

Misconduct Procedure

1. *Scope and Context*

- 1.1 All students are expected to abide by the Code of Professional Standards whilst at College, or on placement. Conduct appropriate to an aspiring professional is also expected of students at all other times.
- 1.2 Students failing to meet the requirements of Code will be considered under one of the following categories:
 - a) *Minor infringements*: Infringements of behaviour, which temporarily cause minor disruption to the work of the College or fellow students or staff.
 - b) *Noticeable Disruption*: Breaches of the Code, which undermine the working of the academic and clinical processes and demonstrate a lack of respect for the Code, or care for colleagues and the work or reputation of the College. Repeated minor infringements might be considered to be Noticeable Disruption.
 - c) *Significant Disruption*: A significant or repeated breach of the Code, which, for whatever reason, casts doubt on the student's ability to maintain or promote the good order or safety of themselves, other persons or animals in any circumstance. The provision of false or misleading information. (Where this relates to admission to RVC or examinations, this is covered by separate procedures).

2. *Actions*

- 2.1 A student who has committed a minor infringement shall be warned or advised by any member of staff discovering the incident. The staff member may report this to the Academic Registrar in order to make a note for the student file.
- 2.2 Where a student has been involved in noticeable disruption, s/he shall be warned by the member of staff discovering the incident and reported to the appropriate Senior Tutor for undergraduates and the Head of the Graduate School for postgraduates. The Senior Tutor/Head of the Graduate School shall investigate and may issue a written warning copied to the student's file. Following review of the file, the Senior Tutor /Head of Graduate School may refer the matter to the Misconduct Committee or require the student to attend a meeting with him/her. Where more serious doubts are raised the matter shall be referred to the Professional Requirements Committee.
- 2.3 Where Police proceedings are set in train, the College's procedures will normally be suspended until such proceedings are complete. Further use of the College's procedures in such cases will take account of the findings of the Police or other Criminal Proceedings.
- 2.4 Where an incident, (or incidents) reflects significant disruption, the Principal, Deputy Principal, Vice Principal or Head of Department shall be able to suspend the student's studies with immediate effect, pending further enquiry. This includes the provision to recall a student from placement.
- 2.5 Where a student has been involved in significant disruption, the matter will be reported to the Principal, who may invoke immediate powers to suspend study, require a student to leave the premises or a placement. In all such cases the Professional Requirements procedure will commence. The Senior Tutor/Head of Graduate School will be asked to investigate the matter and present a case to the Professional Requirements Committee

3. *Misconduct Committee*

The Committee has the authority to reprimand students and impose fines. If in the course of its work it discovers incidents, which would question a student's suitability to continue study, according to the Code of Professional Standards, the case shall be referred to the Professional Requirements procedure.

3.1 Composition

Chair, nominated by the Principal for a period of three years Senior Tutor unconnected with the case who shall be Vice-Chair

One or two other members of Academic or Academic Related staff unconnected with the case

The quorum shall be three persons including a Chair or Vice Chair. The Chair of the meeting shall have a casting vote.

3.2. Processes

- a) The Academic Registrar (or nominee) shall call the meeting upon request of the Senior Tutor
- b) The Academic Registrar shall circulate details of the case in the form of the relevant file notes to members of the Committee and the student one week before the meeting.
- c) The student shall be entitled to bring a friend to the meeting. The student must inform the Academic Registrar of the name of their friend, and the relationship of the individual to them. The friend may offer comments when, and only when, invited to do so.
- d) All meetings of the Committee will be held in private unless the student specifically requests in writing that the hearing be held in public.
- e) The Committee shall presume that the student has not committed any misconduct until otherwise demonstrated through documents and discussions.
- f) The Committee shall question the student about the incident(s) and the student shall have an opportunity to raise any other relevant matters
- g) The Committee shall consider its conclusion in private
- h) The Committee shall be able to issue a written warning and a fine of up to £200 and the requirements to pay for the cost of repairs or replacement of property. The Committee may recommend to any relevant Hall Management that the student be evicted. The Committee may refer an incident(s) it considers serious to the Professional Requirements Committee.

4. *Attendance*

Pending the decision under either the *Misconduct Procedure* or *Professional Requirements Committee* the student may attend classes and sit examinations except (i) where classes or examinations take place in clinical or external working environment, or (ii) where that his/her studies have been suspended under 2.4. above.

5. *Appeal*

Any student wishing to contest the decision of the Misconduct Committee on the grounds of failure to follow its own procedure or the emergence of new evidence regarding the incident(s) should write to the Principal who may order a re-hearing by the Misconduct Committee. If such an appeal is not permitted, this marks the end of the procedure and the student should access the procedure of the Office of the Independent Adjudicator.

6. *Non-Payment of Fines*

The non-payment of any fine imposed will be regarded as a debt to the College, which can result in suspension of studies or the withholding of an award.

JClark Feb 05

Amended May 05 and August 05 post Academic Board. Amended August 07.