

Student Disciplinary Panel: Membership and Terms of Reference

There shall be a Student Disciplinary Panel.

Membership

The Chief Executive or nominee (Chair)

Two senior members of staff, (at least one internal member of the Academic Council; the other senior member may be a member of the Executive Committee), not previously involved in the case, nominated by the Director of Admissions and Student Support.

The student against whom there is an allegation shall attend the Panel.

In line with the [Student Code of Conduct and Disciplinary Procedure](#), the Investigating Officer assigned to the case under consideration will attend the hearing to present their findings and answer questions, but shall not otherwise take part in the hearing, nor shall they participate in the decision-making process.

Quorum: Two members, of which one is the Chair.

Frequency: As required.

Secretary: The Panel shall have a secretary, nominated by the Chair. The secretary will not have voting powers.

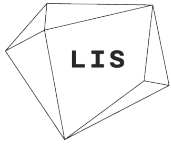
Voting and Recommendations

It is expected that decisions of the Committee will be reached by consensus and after due debate. However, if a vote is required, then decisions shall be made on the basis of a majority. In the event of an equality of votes being cast, the Chair of the Panel shall have a second or casting vote.

Terms of Reference

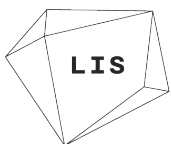
The Terms of Reference of the Student Disciplinary Panel are to:

- Conduct a hearing to review a student disciplinary case has been referred to the Panel under the [Student Code of Conduct and Disciplinary Procedure](#), reviewing the allegation in the light of evidence presented by the Investigating Officer and hearing any representations from the student;
- Determine whether the allegation is, on the balance of probabilities, supported by the evidence provided;



- Where it determines that the allegation is supported by the evidence provided, to determine whether any sanctions should be imposed against the student;
- To determine the nature of any sanctions to be taken against the student, under guidance of the principles of proportionality and consistency (i.e., regard should be given to the sanction applied to similar students in similar situations), and taking into account:
 - The degree of intention on behalf of the student;
 - The circumstances in which the offence took place;
 - Any mitigating factors;
 - Any aggravating factors;
 - The nature of the offence and the impact of the offence;
 - Whether or not the offence is part of a pattern on misconduct on behalf of the student.
- Sanctions that can be imposed include those enabled under the powers of summary jurisdiction (as set out in the [Student Code of Conduct and Disciplinary Procedure](#)), as well as a formal caution, removal of eligibility for internships, suspension, exclusion, and expulsion from the School.

The Student Disciplinary Panel shall report to the Executive Committee and the Academic Council on an annual basis.



Name of policy/procedure:	Student Disciplinary Panel: Membership and Terms of Reference
Document owner:	Hannah Kohler (Director of Admissions and Student Support)
Date Originally Created:	12/2018
Last reviewed:	03/2020
Reviewed by:	
Audited by:	Executive Committee Academic Council
Date of Audit:	08/2019 (ExCo) 12/2019, 03/2020 (AC) – approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (e.g. associated forms, underpinning processes, related policies or overarching policies)	Academic Council Membership and Terms of Reference Student Code of Conduct and Disciplinary Procedure Student Drugs and Alcohol Misuse Policy and Procedure

Version Control			
Version	Author [name]	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support)	01/12/2018	Original draft
2	Executive Committee	8/08/2019	Approved
3	Academic Council	18/12/2019	Requires review as part of larger review of governance articles in light of decision to pursue NDAPs
4	Hannah Kohler (Director of Admissions and Student Support)	01/03/2020	Separated out into distinct Terms of Reference document
5	Academic Council	16/03/2020	Approved