



Student Conduct and Disciplinary Policy and Procedure

Student-friendly, validator-aligned policy for Roehampton- and Bradford-validated provision

Academic year 2026/27

Document owner	Director of Teaching and Learning
Approval authority	UHE(UK) Academic Board, subject to validating-university approval where required
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Applies to	Students on taught provision validated by the University of Roehampton or University of Bradford
Operational lead	Student Services and Quality Office
Precedence	The applicable validating-university regulation, agreement, operations manual, programme specification or approved variation prevails

How to use this policy

This policy explains the standards of behaviour expected from you, how UHE(UK) will respond to a concern, what you need to do, and what may happen. It deals with non-academic misconduct. Academic misconduct is handled under the Academic Integrity Policy and Procedure.

Check your validating university

- Your offer letter, registration record and programme handbook will state whether your award is validated by the University of Roehampton or the University of Bradford.
- UHE(UK) can investigate conduct concerns, take proportionate local safety measures and impose operational sanctions within its authority.
- Any decision that changes your academic registration, progression, credit or award must follow the authority and procedure of your validating university.
- Every formal Stage 2, Stage 3 and appeal letter will state ROEHAMPTON ROUTE or BRADFORD ROUTE, the decision-maker, whether an outcome is final or a recommendation, and the correct appeal route.
- Read letters carefully, meet the stated deadlines, keep copies of evidence, and contact Student Services promptly if you need support or reasonable adjustments.

The main validator differences

Question	ROEHAMPTON ROUTE	BRADFORD ROUTE
Who decides local conduct sanctions?	UHE(UK) may decide warnings, conditions, restitution and local restrictions within delegated authority.	UHE(UK) may decide warnings, conditions, restitution and local restrictions within delegated authority.
Who can change my registration or academic status?	The Roehampton-authorized body or route must decide or ratify suspension, termination, withdrawal, progression, credit or award consequences.	The Bradford Continuation and Award Board or other Bradford-authorized body must decide or ratify suspension, termination, withdrawal, continuation, credit or award consequences.
What happens if a conduct sanction affects study?	UHE(UK) will prepare the evidence and recommendation. The Roehampton route applicable to your cohort will decide the academic-status effect.	UHE(UK) will prepare the evidence and recommendation. The Bradford route applicable to your cohort will decide the academic-status effect.
How do I appeal?	A local UHE(UK) conduct sanction uses the UHE(UK) appeal in this policy. A Roehampton academic-status decision uses the Roehampton appeal route, normally within 10 working days of formal notice.	A local UHE(UK) conduct sanction uses the UHE(UK) appeal in this policy. A Bradford academic-status decision uses the Bradford route, normally within three weeks of the ratified decision, with a review normally within two weeks of the formal-stage outcome.

Student Conduct and Disciplinary Policy and Procedure

1. Purpose and principles

1.1 UHE(UK) aims to provide a safe, respectful and inclusive learning community. This policy explains how non-academic conduct concerns are reported, investigated and decided.

1.2 Cases will be handled fairly, promptly, proportionately and confidentially. You will be told the allegation, evidence, possible outcomes, response deadline, support available and appeal route.

1.3 A concern is proven only where the decision-maker concludes, on the balance of probabilities, that it is more likely than not to have happened.

1.4 Precautionary action is not a finding of misconduct. It is used only where necessary to manage an immediate risk and must be reviewed.

2. Scope and precedence

2.1 This policy applies from registration and may cover behaviour on campus, online, on placement, during field trips or events, and off campus where there is a sufficiently close connection to UHE(UK), the programme, another student or staff member, or the safety and reputation of the learning community.

2.2 It may also apply after withdrawal or graduation where the alleged conduct occurred while the person was a student and the applicable rules permit the case to continue.

2.3 Where this policy conflicts with a validating-university regulation, validation agreement, operations manual, programme specification, PSRB requirement or approved variation, that approved requirement prevails.

2.4 UHE(UK) will coordinate cases that also involve academic integrity, fitness to study, fitness to practise, safeguarding, harassment or sexual misconduct, complaints, criminal proceedings or sponsor compliance. You will be told which procedure is being used and why.

3. Expected conduct and examples of misconduct

3.1 You are expected to treat others with dignity and respect, follow reasonable instructions, protect safety and property, use systems responsibly, and comply with the Student Code of Conduct.

3.2 Examples include violence or threats; harassment, bullying, discrimination or sexual misconduct; theft, fraud or damage; possession or use of weapons; serious health and safety breaches; misuse of IT, identity cards, recordings or personal data; disruption; dishonest or vexatious allegations made in bad faith; illegal drug supply or use; and failure to comply with a previous disciplinary outcome.

3.3 The examples are not exhaustive. The seriousness of a case depends on its impact, intent, risk, repetition, vulnerability of those affected, previous findings and other relevant circumstances.

4. Your rights and responsibilities

4.1 You have the right to receive written details of the allegation, see the evidence relied upon, respond, provide evidence, identify witnesses, ask questions through the Chair, be accompanied, request reasonable adjustments, receive a reasoned written outcome and appeal where permitted.

4.2 You should respond by the deadline, attend meetings where possible, keep your contact details current, preserve relevant evidence and tell UHE(UK) promptly about any disability, health, communication or personal circumstances affecting participation.

4.3 You may be accompanied by a current UHE(UK) student, a Students' Union representative, a member of Student Services or another person permitted by the applicable rules. Legal representation is not normally permitted unless exceptionally authorised or required by the validator.

5. Reporting a concern

5.1 A concern may be reported to Student Services, Academic Services, a Programme Lead or any member of staff. Reports should identify what happened, when and where, the people involved, witnesses and available evidence.

5.2 Academic Services will carry out an initial review. It may close the matter, seek more information, use informal resolution, refer it to Stage 2 or Stage 3, or route it to another procedure.

5.3 Anonymous reports may be considered, but UHE(UK) must assess reliability and fairness. A finding will not be based solely on undisclosed evidence that you have had no fair opportunity to answer.

6. Precautionary action

6.1 Where there is a serious and immediate risk to people, evidence, property, placements or the integrity of the process, UHE(UK) may temporarily restrict access to particular spaces, activities, systems or contact with named people.

6.2 A local restriction does not itself suspend or terminate academic registration. Any suspension or termination of registration must follow the competent Roehampton or Bradford route unless UHE(UK) holds express delegated authority.

6.3 You will normally receive written reasons, scope, start date, review date, support arrangements and information on how to request a review within 48 hours. Measures will be reviewed regularly and removed when no longer necessary.

7. Police or external investigations

7.1 UHE(UK) may report a matter to the police or another authority where necessary and lawful. It may continue, pause or adapt its process after considering fairness, safety and the risk of prejudicing an external investigation.

7.2 A criminal conviction or acquittal does not automatically determine the UHE(UK) case because the procedures have different purposes and standards of proof. Relevant court findings may be considered.

8. Stage 1 - early or informal resolution

8.1 Stage 1 is normally used for minor concerns where education, clarification or an agreed resolution may be sufficient.

8.2 You will be told the concern and invited to discuss it. Possible outcomes are no further action, advice, an informal warning, an agreed action or referral to Stage 2 or Stage 3.

8.3 An informal outcome is not a formal finding unless the letter states otherwise. You may ask for a review of a Stage 1 outcome within the deadline stated in the letter.

9. Stage 2 - formal investigation and decision

9.1 Stage 2 is used for more serious concerns or repeated lower-level concerns. An independent Disciplinary Officer will investigate.

9.2 You will normally receive at least five working days' notice of a meeting, the allegation, available evidence, possible outcomes, the right to submit a statement and the right to be accompanied.

9.3 The officer may interview relevant people and gather documents. You will have an opportunity to comment on material relied upon and to confirm the accuracy of any meeting note.

9.4 The outcome may be not proven, local resolution, a formal warning, educational or restorative action, restitution for loss or damage, proportionate restrictions, or referral to Stage 3. Any fine must be authorised by a published scheme and will normally not exceed £500 at Stage 2.

9.5 A decision affecting academic registration, progression, credit or award will be framed as a recommendation to the competent validator authority, not as a final UHE(UK) decision.

10. Stage 3 - Disciplinary Panel

10.1 Stage 3 is used for serious, complex, repeated or disputed cases, and cases that may justify a major sanction or an academic-status recommendation.

10.2 The panel will normally have an independent Chair and two independent members. An adviser and clerk may attend but do not vote.

10.3 You will normally receive the allegation, evidence, panel membership, possible outcomes and attendance arrangements at least seven calendar days before the hearing. Papers will normally be provided at least five working days before the hearing.

10.4 You may attend in person or remotely, submit a written statement, call relevant witnesses and be accompanied. The panel may proceed in your absence where proper notice was given and there is no adequate reason for absence.

10.5 The panel will decide first whether misconduct is proven and then consider outcome. It must give written reasons and distinguish a local sanction from a recommendation requiring validator approval.

11. Outcomes and consequences

11.1 Outcomes must be proportionate and may include no action, advice, apology or restorative action, education or training, a warning, conditions, restitution, a fine under an approved scheme, or temporary exclusion from specified UHE(UK) facilities or activities.

11.2 Serious cases may lead to a recommendation for suspension, termination or withdrawal of registration, or action affecting credit or an award. Such consequences require the correct Roehampton or Bradford authority and must not be implemented before authorisation.

11.3 Relevant factors include seriousness, impact, intent, previous findings, insight, cooperation, admission, provocation, disability-related context, personal circumstances and the need to protect others. Personal circumstances may affect the outcome but do not automatically decide whether the conduct occurred.

11.4 The outcome letter will state the finding, reasons, evidence considered, sanction or recommendation, effective date, duration, conditions, record-retention period, any third-party notification and the appeal route.

12. Appeals and reviews

12.1 You may appeal a final UHE(UK) conduct finding or local sanction within 14 calendar days of the outcome letter, unless the letter gives a longer period. Grounds are new evidence not reasonably available earlier, a material procedural error, or an unreasonable or disproportionate decision or sanction.

12.2 Appeals against Stage 2 decisions are normally reviewed by an independent officer. Appeals against Stage 3 decisions are normally considered by an independent Appeal Panel. The appeal may uphold, partially uphold, reduce, set aside, remit or dismiss the decision.

12.3 Where the outcome includes a validator-reserved academic-status decision, the letter will give the validator route instead: Roehampton normally 10 working days from formal notice; Bradford normally three weeks from the ratified decision and two weeks for a review of the formal-stage outcome.

12.4 The original decision normally remains in force during an appeal unless the competent authority approves an interim arrangement. Precautionary measures may continue where separately justified.

12.5 After internal procedures are complete, an eligible student may complain to the Office of the Independent Adjudicator, normally within 12 months of the Completion of Procedures Letter.

13. Records, confidentiality and information sharing

13.1 Records will be accurate, secure and retained in line with the approved retention schedule, normally for six years after the last action unless another lawful period applies.

13.2 Information will be shared only where necessary and lawful, including with a validating university, placement provider, sponsor, employer, PSRB, police or safeguarding body. You will be informed where appropriate.

13.3 A reporting party may be told enough to understand that the concern was addressed and any safety measures affecting them, but will not normally receive confidential details of the student's sanction.

14. Timescales and delays

14.1 UHE(UK) aims to complete the overall disciplinary process within 90 calendar days. Stage 2 investigations will normally be completed within 40 calendar days, and appeal decisions within 28 calendar days.

14.2 These are targets, not automatic grounds for dismissal. If there is a delay, you will be told why, the revised timescale and any support or interim arrangements.

15. Roles and authority

15.1 Academic Services administers cases, confirms the validator and cohort route, issues formal notices, maintains records and implements only authorised outcomes.

15.2 Student Services provides welfare, safeguarding and reasonable-adjustment support. The Quality Office checks fairness, delegation, regulatory routing and appeals.

15.3 Disciplinary Officers and panels make findings and local decisions within delegated authority. They may only recommend outcomes reserved to Roehampton or Bradford.

15.4 UHE(UK) Academic Board oversees the policy but does not replace a validating-university board or appeal body for reserved individual decisions.

Appendix 1 - What to do when you receive a disciplinary letter

- Check whether the letter says ROEHAMPTON ROUTE or BRADFORD ROUTE.
- Read the allegation and evidence carefully.
- Note the reply, meeting or appeal deadline immediately.
- Tell Academic Services if any evidence is missing or inaccurate.
- Send your statement and evidence by the deadline.
- Confirm whether you will attend and name your supporter or witnesses.
- Request reasonable adjustments as early as possible.
- Keep copies of all emails, letters and evidence.
- Contact Student Services if the process affects your wellbeing.
- Use the exact appeal route and form stated in the outcome letter.

Appendix 2 - Decision-routing summary

Action	UHE(UK) role	Final authority
Fact-finding and local warning	Investigates and decides within delegation	UHE(UK) authorised officer or panel
Local exclusion from specified facilities or activities	May impose a proportionate time-limited restriction	UHE(UK) authorised officer or panel
Suspension or termination of academic registration	Prepares evidence and recommendation	Correct Roehampton or Bradford authority unless expressly delegated
Credit, progression or award consequence	Prepares records and recommendation	Correct Roehampton or Bradford board/body
Appeal against local conduct sanction	Administers independent review or panel	UHE(UK) appeal decision-maker
Appeal against validator-reserved academic decision	Supplies records and guidance	Roehampton or Bradford appeal body