



# Ruskin College Oxford

## **Student Disciplinary Policy and Procedure**

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Approved: SLT

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Responsibility for Review: SLT

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Amendments	Made by
URL links added	Programme Manager (HE)
Postholders responsible updated	Programme Manager (HE)
Timelines added	Programme Manager (HE)

### 1.0 Policy on Student Disciplinary

1.1 This policy has drawn on examples sourced from Stratford-upon-Avon College.

### 2.0 Introduction

2.1 We want all our students to enjoy being a Ruskin College student but we also have to recognise that occasionally some students may behave in a way that does not fit with the College's expectations and because we want you to feel safe at College and as part of our duty of care to you we have drawn up the following policy.

2.2 This policy is designed to assist all students in achieving their goals and aspirations whilst attending the College or its subsidiaries. The possible actions that the College might wish to use are designed to be supportive of the students in addressing their commitment to study. The College has high expectations of students achieving their full potential. To this end the College has many flexible strategies to support students before the imposition of formal sanctions (see Policy Stage 7: Flexible Supportive Strategies).

**2.3** In any disciplinary situation where a student has been threatened, bullied, or intimidated, apart from any actions taken through this procedure, the College will provide additional support to enable the student concerned to deal with their situation.

**2.4** This Policy will promote College values, encourage the development of the student and enable the College and student to make appropriate interventions to rectify unsatisfactory conduct and behaviour.

**2.5** This Policy recognises that some students may occasionally behave in ways that may impede their own progress or the progress of other members of the wider College community. In these circumstances the College reserves the right to levy a proportionate action on those students whose behaviour sanctions, Misconduct or Gross Misconduct, upon those whose behaviour falls below the expectations of the wider College Community.

**2.6** This Policy recognises that some students do not always perform to the best of their ability and that this may manifest itself in poor attendance and punctuality, poor work completion rate and non-compliance with deadlines for formative and summative assessments. Poor performance may result in the student failing to achieve their learning goals which may in turn affect the progression opportunities open to them for their future career aspirations. In the first instance the College will do its best to support and help all students but there may be times when the College insists that Flexible Supportive Strategies are put in place and/or levy a proportionate action on those students whose performance falls below the College's high expectations of its students.

**2.7** This Policy sets out the Student Code of Conduct. Students are expected to adhere to this code in return for being admitted to the wider College community and being provided with educational and other services and facilities. It also sets out the procedure which should be followed where the Student Code of Conduct is breached.

**2.8** The College may consider imposing other sanctions depending on the seriousness of the nature of the breach, for example College Community Services.

**2.9** This Policy supports the standards and practice identified in the College Handbook promoting the College's mission, ethos and values.

### **3.0 Scope**

**3.1** This Policy applies to all students who are referred to as students, apprentices, Higher Education students, Further Education students, overseas and EU students, regardless of the nine protected characteristics, as defined by The Equality Act 2010.

<https://www.legislation.gov.uk/ukpga/2010/15/part/2/chapter/1>

3.2. This Policy applies to all students, full and part-time enrolled at the College whether taught onsite or offsite, including students on placement/fieldwork.

3.3. This Policy applies to all forms of learning and study programmes whether or not the learning or study programme is validated by, or associated with any other institution.

3.4. This Policy applies on all College premises and to all College related activities, on or off site, and includes College-arranged transport to and from College, visits, study tours and residential (UK and abroad).

3.5. This Policy applies to student performance i.e. academic performance, attendance, commitment to study and student behaviour acceptable to the wider College Community.

3.6. This policy recognises that where the student's attendance, performance or behaviour appears to be indicative of a mental health issue, illness or injury it may be more appropriate to follow procedures as stated in the College's Fitness to Study Policy. <https://www.ruskin.ac.uk/wp-content/uploads/2021/05/Fitness-to-Study-Policy.pdf>

## **4.0 Definitions**

4.1 This Policy recognises that for a number of reasons students do not always perform to the best of their ability to achieve their academic potential.

4.2. Serious and persistent issues of performance may result in the student being subject to the College's formal disciplinary procedures which may lead ultimately to exclusion for those students for whom the College is not a productive learning environment.

## **4.3 Student Performance**

4.3.1 The following is not an exhaustive list of examples of poor performance which may result in disciplinary action being taken against the student:

- Persistent lateness to classes and/or tutorials and/or placement/fieldwork
- Persistent unauthorised absenteeism
- Failure to complete and submit formative and summative assessments to the set deadline. This in turn may affect the student's opportunity to achieve their qualification if allowed to go unchallenged
- Reluctant cooperation and participation
- Lack of commitment to their course of study or programme of learning

#### **4.4 Student Behaviour – Misconduct**

4.4.1 The following is not an exhaustive list of examples of misconduct which may result in disciplinary action being taken against students and can include College arranged external events, trips and visits and whilst on fieldwork or placements:

- Any breach of any of the students' obligations set out above (including any breach of health and safety or other regulations of the College)
- Any failure to follow the reasonable instructions of any member of staff
- Any persistent disruptive behaviour of any class or any other College activity, whether or not involving staff or other students
- Any unduly noisy and/or unruly behaviour
- The use of foul, abusive or inappropriate language
- Disruptive or inappropriate use of electronic communication
- Any cheating, plagiarism or copying of the work of other students or others with the intention to deceive
- Failure to participate cooperatively in any group or paired learning activities
- Refusal to comply with seating plans or other classroom management/learning strategies devised by staff
- Any smoking in non-smoking areas
- Spitting
- Littering which includes cigarette ends
- Failure to wear student card on College lanyard
- Any behaviour that is detrimental to the learning of any student
- Failure to take due care of the College grounds and learning environment

#### **4.5. Student Behaviour - Gross Misconduct**

4.5.1 Any serious cases of misconduct may be treated by the College as gross misconduct. For example, but not limited to:

- Any bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person, including on social media platforms or electronic devices
- Any behaviour which is racially, religiously or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments
- Any behaviour which could bring the College into disrepute
- Any illegal act which may have an adverse effect upon the work of the College or on other students or which may bring the College into disrepute
- Deliberately or by gross negligence causing damage to any College Buildings, equipment, books or furnishings or any property of others

- Any unauthorised interference with software or data belonging to or used by the College, another student or a member of staff
- Any theft of property or any other dishonest act on the College premises or any College related activity
- Parking at Ruskin Hall unless the student has a Blue Badge registered in their name or parking on Stoke Place, or in the grounds of Old Headington Parish Hall.
- Persistent smoking in unauthorised places
- Persistent failure to wear student card on lanyard
- Anyone under the influence of alcohol or illegal substances on College premises, or on any College related activities.
- Possession or supply of any illegal substance
- Persistent misconduct
- Not adhering to College policies and procedures

## **5.0 Procedure**

### **5.1 Flexible Supportive Strategies**

These strategies are designed to support the student in modifying their attendance, performance or behaviour. Immediate positive intervention at this stage can prevent the repetition of problematic behaviour and subsequent more serious and formal action which may lead ultimately to the exclusion of the student.

5.2 Cases of minor misconduct and misbehaviour should be initially managed by a Programme Tutor. Supportive measures could include an Action Plan which may comprise a behavioural contract, agreed support/intervention for the student, details of staff and agencies involved in implementing the action plan and an agreed review timetable. It could also include an individualised programme of support which may include the Student Support Services. The Action Plan should be recorded on the MIS system.

5.3. Some cases of misconduct may warrant discussions with carers or in the case of apprentices or those on fieldwork/placement, employers to try and resolve the situation.

5.4. In some cases, a Letter of Concern including reasons for the concern and the consequences of further misconduct will be appropriate. Letters of Concern should only be given after discussion with the student and after due consideration of the student's explanation. The Letter of Concern will be emailed to the students Ruskin College email and a copy kept on the MIS system.

5.5. These strategies are not a prerequisite to the formal disciplinary procedures and in more serious instances students may proceed directly to the First, Second or Final stage

without having gone through the Flexible Supportive Strategies stage. The implementation of the Flexible Supportive Strategies stage is at the discretion of a Programme Tutor. Flexible Supportive Strategies may include additional one-to-one sessions, coaching, guidance, short- term target setting and action planning.

### **5.6 Cause for Concern Form**

Any lapse in a student's attendance, performance or behaviour will be tackled immediately by a Programme Tutor directly with the individual, but if their conduct does not improve then a Cause for Concern Form will be completed via the MIS system. If a continuing pattern of Cause for Concern Forms are received, and, in the opinion of the Programme Tutor in consultation with the Programme Manager (HE), additional action is warranted, the Programme Tutor may require the student to attend a One-to One Action Planning Meeting.

### **5.7 One-to-One Action Planning**

A Programme Tutor will meet with the student and agree a course of action designed to achieve the College's desired outcomes for the student. The One-to-One Action Plan will include a review meeting to ensure that the attendance, performance or behaviour has improved.

5.6 In the event of the One-to-One Action Planning process failing to achieve the desired improvement in the attendance, performance or behaviour of the student, the Programme Tutor may recommend:

- (i) That the student has a further meeting with the Head of Student Services
- (ii) The Head of Student Services may issue a verbal warning or,
- (iii) Decide that the student progresses straight to the First Stage of the Student Disciplinary process.

5.9. There is no student appeal to the decisions and actions implemented in these Flexible Supportive Strategies.

### **5.10 Stage 1 Interview**

5.10.1 Where the attendance, performance or behaviour complained of is of a more serious nature or where the student's conduct has not improved in spite of Flexible Supportive Strategies. The student will be required to attend a First Stage disciplinary interview with a Programme Tutor and will be sent a letter to the students Ruskin College email address stating:

- The nature of the conduct complained of and a summary of the evidence for the complaint
- The student's entitlement to be accompanied
- Confirmation of the time and place of the interview, and

- A statement explaining that students could be removed from lessons if they fail to attend the meeting.

5.10.2 The student will be entitled to be accompanied by a friend, student union representative or relative, or other appropriate person in the case of a vulnerable adult, (but not by a legal or other professional advisor unless the College otherwise agrees). A legal or other professional adviser will be allowed if the College intends to have an external adviser present.

5.10.3 The student, at the interview, will be entitled to state their case including any mitigating factors before any decision is taken.

5.10.4 In the event that the student disputes the evidence, the Programme Tutor may suspend the interview to investigate the disputed evidence and seek appropriate further evidence. The interview will be reconvened within 10 working days.

5.10.5 Where the student's attendance, performance or behaviour appears to be indicative of a mental health issue, illness or injury it may be more appropriate to follow procedures as stated in the Fitness to Study Policy. <https://www.ruskin.ac.uk/wp-content/uploads/2021/05/Fitness-to-Study-Policy.pdf>

In addition, the interview can be adjourned in order that future action can be determined.

5.10.6 After hearing the student's case, the Programme Tutor may decide to take no action, set Student Targets or issue a First Stage Warning.

5.10.7 In the case of a student being found to have deliberately or by gross negligence caused damage to any College building, equipment, books or furnishings or any property of others, the student may also be required to pay for the repair of such damage. Practical measures to avoid recurrence may also be implemented.

### **5.11 Stage 1 Interview Outcome**

5.11.1 A First Stage Interview form will be copied and given to the student after the interview. It will give the decision, brief reasons for the decision, the evidence considered and the action, if any, that is required by the student.

5.11.2 The decision may record that no disciplinary action is necessary.

5.11.3 In some cases where no disciplinary action is necessary, it may be appropriate to set Student Targets.

5.11.4 A First Stage Warning may be given at which point it will be stated that any repeated or further poor attendance, performance, behaviour or misconduct by the student may result in further disciplinary action, including the student's possible

exclusion from the College.

5.11.5 In the case of a First Stage Warning being given or when Student Targets have been set, the student will be given a date and time for when their progress will be reviewed. Any actions taken following the review will be appropriate to the First Stage of the disciplinary process.

5.11.6 The student has the right to appeal against the decision by writing within 5 days of the date of the outcome letter to the Head of Student Services.

## **5.12 Stage 2 Interview**

5.12.1 Where the attendance, performance or behaviour complained of is of a more serious nature or where the attendance, performance or behaviour has not improved in spite of a First Stage Warning, the student will be required to attend a Second Stage disciplinary interview with the Head of Student Services, with at least five days' written notice to the student's Ruskin College email stating:

- The nature of the conduct complained of and a summary of the evidence for the complaint
- The student's entitlement to be accompanied
- Confirmation of the time and place of the interview
- A statement explaining that, if the student fails to attend or an alternative date is not arranged, the Head of Student Services reserves the right to rearrange the meeting, with little or no notice, at their own convenience.

5.12.2 The student will be entitled to be accompanied by a friend, student union representative or relative, or other appropriate person in the case of a vulnerable adult (but **not** by a legal or other professional advisor unless the College otherwise agrees). A legal or other professional adviser will be allowed if the College intends to have an external adviser present.

5.12.3 At the interview the student will be entitled to state their case including any mitigating factors before any decision is taken.

5.12.4 If the student disputes the evidence, the Head of Student Services may suspend the interview, in order to investigate what is disputed, and seek appropriate further evidence. The interview will be reconvened within 10 working days.

5.12.5 Where the student's attendance, performance or behaviour appears to be indicative of a mental health issue, illness or injury it may be more appropriate to follow procedures as stated in the Fitness to Study Policy. <https://www.ruskin.ac.uk/wp-content/uploads/2021/05/Fitness-to-Study-Policy.pdf>

In addition, the interview can be adjourned in order that future action can be determined.

5.12.6 After hearing the student's case the Head of Student Services may decide to take no action, set Student Targets, issue a Final Warning, or issue a Final Warning with Suspension.

5.12.7 In the case of a student being found to have deliberately or by gross negligence caused damage to any College buildings, equipment, books or furnishings or any property of others, the student may also be required to pay for the repair of such damage. Practical measures to avoid recurrence may also be implemented.

### **5.13 Stage 2 Interview Outcome**

5.13.1 A Second Stage Interview form will be copied and sent to the student's Ruskin email address after the interview.

5.13.2 It will give the decision, brief reasons for the decision, what evidence was considered and what action if any is required by the student.

5.13.3 The decision may record that no disciplinary action is necessary. In some cases, where no disciplinary action is necessary, it may be appropriate to set Student Targets.

5.13.4 In the case of a Final Warning it will state that any repeated or further poor attendance, performance or behaviour by the student may result in the student's exclusion from the College.

5.13.5 In serious cases of poor attendance, performance or behaviour, including repeated misconduct or gross misconduct, the Head of Student Services may issue a Final Warning with Recommendation for Suspension from College for a period of up to five days. The Recommendation for Suspension is made to the Assistant Principal. Any suspension will be confirmed in writing to the students Ruskin College email by the Assistant Principal within 5 working days.

5.13.6 In the case of a Final Warning being given or when Student Targets have been set (with or without suspension), the student will be given a date and time for when their progress will be reviewed. Any actions taken following the review will be appropriate to the Second Stage of the disciplinary process.

5.13.7 The student has the right to appeal against the decision by writing within 10 working days of the date of the outcome letter to the Assistant Principal.

## **5.14 Final Stage Interview**

5.14.1 Where the attendance, performance or behaviour complained of is of a more serious nature or where the attendance, performance or behaviour has not improved in spite of a Final Warning, the student will be required to attend a Final Stage disciplinary interview with the Head of FE or Head of HE, who will have had no previous involvement with the student's disciplinary history with at least 5 days' written notice to the student's Ruskin College email address stating:

- The nature of the conduct complained of and a summary of the evidence for the complaint
- The student's entitlement to be accompanied
- Confirmation of the time and place of the interview
- A statement explaining that, if the student fails to attend or an alternative date is not arranged, the independent Head of FE or Head of HE reserves the right to rearrange the meeting, with little or no notice, at their own convenience.

5.14.2 The student will be entitled to be accompanied by a friend, student representative or relative, or other appropriate person in the case of a vulnerable adult (but **not** by a legal or other professional advisor unless the College otherwise agrees). A legal or other professional adviser will be allowed if the College intends to have an external adviser present.

5.14.3 At the interview the student will be entitled to state his or her case including any mitigating factors before any decision is taken.

5.14.4 If the student disputes the evidence the Head of FE or Head of HE may suspend the interview in order to investigate what is disputed and seek appropriate further evidence. The interview will be reconvened within 10 working days

5.14.5 Where the student's attendance, performance or behaviour appears to be indicative of a mental health issue, illness or injury it may be more appropriate to follow procedures as stated in the Fitness to Study Policy. <https://www.ruskin.ac.uk/wp-content/uploads/2021/05/Fitness-to-Study-Policy.pdf>

In addition, the interview can be adjourned in order that future action can be determined.

5.14.6 In the case of a student being found to have deliberately or by gross negligence caused damage to any College buildings, equipment, books or furnishings or any property of others, the student may also be required to pay for the repair of such damage. Practical measures to avoid recurrence may also be implemented.

## **5.15 Final Stage Interview Outcome**

5.15.1 The Final Stage Interview Outcome letter or form will be copied and sent to the student's Ruskin College email within 5 working days of the interview.

5.15.2 It will give the decision, brief reasons for the decision and what evidence was considered.

5.15.3 The decision may record that no disciplinary action is necessary.

5.15.4 The decision may record another appropriate sanction such as arrangements for independent on or off campus learning.

5.15.5 In serious cases of poor attendance, performance or behaviour including, repeated misconduct or gross misconduct the independent Head of FE/HE may recommend exclusion for a period of up to three months or for a period of more than three months but no more than five years. The Recommendation for Exclusion is made to the Assistant Principal, who will either confirm the recommendation or determine another appropriate sanction.

### **5.16 Suspended Students**

15.16 Due consideration will be given to suspended or excluded students who need to take external examinations or internal assessments as to whether to allow them to attend and/or submit assessments. In this instance any suspended students will be accompanied by a member of support staff and will normally take the exam or assessment separately to other students. Students will get electronic feedback on essays and may be offered a telephone tutorial.

### **5.17 Excluded students wishing to return to College**

Previously excluded students wishing to return to the College must make an application to the Principal. The Principal's decision shall be final. There is no right of appeal in this instance. Relevant records will be constantly updated in cases of excluded students.

### **5.18 Recommendation for Exclusion**

5.18.1 The Assistant Principal will consider the documentation presented by the Head of FE or Head of HE and the reasons for the recommendation.

5.18.2 The Assistant Principal may decide not to uphold the Recommendation for Exclusion and that no further disciplinary action is necessary.

5.18.3 The Assistant Principal may recommend that other more appropriate sanctions should be applied.

5.18.4 The Assistant Principal may decide to uphold the Recommendation for Exclusion. The

student will be informed of the decision via their Ruskin College email within 10 days of the outcome letter recommending exclusion.

5.18.5 The student has the right to appeal against the decision by writing to the Principal within 15 working days of the date of the exclusion letter.

### **5.19 Conduct of Interviews**

5.19.1 Disciplinary and appeal interviews under this Policy will be conducted fairly by staff who will be accompanied by a second member of staff to take notes. Where appropriate other members of staff may be invited to attend.

5.19.2 The member of staff conducting the interview may give instructions in relation to the conduct of the interview, including (without limitation) as to the length of time which any part of the interview should take. Such instructions must be fair, particularly in allowing the student to question the evidence and state their case.

5.19.3 The member of staff conducting the interview may exclude from the proceedings any person including the student or the student's friend, representative or relative or appropriate person in the case of a vulnerable adult who behaves unreasonably or who disregards the instructions of the member of staff with regard to the interview.

5.19.4 If the student does not attend any interview, or an alternative date is not arranged, the staff member/s present at the meeting reserve the right to rearrange the meeting, with little or no notice, at their own convenience.

5.19.5 In some cases in response to a student's conduct it may be considered appropriate to bring forward or delay the time and date of any First Stage or Second Stage review.

### **5.20 Time Periods**

5.20.1 With the exception of the time allowed for lodging an appeal, time periods stated in the Policy are for guidelines and may be varied by the College if it is not practicable to adhere to them. Written notice of any variation and the reasons for it will be given.

5.20.2 Days in this Policy are normal working days, i.e. Monday to Friday. Documents sent by First Class post will be deemed to be received within 2 working days of posting.

### **5.21 Sponsored Students**

5.21.1 If a student being sponsored at the College by an employer is given a First or Final Warning or is excluded, the employer will be informed wherever practicable.

## **5.22 Interpretation**

5.22.1 The Senior Leadership Team is defined as the Finance Director, the Head of Student Services, the Assistant Principal or a member of staff designated by the Principal from time to time.

5.22.2 Any reference to letters or forms in the Student Disciplinary Policy are for staff guidance only and do not form part of the Student Disciplinary Policy.

5.22.3 College Community Service is designed as an activity to assist the student in modifying their behaviour and, as such may involve some activity related to the student activity which was the cause for concern, or any other reasonable activity identified as appropriate by the member of staff conducting the disciplinary interview.

## **5.23 Criminal Offence**

If a member of staff believes the student may have committed a criminal offence, the member of staff should notify the Designated Safeguarding Officer who will call the Police. The Designated Safeguarding Officer may suspend the student pending the outcome of police enquiries.

## **6.0 Outcomes**

### **6.1 Appeal against Exclusion**

6.1.2 Any appeal against the exclusion of a student will be made to the Principal who will be provided with the complete documentation that has led up to the recommendation.

6.1.3 The Principal will consider the documentation and whether the procedures in the Student Disciplinary Policy have been followed.

6.1.4 The Principal will reach a decision about whether to uphold the Exclusion and inform the student of the decision within 15 working days of the exclusion letter by writing to the address the College has on file for the student.

6.1.5 The decision of the Principal is final, and the student has no right of appeal.

### **6.2 Appeal against Student Disciplinary Warning or Outcome**

6.2.1 Whenever a disciplinary decision is delivered the student will have the right of

appeal as follows:

6.2.2 First Stage Warning delivered by a Programme Tutor has the right of appeal to the Head of Student Services.

6.2.3 Final Warning and Final Warning with Suspension delivered by the Head of FE or Head of HE, (without any previous involvement in the student's disciplinary history), has the right of appeal to the Head of Student Services.

6.2.4 Where the decision to uphold a Recommendation for Exclusion is upheld by the Assistant Principal and a letter of Exclusion is sent to the student, there is a right of appeal to the Principal.

6.2.5 The decision of the Principal to uphold the Exclusion of a student is final. There is no further appeal permitted under this policy.

6.2.6 Any appeal by a student must be lodged in writing, stating the reasons for the appeal within five working days of the date of the letter notifying the student of the decision against which they are appealing.

6.2.7 The relevant member of the Senior Leadership Team considering the appeal will review the documentation, may call for additional evidence or request that the student attend another interview to investigate the appeal further. Wherever possible the student will receive an appeal decision within 10 working days to the address the College holds. In the event of the appeal evidence gathering making this deadline impossible to meet, within 10 working days the student will be informed in writing of the date when the appeal decision will be given.

### **6.3 Suspension Pending Interview**

6.3.1 A student may be suspended from the College immediately by a member of the Senior Leadership Team, pending a disciplinary interview, where that member of staff has reason to believe that the student has committed an act of gross misconduct or gross negligence that may result in disruption to the delivery of the College's operational objectives including posing a risk to Health and Safety.

6.3.2 Suspension due to an act of gross misconduct or gross negligence may lead to a Final Stage interview which could result in either, no further action, a recommendation for an alternative sanction or a recommendation for exclusion.

6.3.3 Suspension due to an act of gross misconduct or gross negligence will supersede any other disciplinary action a student may be involved in.

6.3.4 Any such suspension will be confirmed in writing by the Assistant Principal (within seven working days of its occurrence) to the student's address which the college has on

file.

6.3.5 Suspension should not last more than ten working days without the suspension being lifted or a date for an interview being set.

6.3.6 If suspension lasts more than ten working days the student shall have the right to appeal against the suspension by writing to the Assistant Principal.

6.3.7 Within five working days, the Assistant Principal will arrange for the appeal to be heard by another member of the Senior Leadership Team, who has not previously been involved in the matter.

6.3.8 The student will be entitled to be accompanied to the appeal by a friend, student representative or relative, or other appropriate person in the case of a vulnerable adult, (but not by a legal or other professional adviser unless the College otherwise agreed).

6.3.9 The outcome of the appeal will be notified to the student as soon as possible and in any case within 5 working days to the student's address which the college has on file. There is no further appeal against this decision.

#### **6.4 Exclusion**

6.4.1 The period of exclusion, decided by the Assistant Principal, may be for up to 3 months or for a period of between three months and five years. Except in exceptional circumstances, no exclusion shall be longer than five years.

6.4.2 During any period of exclusion no excluded student may return to College without prior approval from the Assistant Principal or who will arrange for relevant supervision.

6.4.3 Any student who is under a notice of exclusion may request the College to consider lifting the exclusion by writing to the Assistant Principal. The facts surrounding the original hearing will not be open to re-examination and the request will be dealt with through the College Admission Procedures and decided by the Principal

#### **6.5 Criminal Offences**

6.5.1 Where any member of staff has reason to believe that a student may have committed a criminal offence, the College may refer the matter to the police and may continue disciplinary proceedings under this procedure or suspend the student pending the outcome of police enquiries and any charges which may be brought against the student. Where the student has been suspended under this provision, when the results of those enquiries and any criminal proceedings are known, the College reserves the right to recommence proceedings under this procedure in relation to the matter. A certificate of conviction from a court of competent jurisdiction will be conclusive proof

of that conviction.

6.5.2 Any disciplinary action relating to alleged criminal offences will be based on the genuine belief of the member of staff taking the action after a thorough internal investigation and will not require a criminal conviction. It is emphasised that, in relation to the application of this procedure, the College is not bound by the results of any criminal proceedings against students.