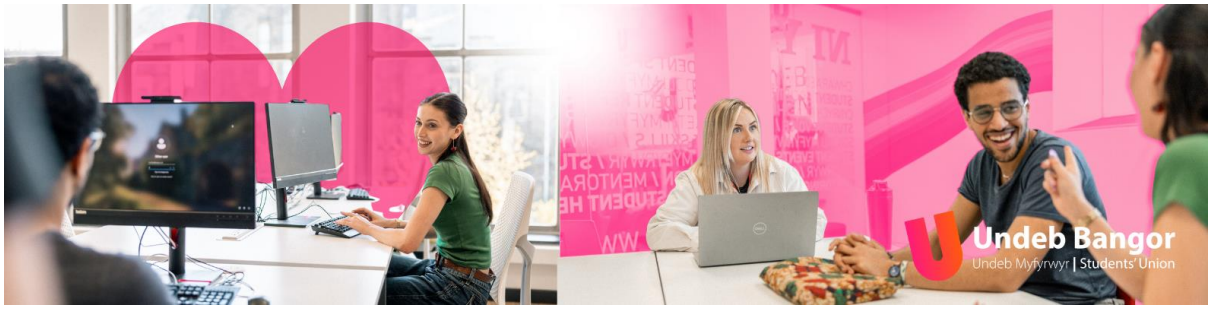


Student Discipline

As a student at Bangor University, you are expected to follow the University's **General Regulations for Students** and **Code of Student Conduct.** These outline the standards of behaviour expected from all students and help ensure that the University remains a safe, respectful and inclusive environment for everyone.

If concerns are raised that you may have breached these regulations, you may be referred to the University's **Regulation for Student Discipline**. Being referred to this process can feel stressful or worrying, but it is important to remember that a referral does not mean a decision has already been made. The purpose of the procedure is to investigate the concerns raised, give you the opportunity to share your perspective, and ensure that any decisions are made fairly.

Concerns that may lead to a disciplinary referral can include, but are not limited to, behaviour that affects others, breaches of university policies, academic or professional misconduct, harassment, bullying, damage to university property, or other conduct that falls below the standards expected of students.

How can we support you?

If you are referred to Student Discipline, our Advice Service is here to support and guide you throughout the process. We can help you understand the concerns that have been raised, explain the procedure, and support you in preparing your response.

We will meet with you to discuss what has happened, listen to your perspective, and help you understand your options. We can support you with preparing written statements or responses and help you prepare for any meetings or hearings you may be required to attend.

When responding to disciplinary concerns, it is important to be honest, provide your account of events, and demonstrate that you have reflected on the situation. Depending on the circumstances, you may wish to consider:

- Providing a clear explanation of what happened from your perspective.
- If you accept the concerns raised, explain what happened, why it happened, and what you have learned from the situation. Try to avoid making excuses or placing blame on others. Instead, focus on demonstrating insight, accountability and an understanding of the impact of your actions.
- Where you have made a mistake, it is important to acknowledge this and apologise. The University will want to see that you understand why the behaviour was not acceptable,

that you have reflected on what happened, and that you have taken steps to prevent it from happening again.

- If there were personal circumstances or other factors that contributed to the situation, provide evidence of these where possible and clearly explain how they relate to the concerns being considered.

- If you do not accept some or all of the concerns raised, explain your reasons clearly and provide any evidence or information that supports your position.

We recommend contacting us as soon as you become aware of any disciplinary concerns. Seeking advice early means we can support you throughout the process and help ensure you understand your options.

Stages of the Student Discipline Process

The Student Discipline Procedure has several stages. The stage your case reaches will depend on the seriousness of the concerns raised and the circumstances involved.

Informal Resolution

For less serious concerns, the University may try to resolve the matter informally before moving to the formal disciplinary process. This provides an opportunity to discuss the concerns, understand what has happened, and agree an appropriate way forward.

Initial Investigation

If further investigation is required, a Disciplinary Officer will review the concerns and gather relevant information. As part of this process, you may be invited to an informal meeting to discuss what has happened and provide your perspective.

After reviewing the information available, the Disciplinary Officer may decide that no further action is required. In some cases, where concerns remain about your conduct, but formal disciplinary action is not appropriate, you may receive a verbal or written warning.

Formal Interview

Where the Disciplinary Officer believes there is enough information to proceed, you may be invited to a formal interview. This gives you the opportunity to respond to the concerns raised, explain your perspective, and provide any relevant information or evidence. We would recommend preparing a statement responding to the concerns, which will be shared with the Disciplinary Officer to consider.

What to expect at a formal interview?

- You should normally receive at least 5 working days' written notice of your interview, where possible.
- You should be given information about what has happened, the concerns being raised, the relevant University rules or regulations, and the evidence supporting the concerns.

- If the interview date or time clashes with something you genuinely need to attend, such as an exam, lecture, tutorial or workshop, you can ask for the interview to be rearranged.
- At least one other member of University staff will normally attend the interview as an observer.
- You have the right to bring someone with you to the interview, provided they have not been involved in the incident. This could include a Students' Union representative.
- At the start of the interview, you will be reminded about the concerns being investigated and given an opportunity to ask questions if anything is unclear.
- You will have the opportunity to explain what happened from your perspective, respond to the concerns and provide any relevant information.
- In some circumstances, an initial risk assessment may identify concerns about your safety or the safety of others. If this happens, you may be asked to meet with the University Secretary (or their nominee) before your formal interview.

Potential outcomes of a formal interview?

- Dismiss the report of the incident
- Impose one or more of the following penalties:
    - A verbal and/or written warning to the student. Such a warning would be appropriate in circumstances where there was insufficient evidence to demonstrate breaches of the regulations, but the student's conduct was not entirely consistent with the University's expectations as defined in Section 1.1 of the regulation.
    - A suspension of privileges for a period not exceeding 28 days.
    - A requirement to pay the cost of any damage caused.
- Suspend the student from university
- Refer the incident to Board of Discipline

Board of Discipline

Following the Disciplinary Interview, the matter may be referred to a Board of Discipline. The Board will review the concerns raised, consider the available evidence, listen to your response, and make a decision about the outcome.

Potential outcomes of a Board of Discipline

- A formal reprimand
- A requirement to pay the cost of any damage caused
- Suspension of privileges
- Suspension from the University
- Termination of the student's current enrolment
- Expulsion from the University

Suspension

In some circumstances, the University may decide to temporarily suspend a student while concerns are being investigated. A suspension means you may temporarily be unable to attend the University, access certain facilities, or take part in University activities.

The University may put a suspension in place where it believes this is necessary to protect the safety and wellbeing of the University community, the student involved, or to allow an investigation to take place fairly.

An initial suspension can last for up to 28 days. If the University believes the suspension needs to continue, it may be extended where necessary and will be reviewed by the appropriate University staff.

A suspension is a temporary measure and does not mean that a decision has already been made about the concerns raised. It allows the University to manage the situation while ensuring that the disciplinary process can be carried out fairly.

Police Investigations

If an incident may also be a criminal offence, the person reporting the incident may choose to report it to the Police.

The University can still take action through its own disciplinary process even if there is an ongoing Police investigation, a student has been charged with an offence, or a student has been convicted of a criminal offence. If the behaviour also breaches University regulations, policies, or expectations, the University may consider the matter separately.

Where an incident has been reported to both the Police and the University, the University may carry out an initial assessment and consider whether any temporary measures are needed while the Police investigation is ongoing.

Requesting a Review

If you disagree with certain decisions made during the Student Discipline Procedure, you may be able to request a review. This may include a disciplinary penalty, a decision to suspend you from the University, or a decision to extend a suspension beyond the initial 28 days.

A request for review must be submitted in writing to the University Secretary within 10 days of receiving the decision, where possible.

Your request should clearly explain why you believe the decision should be reconsidered and include any supporting evidence or documents you feel are relevant.

Board of Appeal

If you are unhappy with the outcome of a Board of Discipline decision, you may have the right to submit an appeal to the Board of Appeal. The decision made by the Board of Appeal is final.

An appeal must be submitted in writing to the University Secretary within 10 working days of receiving the Board of Discipline decision, where possible.

Your appeal must explain whether you are challenging the finding (the decision that a breach occurred), the penalty (the outcome or sanction applied), or both. You must also explain the reasons why you believe the decision should be reconsidered.

Appeals can only be considered on the following grounds:

- There were defects or irregularities in the way the Board of Discipline process was carried out, and these may have affected the decision.
- There are exceptional personal circumstances relating to the Board of Discipline's decision, and you can explain why these circumstances were not shared with the Board before it made its decision.

Please note that personal circumstances cannot normally be used as grounds for appeal if you were aware of them and could have reported them before the Board of Discipline meeting but chose not to do so.