



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Non-Academic Misconduct and Disciplinary Policy

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| <u>Effective from</u> | 01/11/2018 |
| <u>Date for review</u> | 01/10/2019 |
| <u>Created by</u> | Jennie Fisher, Student Services Lead |
| <u>Agreed by</u> | |

Non Academic Misconduct and Disciplinary Policy

Introduction:

1. The scope of this policy applies to all students at LCIBS who are currently studying an active course. It also applies to students who have accepted a formal offer to study with LCIBS.
2. This policy relates to all non-academic matters that may constitute misconduct. These are separate from any academic misconduct. An example of academic misconduct would be plagiarism. An example of non-academic misconduct would be damage to LCIBS property.
3. LCIBS will aim to work within the time frames set forward in the following document. If this is not possible, LCIBS will provide a justifiable explanation for such a delay. It is expected that students will be aware of any College holidays which may delay proceedings, as well as any criminal investigations which would take precedent.

Expectations:

4. During the induction period, students are provided with a Student Agreement which details expectations of them while attending LCIBS. This document is signed and filed in their individual and confidential student file, and signing constitutes an agreement to the terms of the expectations.
5. The College in turn signs an agreement of expectations and this is available to the student within their handbook to refer to at any time.
6. Students are made aware of disciplinary procedures during their induction period, and are also made aware of the procedures for complaints if they should wish to make a formal complaint.

Principles:

7. The College aims to deal with all matters of non-academic misconduct in a fair and consistent manner, ensuring that the procedure is undertaken as quickly as is possible.
8. LCIBS maintains confidentiality where appropriate, and will undertake any disciplinary procedure in a sensitive and confidential manner. Where external agencies are required, consent will be sought where appropriate. The involvement of the police is an exception to this need for consent, where a criminal act has occurred.
9. This policy is created with the aim to help students maintain the correct behaviour and standards of conduct, and also to protect LCIBS, its external partners, and local community.

Types of non-academic misconduct:

10. This policy covers non-academic misconduct, and any act of academic misconduct should be referred to the appropriate policy.
11. The following types and acts of misconduct may lead LCIBS to invoke formal disciplinary procedures, this list is by no means exhaustive and may be added to at any time:
 - Misuse of College facilities or name;
 - Failure to clear debts against the College;
 - Infringement of LCIBS Health and Safety rules and regulations;
 - Fighting or assault;
 - Sexual misconduct including stalking, rape, and any other sexual misconduct;
 - Damage to College property;

- Possession, consumption, or supply, of controlled drugs or legal highs;
- Inappropriate behaviour caused by excessive consumption of alcohol;
- Conviction of a criminal offense;
- Making false or malicious complaints;
- Verbal and written abuse in any medium, including social media;
- Bullying, harassment (sexual or otherwise) and victimisation;
- Discrimination of any kind;
- Unacceptable behaviour towards students, staff, or members of the public;
- Any action liable to bring LCIBS into disrepute.

12. LCIBS reserves the right to update this list at any time, and it is understood that it is not an exhaustive list.

Risk Assessment:

13. LCIBS has a duty to manage risk to staff, students, and its reputation. The following situations are likely to result in a risk assessment:

- A report of misconduct that indicates a risk to a student or to others, or to the reputation of the College;
- Incidents reported to the College by the police, involving the police, including those where a student is being investigated and not yet charged.

Disciplinary Action:

14. The acts listed above in point 11 are considered to be acts of gross misconduct.

Sanctions that can be applied for Stage Three disciplinary, as mentioned in the LCIBS Disciplinary Policy are:

- Attendance Report Card Monitoring;
- Behaviour Contract Monitoring;
- The requirement to apologise verbally or in writing to another person;
- Removal or suspension of the right to utilise College facilities such as common room, learning centre etc.;
- Suspension from LCIBS.

15. There may be sanctions that better fit the act of gross misconduct, and these may be enacted on a case by case basis.

16. In addition, in cases of gross misconduct, the Programme Lead will hold a disciplinary hearing to review the offence. This will give the student an opportunity to discuss the issue and present any mitigating circumstances. Sanctions that can be applied are as for other Stage Three with the addition of temporary or permanent exclusion from part or all of College premises, and exclusion from the course as a whole.

17. Exclusion will apply for a minimum of one full academic year. However, cases of gross misconduct and/or those associated with non-compliance to UK Border Agency regulations can lead to permanent exclusion.

Disciplinary Hearing:

18. The relevant Programme Lead will arrange a Disciplinary Hearing with all appropriate parties to consider exclusion. Attendance will include the personal tutor, the student and any relevant witnesses. For students aged under 18, a parent/carer should be invited to this meeting and be sent relevant

documentation with a covering letter. Additional support for students will be provided as necessary for any Hearing to meet individual needs. Any support should be arranged by the Programme Lead prior to the Hearing and in negotiation with the student.

19. The hearing should take place as mentioned in section 8 of the LCIBS Disciplinary Procedures.
20. The student should be informed that they have a right of appeal to the Dean.
21. Failure of a student to attend a Disciplinary Hearing without satisfactory reason (i.e. certificated illness) will lead to sanctions or exclusion in absentia.

Data Handling:

22. The data surrounding the disciplinary will be held in a confidential file until the student graduates. The only exception to this would be in the case of police involvement, during which time LCIBS will seek advice from the authorities in regards to data handling.