professional community committed to providing a high-quality experience in a supportive, inclusive and respectful environment for all our students and staff. We aim to protect the health, safety and wellbeing of all members of the CCL community and may need to take action against a student where their behaviour or conduct interferes with these expectations.
2. In this Policy, references to:
 - i. 'you' and 'your' means a student registered on a CCL programme, or a former student of CCL, or an applicant who has accepted an offer of a place on a CCL programme.
 - ii. 'we', 'us' and 'our' means CCL or staff members of CCL.
3. This policy sets out our expectations for student conduct and the process for managing reports of misconduct.
4. We define **non-academic misconduct** as action that:
 - i. affects CCL's ability to provide a safe environment for study; and/or
 - ii. represents a potential or actual threat to CCL students, CCL staff, members of the public or other individuals that CCL students engage with in the course of their studies; and/or
 - iii. represents a potential or actual threat to CCL's reputation.
5. This Policy should be read in conjunction with the Academic Integrity Policy which sets out how we define **academic misconduct** and the procedure for managing suspected academic misconduct.

B. Scope

6. This Policy may be used for matters relating to student conduct where the student:
 - i. is a current registered student. This includes where they are actively studying, on a break in learning, are suspended from studies or excluded from CCL facilities or activities.
 - ii. has accepted an offer of a place with us but is yet to start their studies.

- iii. is a former student and there are concerns of alleged academic misconduct or potential criminal conduct.
7. This Policy applies for student conduct matters which have occurred:
- i. Online, which may include, for example, in our virtual learning environment, in online or text messages, on a social media platform, or in a social media group relating to CCL activity.
 - ii. On CCL premises, or on the premises of other organisations that we work with to deliver your programme or services which support your studies.
 - iii. When you are engaged in activities relating to your CCL studies that take place elsewhere. This could include, for example activities in employment or during a placement.
8. Where alleged misconduct relates to a student's health condition, disability or learning difference, the matter will normally be considered in line with the Fitness to Study Policy.
9. Instances of alleged academic misconduct will initially be considered under the Academic Integrity Policy. In certain circumstances as set out in the Academic Integrity Policy, cases of severe academic misconduct may subsequently be referred for consideration under this Policy to determine an appropriate sanction.
10. Allegations of breaches of other CCL policies that relate to student conduct may be referred for consideration under this Policy.
11. A student who wishes to raise a concern about the actions or behaviour of a member of CCL staff should refer to CCL's Student Complaints Procedure.

Degree Apprenticeship Students

12. Degree apprenticeship students should ensure that they are also familiar with their employer's expectations for conduct. We will not normally take action against a degree apprenticeship student in addition to action taken by an employer for matters falling solely within the scope of the employer's conduct policy. However, paragraph 13 may apply where an employer takes action.
13. Actions that we take against a degree apprenticeship student under this policy may impact their employment. For example, a degree apprenticeship student whose studies are terminated may no longer be eligible for employment.
14. Actions that an employer takes against a degree apprenticeship student for conduct matters may impact the student's ability to complete their degree apprenticeship. For example, a student whose employment is terminated may not be able to complete the degree apprenticeship.

C. General Principles

Fairness and Transparency

15. We will operate this policy with fairness and transparency as follows:

- i. There will be an emphasis on local and timely resolution wherever possible
- ii. The decisions we make will be evidence-based and reasonable, and the reasons for our decisions will be clear
- iii. Both the person making an allegation of misconduct (the reporting party) and the student against which the allegation has been made (the responding party) will be given a fair hearing and the outcome determined through a fair and impartial process. This means that both parties will have the opportunity to put their case forward and to respond to the case against them.
- iv. Any redress or remedy for student misconduct will be proportionate and reasonable.

Early intervention

16. CCL staff are encouraged to address minor student conduct issues through positively supporting students to understand acceptable and professional behaviour, before issues escalate to requiring formal action. Where informal support and discussions with students are not effective or not appropriate, the procedure in Section F will normally be followed.

Communicating with students

17. We will usually correspond with students via their Corndel email account under this Policy and students are expected to use their Corndel email account to correspond with us. Where necessary or appropriate we will use other modes of communication for correspondence with students.

Meetings held under this procedure

18. Meetings with students under this Policy will normally take place online but may take place by telephone or face-to-face where appropriate.

19. A student who is required to attend a meeting under this Policy is entitled to be accompanied by a current CCL student or a current member of staff at any stage. Students who wish to be accompanied to a meeting must inform us **five CCL working days** prior to the relevant meeting. The student or staff member accompanying a student can only offer support to the student they accompany and cannot speak for or on behalf of the student.

20. Neither the student nor CCL would normally be represented or supported by a legal practitioner in any meeting held under this Policy. We do not typically expect students to access legal advice under this Policy. Where legal advice is sought, we reserve the right to request that any legal proceedings be suspended until our internal procedures have been completed. Students should also be aware of the position of the Office of the Independent Adjudicator for Higher Education (OIA) on such matters.
21. Notes of meetings held under this procedure will be taken by a CCL member of staff. Attendees will be asked to confirm whether the notes represent an accurate record of the meeting. A copy of the notes will be sent to the attendees and to the Registry Team.

Burden of proof and standard of proof

22. The 'burden of proof' sets out who is responsible for proving that something occurred. The burden of proof at Stages 1 and 2 of the Student Misconduct procedure lies with CCL. The burden of proof for Stage 3: Appeal lies with the student submitting the appeal.
23. The standard of proof used by us to determine whether or not something occurred is the 'balance of probabilities'. This means that based on the evidence available it is more likely than not that something happened.

Variation of the Student Misconduct Procedure

24. We reserve the right in exceptional circumstances to vary the Student Misconduct Procedure in this Policy in the interests of fairness and/or health and safety. Any variation of this procedure must be agreed by the Academic Registrar or their nominee. Where the procedure is varied, the relevant parties will be notified of the rationale for the decision.

Allegations of misconduct against more than one student

25. Where an allegation of misconduct is made about more than one student, a decision will be made at each Stage of the Student Misconduct Procedure about whether the matter will be considered individually for each student or collectively for all the students subject to the allegation. For example, it may be appropriate to hold one Stage 2: Student Disciplinary Panel meeting that all responding students are invited to attend so the matter may be considered as a whole. Where the matter is considered collectively, CCL will correspond with each student individually about the case.

D. Expectations for Student Conduct

26. All members of CCL's community have a responsibility to maintain appropriate standards of conduct that contribute to a professional, supportive and respectful environment.
27. We expect you to behave in a professional and responsible manner in accordance with the expectations set out in this Student Conduct Policy, the Student Terms and Conditions, and all relevant CCL policies, procedures and regulations. This means that we expect you to always act:
- i. with regard for your physical and emotional safety and that of others
 - ii. courteously towards others within and outside the CCL community that you engage with during your studies
 - iii. in a manner that will not bring CCL into disrepute.
28. We provide a range of services to ensure that you are supported during your studies at CCL and can meet these expectations. Further information about the support available to you can be found in the Student Support Directory.
29. Appendix 1 provides examples of behaviour that does not meet our expectations for student conduct and which we would deem to be non-academic misconduct.

E. Reporting Potential Student Misconduct

30. All members of our community are encouraged to report something that they experience or witness that may meet the definition of student misconduct.
31. Reports of potential academic misconduct can be made by following the procedure set out in the Academic Integrity Policy.
32. The arrangements for reports of non-academic misconduct by a student are set out in this section below.
33. Where you witness or experience potential non-academic misconduct by another student, you are encouraged to inform your PDE or another member of staff confidentially. To make a formal report of non-academic misconduct, you should submit details of the potential misconduct via email to ace@corndel.com. CCL staff members can also report potential non-academic misconduct by sending an email to ace@corndel.com. A report should be made as soon as possible after the potential non-academic misconduct has occurred and within 3 months of it occurring.
34. If you inform a staff member of the potential non-academic misconduct, they will speak with you about what has happened and direct you to sources of support.

You can also find out about the support services available to you in the Student Support Directory. The staff member will also discuss with you how to make a formal report of non-academic misconduct if you have not already done so.

35. If you have experienced the potential non-academic misconduct directly and make a formal report, we will investigate the matter using the Student Misconduct Procedure set out in Section F.
36. If you have witnessed or become aware of the potential non-academic misconduct but have not experienced it directly, we will not normally be able to investigate the allegation unless the person who experienced the potential non-academic misconduct supports the allegation. However, in certain circumstances, such as when there is a risk to the health and safety of members of the CCL community, we may need to take action even when the person experiencing, witnessing or reporting the potential non-academic misconduct does not wish to pursue formal action.
37. CCL has a responsibility of fairness to both the person making an allegation of non-academic misconduct (the reporting party) and the student who the allegation has been made against (the responding party). We will therefore not normally consider reports of non-academic misconduct that have been made anonymously except in exceptional circumstances and where there is sufficient evidence to justify further investigation of the matter. Students who are concerned about disclosing their identity when making a report of non-academic misconduct should refer to Section J which describes our approach to confidentiality and data protection.

F. Student Misconduct Procedure

38. Where an allegation has been made that your actions or your behaviour may represent non-academic misconduct, the procedure set out in this Section will normally be followed. It comprises 3 possible stages. Not all stages of the procedure may be required in each case.
 - i. Stage 1: Investigation and Resolution or Referral
 - ii. Stage 2: Student Disciplinary Panel
 - iii. Stage 3: Appeal
39. The procedure in this Section should be read in conjunction with Section H which sets out when we may take temporary precautionary action alongside this procedure being followed, and Section I which sets out how we will deal with action that may constitute a criminal offence, and what we will do if we are notified of a police investigation or legal proceedings against a student.

Stage 1: Initial investigation and Resolution or Referral

40. If we receive an allegation of non-academic misconduct against you, a member of staff from the Registry Team will review the report to determine whether the alleged behaviour constitutes non-academic misconduct or whether it should be considered under a different procedure. If the allegation will be considered under a different procedure, we will write to you to inform you of this and next steps.
41. If the allegation will be considered under this Procedure, the member of staff from the Registry Team will also consider whether there are any circumstances that should be considered under Sections J (Legal Proceedings, possible criminal offences and external investigations).
42. If the allegation will be considered under this Procedure, an 'Investigator' will be appointed for your case and we will write to you to:
- i. Inform you of the allegation of non-academic misconduct against you, provide you with details of the alleged misconduct and that it will be considered under the Student Misconduct Procedure.
 - ii. Provide you with details of the Investigator
 - iii. Direct you to information on relevant CCL policies and procedures.
 - iv. Provide you with details of support services available to you.
43. The Investigator will undertake an initial investigation of the alleged misconduct. The investigation will normally be completed within **15 CCL working days** but this will depend on the nature and complexity of the case. We will inform you if the timescale for the investigation is likely to be longer.
44. You will be invited to provide an initial response to the allegation verbally or in writing. If you accept the allegation, you will be asked to provide details of any mitigating circumstances that you would like to be considered when a decision is made about action to be taken.
45. The investigation process will be determined by the Investigating Officer and will depend on the nature of the allegation, the evidence provided when the allegation was made, and whether or not you accept the allegation against you. It may include:
- i. Inviting you to a meeting with the Investigator to discuss the allegation where considered appropriate.
 - ii. Inviting the reporting party, witnesses and/or third parties to provide information verbally or in writing.
 - iii. Taking advice from relevant student support services.

- iv. Inviting you to respond to any information gathered during the investigation and to provide your own information.
46. The Investigator will keep a written record of verbal and written information gathered during the investigation and prepare a written report of the investigation.
47. The Investigator will determine, on the balance of probabilities whether or not the allegation against you is substantiated based on the evidence gathered during the investigation.
48. Where the allegation against you is not substantiated, no further action will be taken. A confidential record of the investigation and outcome will be kept by the Registry Team.
49. The case will be **resolved at Stage 1** where the allegation against you is substantiated and **all** of the following apply:
- i. the Investigator determines that misconduct is minor; and
 - ii. the matter is not considered to be repeated misconduct; and
 - iii. you have accepted the allegation against you.
50. Where the case is **resolved at Stage 1**, the Investigator will determine a sanction from those available for minor non-academic misconduct (see Appendix 2) taking account of the nature of the misconduct and any mitigating circumstances that you have presented.
51. The case will be **referred to Stage 2: Student Disciplinary Panel** where the allegation against you is substantiated and if **any** of the following apply:
- i. The misconduct is serious or considered to be repeated misconduct even if you accept the allegation against you.
 - ii. You do not accept a finding of minor misconduct by the Investigator at Stage 1.
 - iii. You do not accept the sanction determined by the Investigator for minor misconduct at Stage 1.
52. You will be informed of the outcome of the initial investigation in writing and the reasons for the decision. A record of the outcome will be kept on your file.
53. The reporting party and others affected by the misconduct will normally be informed of the outcome of Stage 1 and any sanctions that affect them. The level of information provided to others will be subject to the need to maintain confidentiality.

Stage 2: Student Disciplinary Panel

54. The Student Disciplinary Panel will comprise three staff members (including a Chair) who have not had prior involvement in the case. Typically, a senior member of staff will be appointed by the Academic Registrar or as Chair of the Student Disciplinary Panel. A Secretary will be appointed to the Panel who will take notes but will not be involved in decision-making by the Panel.
55. A **non-academic misconduct case** may be referred to a Student Disciplinary Panel in accordance with paragraph 51 above. The purpose of a Student Disciplinary Panel for non-academic misconduct is to decide whether the allegation is substantiated (except where the student has accepted the allegation at Stage 1), and to apply an appropriate sanction.
56. **Severe cases of academic misconduct** may be referred to a Student Disciplinary Panel in the circumstances outlined in the Academic Integrity Policy. The purpose of Student Disciplinary Panel for severe academic misconduct is to hear from relevant parties and apply an appropriate sanction.
57. Where a case is referred to a Student Disciplinary Panel, the following will be sent to you **at least ten CCL working days** before the Panel meeting date:
- i. Written notice of the Student Disciplinary Panel meeting and details of the Panel membership and Secretary
 - ii. The name of the Investigator attending
 - iii. Your right to be accompanied
 - iv. For non-academic misconduct, the report and all documentary evidence from the Stage 1 Investigation for non-academic misconduct **OR** for severe academic misconduct, the report and all documentary evidence from the Academic Misconduct Panel.
58. You and/or the Investigator may ask that the Panel consider a further written statement, call witnesses or raise a concern about the Panel membership. Any statement, witness request or concern about Panel membership should be submitted at least **five CCL working days** before the Panel meeting.
59. The Panel will consider the report for the case and all documentary evidence. You and the Investigator will be given the opportunity to provide further statements at the meeting for the Panel's consideration. You may seek confirmation of points raised by the Panel.
60. Other staff members or students such as the reporting party or witnesses may be asked to attend to give evidence if the Panel determines this to be appropriate.

61. If you and/or the Investigator do not attend the Panel meeting, this will not prevent it from taking place nor invalidate the proceedings. If you cannot attend for good reason but wish to be present, you should make this known at the earliest opportunity and the Chair of the Panel should consider a postponement.
62. You may only be represented in your absence at a Panel meeting in exceptional circumstances. Any request for you to be represented requires the agreement of the Chair of the Panel.
63. If you choose not to attend the Panel meeting, or you fail to attend without submitting, in writing, valid reasons for a postponement, the Panel may meet in your absence.
64. The possible outcomes of a Student Disciplinary Panel meeting for **non-academic misconduct** are:
- i. to dismiss the allegation and take no further action because the allegation has not been substantiated; or
 - ii. to determine that the allegation has been substantiated and that you have committed non-academic misconduct; or
 - iii. to refer the allegation for consideration under another CCL policy or procedure.
65. Where a case of **severe academic misconduct** is referred to the Student Disciplinary Panel following consideration under the Academic Integrity Policy, the Student Disciplinary Panel will not review or amend the finding of severe academic misconduct. The Student Disciplinary Panel's role in such a case is solely to determine an appropriate sanction for the severe academic misconduct.
66. Where an allegation of non-academic misconduct is substantiated or a severe academic misconduct case has been referred to the Panel from the Academic Integrity Policy, the Panel will determine which sanction or sanctions, if any, from those available in Appendix 2 should be applied. Sanctions may be combined where appropriate and reasonable.
67. When determining a sanction, the Panel will consider the nature and severity of the misconduct, any mitigating or aggravating circumstances for the case and the impact of the misconduct. Where relevant, the Panel will determine the period of time that the sanction will be effective, and whether it will be subject to review during that period.
68. The decision of the Panel will normally be communicated to you in writing, within **five CCL working days** from the date of the Panel meeting. You will be informed of your right to submit an appeal under Stage 3: Appeal

69. The reporting party and others affected by the misconduct will normally be informed of the outcome of Stage 2 and any sanctions that affect them. The level of information provided to others about the outcome will be subject to the need to maintain confidentiality as required by law.

70. If you are a degree apprenticeship student or on a programme overseen by a professional body, we may report the finding of a Student Disciplinary Panel to your employer or the professional body, where we consider it necessary and appropriate.

71. A confidential record of the case will be kept on your file, which will include the record of the Panel hearing and outcome.

Stage 3: Appeal

72. You may appeal the outcome of Stage 2: Student Disciplinary Panel on one or more of the following grounds:

- i. There was a procedural irregularity that was material to the Student Disciplinary Panel's decision;
- ii. There was bias on the part of the Student Disciplinary Panel;
- iii. The Student Disciplinary Panel's decision is unreasonable and/or the sanction is disproportionate.
- iv. There is new material evidence which you can demonstrate was not previously made available for good reason.

73. An appeal is not a re-hearing or reinvestigation of the case. Dissatisfaction with the outcome of Stage 2 alone is not a ground for appeal.

74. If you wish to appeal, you must complete a Stage 3: Appeal (Student Disciplinary) within **ten CCL working days** of the date of written notification of the Student Disciplinary Panel's decision specifying the grounds on which you wish to appeal and attaching any supporting documentation. The burden of proof (see paragraph 22) to demonstrate that the relevant grounds of appeal have been met lies with you.

75. The Academic Registrar or their nominee will consider the appeal. In considering the appeal, the Academic Registrar or nominee may request a statement from the Chair of the Stage 2 Student Disciplinary Panel if they consider it to be appropriate. You will be invited to provide a written response to any statement provided by the Chair of the Stage 2 Student Disciplinary Panel.

76. The Academic Registrar or their nominee will determine the outcome of the appeal, which will be one of the following:

- i. Reject the appeal in which case the sanction applied by the Stage 2 Student Disciplinary Panel will stand; or
- ii. Uphold the appeal in whole or in part.

77. Where an appeal is upheld, either in whole or in part, the Academic Registrar or nominee will take one of the following actions:

- i. Overturn the decision of the Student Disciplinary Panel and determine that no further action should be taken against you. The sanction applied will be revoked and the finding of misconduct will be removed from your file
- ii. Apply a different sanction from the list in Appendix 2
- iii. Refer the case back to Stage 2: Student Disciplinary Panel with commentary for reconsideration
- iv. Refer the concern to another CCL policy or procedure for consideration

78. You will be informed of the outcome of the appeal in writing normally within **10 CCL working days** of receipt of your appeal.

G. The Office of the Independent Adjudicator for Higher Education (OIA)

79. Decisions taken under this procedure may be eligible for review by the Office of the Independent Adjudicator for Higher Education (OIA), which is an independent body set up to review student complaints. More information about the OIA and eligibility rules is available at www.oiahe.org.uk.

80. Following the appeal stage, you will be provided with a Completion of Procedures letter confirming all stages of the Student Conduct Procedure have been concluded and how to apply to the OIA. A complaint to the OIA must be submitted within 12 months of the date of the Completion of Procedures letter.

H. Temporary precautionary action

81. Where your conduct is considered to be a potential immediate, serious and significant threat to your health and safety or that of others, the Academic Registrar or their nominee may take temporary precautionary action at any stage under this Policy. Precautionary action may take the form of:

- i. Temporarily suspending you either partially or fully from your programme of study.
- ii. Temporarily excluding you from using particular CCL facilities or participating in particular CCL activities online and/or in person.
- iii. A no-contact agreement between you and affected parties.

82. Precautionary action does not indicate that we have reached a decision about an allegation of misconduct against you, nor does it represent a sanction under this Policy. However, we recognise that it may have consequences for you that are unavoidable. Where we take precautionary action and where appropriate and practicable, we will take steps to mitigate the impact of the action.
83. Where temporary precautionary action is taken against you, the Academic Registrar or nominee will review at regular intervals whether the terms of the action should be maintained or varied. This includes any time period that has been specified for the precautionary action to be in place.
84. You have the right to appeal a decision to take temporary precautionary action against you on one or more of the following grounds:
- i. There was a material procedural irregularity when the decision was made
 - ii. There is new evidence that was material to the decision that could not be made available previously for good reason
 - iii. There was bias on the part of the person who made the decision
85. An appeal against a decision to take temporary precautionary action must be submitted via email to ace@corndel.com within **10 CCL working days** of the decision being communicated to you. The precautionary action will remain in place whilst the appeal is considered.
86. The Managing Director or nominee will consider the appeal and inform you of the outcome within **5 CCL working days**.
87. The possible outcomes of an appeal are to maintain, amend or revoke the temporary precautionary action.

I. Legal proceedings, possible criminal offences and external investigations

88. Where a student's alleged misconduct may be in breach of the law, we may, where we consider it appropriate, refer the matter to the police.
89. Where a police investigation, legal proceedings, or other external investigation has been or may be initiated relating to a student's alleged misconduct, we may suspend consideration of the matter under this or any other CCL policy, until the investigation or proceedings have been concluded. We may resume consideration of the matter under this Policy, should we consider it appropriate.
90. Where a member of the CCL community has experienced alleged misconduct by a student that may constitute a criminal offence, we will support that person to

report the matter to the police if they wish to do so. We do not normally report a matter to the police if this is against the wishes of the person experiencing the alleged misconduct unless there is a risk to the safety of members of the CCL community.

91. We may take action under this Policy in respect of a student who has been subject to criminal proceedings, irrespective of whether they are convicted in those proceedings. We may, however, take into account any sanction imposed for a criminal conviction relating to the misconduct when determining a sanction under this Policy.

J. Confidentiality and Data Protection

92. The information gathered under this Policy will be held in accordance with General Data Protection Regulations (GDPR), Data Protection legislation and our Student Privacy Notice. We will make sure that matters overseen by us will have the appropriate level of confidentiality. Information will only be made available to those who need it for the purposes of managing and responding to the student's case, in accordance with law.
93. We may need to disclose to other relevant staff and external organisations as part of the management of a student's case. Where there are elements which are particularly sensitive and the student has concerns about their confidentiality, the student can raise this with the Academic Registrar who will discuss how disclosure can be minimised, if possible and appropriate to do so.
94. Where we need to obtain information from a third party as part of processing a student's case, we will only give the third party as much detail about the student and their situation as is necessary to obtain the evidence required. Staff will ensure that discussions held about the student's case are undertaken with the correct level of confidentiality, unless, where doing so could put others at risk.

K. Reporting and Monitoring

95. The Academic Board and the Board of Governors will receive an annual summary report of misconduct cases considered under this Policy, and an overview of decisions reached. The reports will show trends and make recommendations for improvements where necessary. There will be no reference to individual cases. A confidential record, as required by the general data protection requirements, will be kept separately for individual cases.

Appendix 1: Examples of Non-Academic Misconduct

Examples of non-academic misconduct are provided below. This list is not exhaustive.

- i. Breach of any CCL regulation, policy or procedure.
- ii. Sexual harassment (as defined by Section 26(2) of the Equality Act 2010).
- iii. Physical or virtual sexual misconduct including making/distributing/sharing private and personal explicit messages, images or video footage of an individual without the consent of all parties (this includes the use of editing tools to create fake media in relation to the above).
- iv. Behaviour or language (whether in a physical or virtual environment) which is violent, indecent, disorderly, threatening, or causes fear or distress to others (for example, deliberate disrupting, or facilitating the disruption of a taught session, or threatening members of CCL community).
- v. Malicious or reckless damage to, or theft of, CCL property or the property of any student or member of staff.
- vi. Harassment or bullying of any member of the CCL community or any visitor to CCL (whether in a physical or virtual environment).
- vii. Vexatious complaints or allegations of misconduct that are found to be mischievous or malicious.
- viii. Fraudulent activity or claims – academic, personal, and/or financial – including the non-disclosure of any previous unspent criminal convictions.
- ix. Conduct which prevents, obstructs or disrupts the holding of, or orderly conduct of, any meeting or other lawful assembly in CCL (e.g. preventing a speaker from lawfully expressing their views).
- x. Any action likely to cause injury to any person or impair the safety of the premises owned or used by CCL.
- xi. Possession of a material quantity of, or selling, illegal drugs or other illegal intoxicating substances.
- xii. Any behaviour or action of a kind which is likely to bring the name of CCL into disrepute or which reflects adversely on the relationships which CCL seeks to maintain with other stakeholders, including employers.
- xiii. Expressing extremist views (whether in a physical or virtual environment) that risk drawing people into terrorism.

Appendix 2: Sanctions available to the Student Disciplinary Panel

A. A single instance of minor non-academic misconduct

- i. A formal warning on the student's file about future behaviour
- ii. A requirement for the student to provide a written apology and a written commitment to their future good conduct
- iii. A requirement for the student to attend training or meetings with appropriate agencies to support future good conduct
- iv. A requirement for the student to pay for any damage to property that they have caused or to recompense CCL for any loss it may have suffered for the student's misconduct
- v. A requirement for the student to comply with a 'No Contact Agreement'.
- vi. A fine of up to £500

B. Repeated or serious instances of non-academic misconduct (may be used in combination with sanctions for minor non-academic misconduct)

- i. A fine of up to £1000
- ii. Exclusion from access to specified physical and/or online facilities or activities of CCL for a fixed period
- iii. Suspension from the programme of study for a fixed period
- iv. Expulsion from CCL meaning that the student ceases to be a registered student of CCL
- v. Retrospective withdrawal of CCL credit and/or awards that the student has already achieved
- vi. Withdrawal of an offer that an applicant has accepted to study on a CCL programme

C. Severe academic misconduct

- i. Any of the sanctions listed in the Academic Integrity Policy
- ii. A mark of 0 for the assessment element or module with any right to further attempts removed
- iii. Reduction or removal of previously gained marks
- iv. Reduced degree classification or award level
- v. Exclusion from access to specified physical and/or online facilities or activities of CCL for a fixed period
- vi. Suspension from the programme of study for a fixed period
- vii. Expulsion from CCL meaning that the student ceases to be a registered student of CCL
- viii. Retrospective withdrawal of CCL credit and/or awards that the student has already achieved.

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