

Non-academic Misconduct Procedure

Document Summary

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1. Our Commitment and Principles

The City College is dedicated to fostering a safe, respectful, and inclusive community. This policy outlines our commitment to fairness and transparency when addressing student misconduct. It applies to all students, both on and off campus, and is designed to:

- Ensure a safe and secure environment for all students and staff.
- Encourage high standards of behaviour.
- Provide a fair and just process for all students, consistent with the Equality Act 2010.
- Uphold the College's reputation.

We will investigate each case and make decisions based on the balance of probability.

2. Misconduct: What It Is

Misconduct is any behaviour that negatively affects the College, its community, or its reputation. We classify misconduct into two levels based on severity.

Misconduct: Minor breaches of the Student Code of Conduct (e.g., disruptive behaviour, disrespect for staff, or minor damage to property).

Serious Misconduct: Significant actions that have a major impact on the College or its community (e.g., violence, harassment, serious safety violations, or behaviour that could constitute a criminal offence). The College is not bound by the outcome of a criminal investigation.

3. Initiating the Procedure: From Allegation to Hearing

3.1 Immediate Action and Temporary Exclusion

If a serious allegation is made, a temporary exclusion may be implemented to protect all parties. This is a neutral act, not a punishment, and it doesn't imply guilt.

The Managing Director or Director of Student Records can implement a temporary exclusion for up to five working days.

Written reasons for the exclusion will be provided.

The exclusion will be reviewed every four weeks if it continues beyond the initial period.

3.2 The Investigation

A College investigator will gather facts and evidence by collecting documents and interviewing relevant people, including you.

You are encouraged to participate in the investigation and can bring a "Friend" for support.

If you admit to the allegation during the investigation, the case may proceed directly to a sanction without a full hearing.

3.3 The Disciplinary Hearing

A Hearing is a formal meeting to review the evidence. The panel will operate on the balance of probabilities. You will be given at least 10 working days' notice of the hearing and a copy of all evidence against you.

You have the right to:

- Bring a "Friend" for support.
- Present your case and any mitigating evidence.
- Question the College's investigator.

4. Sanctions and Penalties

The sanctions applied will depend on the seriousness of the misconduct and will be applied on a case-by-case basis.

Misconduct Level	Examples of Sanctions
Misconduct	A written warning, a final written warning, or a formal apology.
Serious Misconduct	Temporary suspension or permanent expulsion from the College.

5. Appeals and External Review

5.1 Internal Appeals

If you are not satisfied with the outcome of the Hearing, you may appeal in writing within 10 working days. An appeal, using the relevant form, can be based on the following grounds:

- New evidence that was not available at the time of the hearing.
- A procedural error that affected the outcome.
- The sanction was disproportionate.
- The appeal will be heard by a different panel, and its decision is final.

5.2 External Review

Once all internal appeal stages are exhausted, the College will issue a Completion of Procedures (COP) letter. This letter allows you to request an independent review by the Office of the Independent Adjudicator (OIA). You must submit your complaint to the OIA within 12 months of the date on the COP letter.