



St Mary's
University
Twickenham
London

Student Conduct Procedure 2025/26

1. Introduction

1.1 St Mary's University's mission is to prepare its students for flourishing lives, successful careers and social commitment through excellent, research-enriched teaching in a strong community of mutual respect, based on our Catholic ethos and identity.

1.2 St Mary's Student Partnership Agreement ([the Charter](#)) sets out, the standards of service which students can expect to receive from the University and the responsibilities which students are expected to assume as members of St Mary's University.

1.3 The Student Conduct Procedure is set out to address issues with student conduct in a manner which is fair and appropriate to the behaviour involved, and to minimise stress and disruption as far as practicable. These procedures adhere to the core principles laid out in the good practice framework provided by the Office of the Independent Adjudicator (OIA) that the procedures will be; accessible, clear, proportionate and they will be administered fairly, independently and confidentially in order to improve the student experience. While our approach will seek to be supportive with the overall aim of helping our students to understand why certain conduct and behaviour could be seen as problematic, on rare occasions the University does reserve the right to expel a student where it is determined that it would be impossible for a student to remain a member of the University.

1.4 **Authority:** With authority from the Board of Governors, the Vice-Chancellor delegates responsibility to carry out these procedures in relation to Low and Medium Level conduct issues to the Academic Registrar with an AUO (Approved University Officer) acting as the conduit for Appeal. For those allegations that imply High Level conduct issues, a Student Conduct Panel will typically be convened by the Academic Registrar with an AUO as the Chair. Exceptionally, the Academic Registrar may convene a Panel for a Medium or Medium-High Level allegation.

1.5 **Support:** Registry will oversee training and composition of panels on behalf of the University. The Academic Registrar or their nominee is required to attend any panel in order to advise on these procedures. The Director of Student Operations will authorise the selection and constitution of each Student Conduct Panel. The University Legal Counsel can offer advice on how this procedure interacts with legal and regulatory frameworks if required.

1.6 **Scope:** These procedures deal with student conduct within the University and the wider community. The University reserves the right to investigate allegations of misconduct that occur both on and off its premises (including evenings and weekends) where the misconduct poses risks or disruptions to the University or members of the wider community.

This procedure does not relate to Academic Misconduct, which follows a separate process and which can be found in the Academic Regulations.

1.7 This procedure is referenced within several supporting University policies. These include; the University Academic Regulations, University Social Media policy, University Policy on Initiations and also the University Accommodation Licence.

1.8 This procedure is applicable to all students of St Mary's University at all levels of study. It does not apply to staff. Adherence to the University Student Conduct Procedure should also be considered as part of any negotiation with a collaborative partner, although a partner will not be required to adopt this procedure. They would, however, be expected to have a process in place that meets the expectations of the OIA Good Practice Framework.

1.9 This procedure does not relate to the academic performance or capability of a student. It is important to note that this Conduct Procedure is distinct from any actions taken under the University Fitness to Study Policy.

1.10 In rare cases, these procedures may be invoked as a result of specific evidence arising from the Academic Misconduct process or breach of the academic regulations.

1.11 Students should also be aware if their course is accredited that they may be subject to the codes of practice of professional bodies alongside this conduct procedure. The University have an obligation to inform professional bodies of breaches of their codes as a result of evidence arising from this conduct procedure.

1.12 The Students' Union (SU) will normally be responsible for the conduct procedures of students as laid out in the Students' Union Constitution. Byelaw 13 states that students "shall be entitled to complain about unfair or unreasonable treatment by or within the physical space or activities of the Union." However, in some circumstances, the CEO of the SU may refer conduct matters to the University's conduct procedures.

1.13 The license holder of any licensed premises associated with the University may ban students from that space under the terms of this license. This is entirely separate from this procedure, although in some cases the license holder will raise a conduct matter with Registry alongside any ban.

1.14 Students should also consider the University guidance and policies around bullying, harassment and sexual harassment:

[Bullying Harassment Guidance](#)

1.15 Students who are engaged within the student conduct procedure should be advised that some investigations can take a significant amount of time, for example, in complex cases, where a police investigation needs to be concluded or another investigation must take place first. The University understands that it can be distressing for the process to be prolonged and will seek to expediate a timely conclusion as far as is possible (for example, in conducting investigations parallel to any police investigation if the Academic Registrar deems this appropriate). All parties engaged within the process should be treated equitably in terms of access to support.

1.16 It is important for students to note what “confidentiality” means within the context of the student conduct procedure. It does not mean that no one will be told that a student is subject to the conduct procedure. The Academic Registrar will determine which members of staff should be included in communication. There will always be a legitimate contextual reason for this, for example, if a student is suspended it would be necessary to inform their course lead and Security/the SU. If a student is involved in a minor altercation on campus for which they have apologised and admitted fault, it is unlikely that members of staff beyond Registry would need to be informed.

1.17 In some cases, it will be necessary to inform another student who has made allegations about the outcome of a case (ie whether it was upheld). This will always be done with fairness to both parties in mind and generally this would only take place after a conclusion has been reached in the conduct procedure. The exception to this may be in cases of assault or sexual misconduct, where it may be fairest to indicate that a student has been temporarily suspended. These communications will only take place when the Academic Registrar or Director of Student Operations considers it to be reasonable and appropriate. Generally it will not be deemed appropriate to share specific interventions or referrals with the affected party, but the Academic Registrar or Director of Student Operations reserve the right to do so where this is both legal and desirable.

1.18 It is acceptable for any student directly engaged within the student conduct procedure to request Programme or University Level Extenuating Circumstances on this basis and these will be considered in the normal way.

1.19 This procedure does not apply to the conduct of members of staff who are also students of the University. Such cases would be addressed under HR staff conduct processes.

2. General Principles

2.1 The University expects its students to act in a responsible manner for the mutual benefit of themselves, the University, its neighbours and the wider community. Students are expected to behave in a way that does not cause issue with the normal operations of the University and community. The University does, however, acknowledge that many students involved in the conduct process require emotional and practical support both with issues they may be facing in their lives, and the engagement with the process itself. Students should automatically be signposted to Student Services and the SU.

2.2 All University staff are required to play their part in maintaining student discipline. Conduct, like Safeguarding and Prevent, is the business of all staff without exception. They may do so by advising students on their behaviour, mediating in disputes, providing the

University with written reports of incidents and allegations, and by actioning Interventions or Referrals from the Chair of a Student Conduct Hearing.

2.3 Allegations or complaints regarding student conduct may be brought to the University's attention by any member of staff or student(s) of the University or by third parties. Anonymous reports cannot be investigated as in the interests of transparency and fairness, all parties must be named.

2.4 **Burden of Proof:** The University will operate using the balance of probabilities, that is, it is more likely than not that something happened. Although the “balance of probabilities” standard is lower than “beyond reasonable doubt”, decisions must still be supported by documentary evidence.

Likely to have happened	Balance of Probabilities	Beyond Reasonable Doubt
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2.5 The University has a legal duty under the Equality Act 2010 to ensure that steps are taken to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act. Under the terms of the Act, every student is personally liable for their own actions. Similarly, all students have the right to expect support based on need before, during and after the conduct procedure and this will typically be provided by the SU and/or Student Services.

2.6 Where there is reason to believe that a student has committed a criminal offence, the University will inform the police. The University reserves the right to defer any conduct proceedings until the police have completed their investigations, and the matter has been concluded by the police or by a court of law. Where deemed appropriate by the Academic Registrar, Conduct procedures will be invoked parallel to any police investigation to avoid disadvantaging students who are proceeding through the Criminal Justice system. This decision would usually be taken in conjunction with the police.

2.7 The University takes all incidents of sexual harassment and sexual violence very seriously. The University is committed to promoting a culture in which any incidents of sexual harassment and sexual violence will not be tolerated and will be thoroughly addressed to ensure the preservation of a safe work and study environment. Any reported incidents will be considered in accordance with the provisions of this procedure, and it is likely that the

majority of sexual misconduct allegations will lead to a complex investigation and a panel hearing;

- [Bullying Harassment Guidance](#)

2.8 Students are responsible for their visitors to the University (including Halls of Residence and social venues) and will be held liable for their behaviour on campus which may result in fines levied against the student.

2.9 Fines for damages may be invoiced directly to students without a formal hearing and the student will be informed beforehand. Similarly, fines for antisocial behaviour may be levied without a formal hearing. If students wish to Appeal these decisions with five working days of receipt of a letter, a formal hearing can be arranged as described in Section 2.21.

Appeal Hearings are different to Appeals made as a result of the outcomes of a Conduct Hearing, as the Panel must consider all of the evidence rather than merely new evidence or procedural irregularities.

2.10 There are a range of interventions and referrals that may happen based on the alleged behaviours. When aggravating factors are present, the category of a behaviour cited may be increased. Where mitigating factors are present, this may lead to the category of behaviour cited being reduced.

2.11 **Precautionary action:** The University reserves the right to implement precautionary action. Where an allegation arises that a student has breached the Student Charter, the University has the power to take immediate precautionary action pending consideration of the allegation under these regulation or any other relevant University regulations, policy or procedures. Precautionary action may also be taken by the University pending consideration of an allegation by a third party such as the police, CPS or other official authority.

2.12 Precautionary action is a neutral act. It is not a penalty and will not be used as evidence that a student has breached the University's rules. Any precautionary action taken will be for a specified period, but the University reserves the right to extend this period following a review of the circumstances with respect to the criteria outline in Paragraph 2.13. Examples of Precautionary action include (but are not limited to):

- 2.12.1 Withdrawal or limiting of access to University Services
- 2.12.2 Temporary suspension
- 2.12.3 Temporary exclusion from accommodation.

2.13 Precautionary action may be taken if the University is satisfied that one or more of the following apply:

- 2.13.1 The individuals concerned in the allegation are a risk to themselves or others.

- 2.13.2 The allegation represents a potential or actual threat to the safety, security, health, well-being, good order, or reputation of the University, its members, an external organisation or placement provider, or members of the public.
- 2.13.3 Any delay in acting may result in a further breach of the Student Code of Conduct.

2.14 Any precautionary action taken should be both reasonable and proportionate and, as far as is reasonably practicable, balance the rights of all parties involved including the University. Where possible, mitigating steps will be taken to minimise the impact of the precautionary action on all students affected. Effective and timely communication will be coordinated through Registry in line with the principles outlined in 2.17.

2.15 Authority to take precautionary action is retained at Senior Leadership Team level who will advise the Academic Registrar. The process will be coordinated by the Student Casework Officer.

2.16 A student subject to precautionary action will be given the opportunity to request a review of the decision. The review will be conducted by a member of the Senior Leadership Team as specified in Appendix 7.

2.17 Where precautionary action is taken, the student may be notified in person or in writing. Where originally notified in person, the student should also be informed in writing normally within 48 hours.

2.18 In all cases, the student should be informed in writing of the type of action that has been taken and the reasons, how long the conditions will be in place for and whether they may be extended, how they can request a review of the decision, and the support services that are available to them. Registry will standardise the communications using a template.

2.19 The member of staff who has taken precautionary action should contact the Student Casework Officer immediately. Where possible, the Student Casework Officer should be contacted for advice prior to any precautionary action being taken.

2.20 In all circumstances where precautionary action is taken, the Academic Registrar should continue to review the conditions in place on an on-going basis (at least every five working days). The Academic Registrar may also allow a temporary lifting of the suspension in order for a student to attend for an in-person assessment, for example.

2.21 **Points Based System** The University adopts a points based system, rather like a driving licence, in managing conduct cases. By way of example, two low level and one medium level conduct cases would lead to a Hearing. This is designed so as to be transparent, easy to understand, and where possible to minimise the stress of being called to a Conduct Hearing.

Decision by Academic Registrar		Points	Typical Outcome from Upheld Case	Route for Appeal
1	Low Level (Misdemeanour)	1	Letter and note on record, possible intervention/referral	Referred to an AUO
2	Medium Level (Misconduct)	2	Letter, note on record and one or more interventions/referrals	Hearing
3	Medium-High Level (Gross Misconduct)*	3	Letter, note on record and multiple interventions/referrals	Hearing
4	High Level (Gross Misconduct)*	4	Hearing Called	Vice Chancellor or nominee
5	4+ Conduct Points Accrued	n/a	Hearing Called	Vice Chancellor or nominee
6	Appeal on (2) or (3)	n/a	Hearing Called	n/a

**In Medium-High Level cases the Academic Registrar has decided that the interests of the student(s) and/or the University are not best served by a panel hearing. This is likely to be in scenarios where mitigating factors are present and/or impacts are minimal. In cases such as these the Academic Registrar may award 3 rather than 4 Conduct Points.*

All conduct issues are logged by Registry. Anything not deemed a conduct issue by the Academic Registrar proceeds no further.

If four or more points are accrued and consequently a Hearing is reached, the points are reset to zero. This does not apply to Appeal Hearings in (6) where if unsuccessful, the relevant points will remain.

Points are accumulated over the duration of a student's whole time at the University.

Conduct issues and points will be logged by Registry, and the accrued total will be included on all Student Conduct letters.

If a student wishes to appeal a decision on Medium or Medium-High Level Conduct Issues (ie where a Hearing has not been deemed necessary by the Academic Registrar), a Hearing will then be arranged as the vehicle for the Appeal. This is appropriate as it will enable a student to present any new evidence to illustrate that on balance of probabilities the occurrence did not happen. The Panel must consider all of the evidence from the case in an Appeal Hearing.

Appeals on Low Level Conduct Issues would be heard by an AUO who has no involvement in the case. These would only consider new information or procedural irregularities.

The outcomes of Hearings are (1) Interventions and (2) Referrals. Interventions are binding and must be complied with. Referrals are optional, but if an opportunity has not been taken by the student and a similar conduct issue recurs, this non-engagement is likely to be taken into account.

2.22 Any student who is deemed to have raised a Conduct issue with the purpose of making mischief is likely to themselves be subject to these procedures as this would be a Medium Level conduct issue. See Appendix 3 (i, vi, xiii).

3. Procedures dealing with Low Level Conduct Issues (see Appendices 1 and 2)

A list of examples can be found in Appendix 1:

3.1 The Academic Registrar will decide whether, on balance of probabilities, a conduct issue is present. In order to comply with the OIA guidance relating to proportionality the authority to deal with Low Level Conduct Issues in a residential setting may be delegated to Residence Managers operating under the oversight of Student Services. Where the matter would fall within scope of this procedure, Residence Managers should inform Registry who will log the issue and communicate the outcome to the student.

3.2 Where the issue does not relate to behaviours in Residences, then the Academic Registrar may request the Student Casework Officer to investigate the matter and present evidence for them to review. After investigation, one or more interventions/referrals may be required as set out in Appendix 2.

3.3 When the interventions/referrals are decided, the Student Casework Officer will inform the student, record in writing the interventions/referrals that have been determined, and arrange for a copy of the record to be sent to conduct@stmarys.ac.uk. This record may be used in future conduct hearings and will be kept on record for the remainder of the student's time at the University.

3.4 The student may appeal in writing to the Student Casework Officer within five working days on one or more of the following grounds. The Student Casework Officer will ask an AUO to review the appeal by (a) supplying the evidence used to make the decision and (b) supplying the appeal itself.

The grounds for appeal are:

- Procedural irregularity
- There is new evidence to support the appeal that could not, for good reasons, be presented at the time
- The outcome/intervention(s) were disproportionate to the available evidence.

3.5 If the AUO considering the low level appeal decides to change the original decision, then the record will be amended in the file and appropriate departments informed. The student will usually be informed of the decision within ten working days of receipt of the appeal. This decision will be final and a letter of Completion of Procedures (CoP) can be issued.

3.6 The Student Casework Officer will act as the primary point of contact for all parties affected by the action. Should another student be involved in the case, working with Student Services, appropriate communication to the affected party will be issued in line with the core principles outlined in the OIA good practice framework.

4. Procedures dealing with Medium Level Conduct Issues (see Appendices 3 and 4)

4.1 These procedures may be invoked where the alleged conduct issue is deemed by the Academic Registrar as more significant than outlined in 3.1. A list of examples can be found in Appendix 3.

4.2 The Academic Registrar will ask the Student Casework Officer to investigate the matter. This may involve the appointment of an Investigating Officer to support the Student Casework Officer in conducting the investigation. Documentary evidence (from staff, students and witnesses) of the incident(s) may be required for any subsequent hearing. On completion of the investigation, the Academic Registrar will make a recommendation to the Student Casework Officer on interventions and/or referrals, should a medium level conduct issue be found. This recommendation will be ratified by an AUO (typically the Director of Student Operations) if a panel is not to be called. It is also possible that the Academic Registrar will recommend that the issue is low or high rather than medium level. If a panel is deemed unnecessary by the Academic Registrar, the procedure is identical to that detailed in Section 3 but with Appendices 3 and 4 being used for guidance.

4.3 If a panel is deemed necessary by the Academic Registrar, the Student Casework Officer will appoint an AUO to chair the panel and call the student to a Student Conduct hearing which will consist of a panel of no less than two members of staff (it is good practice to include a student representative where possible noting potential conflicts of interest). The student has the right to be accompanied by a fellow student, an officer of the Students' Union (e.g. a sabbatical officer or a member of the Students' Union Executive committee or Council). The student should inform the Registry if they intend to be accompanied.

4.4 If the student fails to attend the hearing on time or not at all, the panel may proceed with the evidence presented, unless justifiable notice and a satisfactory explanation is received.

4.5 The Chair will outline the procedure and the allegations. The student will be expected to respond personally to the allegations. The accompanying friend or an officer of the Students' Union may make a supporting statement on the student's behalf. Members of the panel may question the student and other witnesses on the alleged behaviour in order to clarify or amend the report(s). Notes will be kept of the meeting and any decisions made by the Student Casework Officer or other member of Registry staff.

4.6 The panel will consider its decision in private and may decide on one or more of the interventions/referrals set out in Appendix 4. These interventions/referrals will be recorded

in writing by Registry and a written record should be sent to conduct@stmarys.ac.uk. The record should remain on the student's file for the remainder of their time at the University unless otherwise specified. Any live intervention/referral may be produced as evidence in further conduct hearings involving the student.

4.7 Under normal circumstances, the student will be informed of the panel's decision in writing within ten working days. The student will be informed of their right of appeal.

4.8 Following the decision of the panel, the student has the right to lodge an appeal with the Academic Registrar within five working days. The appeal must be made in writing, clearly stating the reasons. The grounds for appeal are:

- procedural irregularity
- There is new evidence to support the appeal that could not, for good reasons, be presented at the time.
- The outcome/intervention(s) were disproportionate to the available evidence.

4.9 Decisions of the panel will stand until the appeal process has been concluded.

4.10 An AUO who was not involved in the case will review the documentation but will not hold a re-hearing of the case. However, the AUO can ask for an Appeal Panel to be convened to review the decision.

4.11 If the AUO/Panel upholds the appeal, the intervention(s)/referral(s) will be rescinded, and the student's file amended. The student will usually be informed within ten working days.

4.12 If the AUO rejects the appeal, the student will be given the reasons in writing within ten working days under normal circumstances.

4.13 If the AUO modifies the intervention/referral imposed, the student will be given the reasons in writing within ten working days under normal circumstances.

4.14 The AUO decision on this matter shall be final and will be communicated to the student within ten working days under normal circumstances.

4.15 The relevant University departments (e.g. Security and Student Services) will be informed of the decision.

4.16 The letter of decision will serve as the Completion of Procedures (CoP) letter and will be stated as such in the letter.

5. Procedures dealing with Medium-High and High Level Conduct Issues (see Appendices 5 and 6)

5.1 These procedures may be invoked for the most serious breaches of conduct expectations or persistent lower level conduct issues. A list of examples can be found in Appendix 5.

5.2 **Suspension:** The use of precautionary action (outlined in 2.11-2.20) may sometimes be useful in these circumstances. The authority to use Precautionary Action is lodged with members of the Senior Leadership Team (SLT). In a situation requiring swift action where a member of SLT is not available, the Director of Student Operations may assume the delegated authority of the Deputy Vice Chancellor to suspend students.

5.3 The student will be informed by the Academic Registrar in the first instance. This will usually be confirmed in writing within five working days.

5.4 The Student Casework Officer will act as an investigator for cases of Medium-High/High Level Conduct Issues and is able to gather evidence in either written or verbal form.

5.5 On completion of the investigation, the Student Casework Officer will make a recommendation to the Academic Registrar on whether to convene a panel.

5.6 Additional evidence may come to light in the investigation and may be included in the statement of allegations.

5.7 If the Academic Registrar decides that after the investigation, the matter does not require further action, any suspension will be lifted immediately, and the student informed as soon as possible.

5.8 Following the investigations, if there is reason to believe that a High Level Conduct Issue may have occurred (see appendix 4), the matter may be referred to a Student Conduct Panel which will normally hold a hearing within 15 working days of receipt of full reports of the investigation.

6 Student Conduct Panel Hearing (High Level Conduct Issues)

6.1 The Student Conduct Panel hearing will be chaired by a trained AUO. The composition of the panel will be approved by the Director of Student Operations or the Deputy Vice Chancellor. The panel should be comprised of no fewer than three members which will include at least one AUO as listed in Appendix 8. Other panellists may be appointed from a pool of trained staff also listed in Appendix 8. Where possible an independent representative of the Students' Union (usually a sabbatical officer or a member of the Students' Union Executive Committee, Student Council) will also attend. A Registry Officer will be in attendance to take notes of the hearing and advise the panel. Others may be requested to attend by the Chair.

6.2 The student will be invited to attend the hearing (with the time and place specified) by the Student Casework Officer. The student has the right to be accompanied by a fellow student, a friend or an officer of the Students' Union (e.g. Sabbatical officer or a member of the Students' Union Executive Committee or Council). The friend may not be a lawyer or another professional acting in a professional capacity.

6.3 The panel will receive written reports about the allegations, new evidence from the investigation and any relevant live written warnings or other intervention/referral.

6.4 The student will receive all the papers given to the panel and any subsequent papers, no less than five working days before the panel meets or as soon as is practicable.

6.5 The student may submit a written response to the allegations no later than three working days before the hearing, which then will be forwarded to the panel.

6.6 If the student fails to attend the Student Conduct Panel hearing on time or not at all, the members may proceed with the evidence presented.

6.7 At the hearing, the chair of the panel will outline the allegations in the report(s) and any relevant live written warnings or other intervention/referral imposed by previous conduct hearings.

6.8 The student will be expected to respond personally to the allegations. The accompanying fellow student, friend or independent representative of the Students' Union may make a supporting statement on the student's behalf. Members of the panel may question the student on the alleged behaviour in order to clarify or amend the report(s).

6.9 The panel will consider its decision in private after all the evidence has been heard. The decision will be communicated by the Student Casework Officer to the student in writing usually within ten working days of the hearing. Other appropriate University departments (e.g. Security and Student Services) will be informed of the decision.

6.10 The panel may decide to impose one or more of the interventions and referrals set out in Appendix 6. These will be recorded in writing and retained by Registry. A written record will be sent to conduct@stmarys.ac.uk. The record should remain on the student's file for the remainder of their time at the University. Any live intervention/referral may be produced as evidence in conduct hearings involving the student.

6.11 The notes of the hearing, written reports and decisions will be retained by the Student Casework Officer in line with GDPR guidance.

6.12 In exceptional circumstances, where there is a conviction for a serious crime, in lieu of a panel hearing a member of the Senior Leadership Team may permanently exclude a student whose conviction is deemed to constitute a High Level conduct issue. The student will be notified of this decision in writing. The student has a right to appeal against any decision made by the University under this section as set out in Section 6.13.

Appeal

6.13 The student has the right to appeal against any decision by a Student Conduct Panel. The student will be informed about his/her right of appeal, which must be made in writing to the Vice Chancellor (via conduct@stmarys.ac.uk) within five working days stating the grounds for the appeal. The grounds for appeal are:

- Procedural irregularity
- There is new evidence to support the appeal that could not, for good reasons, be presented at the time.
- The outcome/intervention(s) were disproportionate to the available evidence.

6.14 Decisions made by the Student Conduct Panel will stand until the appeal process has been concluded.

6.15 The Vice-Chancellor will typically appoint an Appeal Panel chaired by a member of the Senior Leadership Team to review the case and provide a recommendation.

6.16 If the Appeal Panel upholds the appeal, one or more of the intervention(s)/referral(s) will be rescinded and the record removed from the student's file.

6.17 The Appeal Panel may decide to uphold the decision of the Student Conduct Panel and the original intervention(s)/referral(s).

6.18 In the light of new evidence, the Appeal Panel may decide to uphold the decision of the Student Conduct Panel and alter interventions/referrals if warranted.

6.19 The decision of the Appeal Panel will be communicated to the student and other appropriate University authorities (e.g. Security or Student Services) in writing within ten working days of receipt of the appeal or as soon as is reasonably possible.

6.20 Any written reports and decisions will be held in Registry. A written record will be sent to conduct@stmarys.ac.uk. The decision of the Appeal Panel in this matter will be final and completes the University's Student Conduct Procedures. The letter of decision will serve as the Completion of Procedures (CoP) letter.

7 Office of the Independent Adjudicator (OIA)

If a student believes that the internal appeal process has been incorrectly conducted or feels that the outcome is unreasonable in relation to the evidence, then they have the right to raise the matter for external and independent review by the [Office of the Independent Adjudicator \(OIA\)](#). Information on the process may be obtained directly from the [OIA](#) and will be included in the Completion of Procedures letter.

Any cases referred to the OIA will be addressed by Registry in the first instance, who reserve the right to call on any part of the University to supply evidence.

Appendix 1

Examples of Low Level Conduct Issues (Misdemeanours)

(NB. These are examples only and not an exhaustive list. They also apply to students on study abroad programmes and may apply to students on collaborative programmes)

- i. Minor breaches of the Campus Accommodation Licence Agreement in the Hall of Residence
 - ii. Minor breaches of the IS and LRC codes of conduct
 - iii. Minor disturbance within the premises, grounds and precincts of the University (e.g. adjoining roads or streets) or in the learning zones which do not seriously impinge on the reputation of the University
 - iv. Minor disturbance during taught sessions or in learning zones
 - v. Minor disturbances during professional placements which do not impinge on the reputation of the University
 - vi. Minor damage to University property (as determined by Estates and not more than £250 worth of damage)
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Appendix 2

Interventions and Referrals following procedures dealing with Low Level Conduct Issues (Misdemeanours)

- a) A note on the Student Conduct Log
- b) A written warning
- c) The payment of a fine (ie a financial penalty for dangerous or anti-social behaviour of not more than £100)
- d) Payment for damages (ie the cost to remedy damage of not more than £250)
- e) A suitable form of short community service or philanthropic behaviour
- f) A supportive referral to the Students Union or Student Services or other relevant internal or external body

Note: All damages to University property will have to be paid for. They will be determined by Estates and Facilities, the Health and Safety Officer, or other authorities in the University as appropriate. Unpaid fines may result in further penalties.

Appendix 3

Examples of Medium Level Conduct Issues (Misconduct)

(NB. These are illustrative examples only and not an exhaustive list. They also apply to students on Study Abroad programmes and may apply to students on collaborative programmes.)

- i. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the University, whether on the University premises or elsewhere

- ii. Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff, or other employee of the University or any authorised visitor
 - iii. Unauthorised possession of University property or property of another member of the University or guest
 - iv. Unauthorised possession of public property (e.g. road signs)
 - v. Minor bullying or harassment of students or staff (including cyber-bullying)
 - vi. A false or malicious accusation against staff or students
 - vii. Misuse or unauthorised use of University premises or items of property, including computer misuse
 - viii. Breaches of the provisions of the University's Code of Practice on Freedom of Speech
 - ix. Conduct that damages or destroys the property of other institutions to which students have access (including sporting venues)
 - x. Behaviour that may be offensive or cause a nuisance to local residents, students; families and visitors
 - xi. Behaviour that may be offensive to partner schools or placements, study abroad partners, employers participating in workplace learning
 - xii. Inappropriate use of internet, internet social networking sites (e.g. Instagram, Snapchat, Twitter, etc.), Whatsapp and text messaging
 - xiii. Knowingly making a false statement to any University employee or agent on a University related matter
 - xiv. Failure to disclose name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given (e.g. security officers investigating an incident)
 - xv. Conduct that damages University property or attempts to damage University property or property which belongs to other members of the University or visitors to the University
 - xvi. Persistent serious misconduct or disregard of a previous live written warnings
 - xvii. For students who are resident in University owned or managed accommodation: serious or persistent breach of the Terms of Occupancy
 - xviii. Failure to comply with a previously-imposed intervention under these procedures.
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Appendix 4

Interventions following procedures dealing with Medium Level Conduct Issues (Misconduct) (Section 4)

One or more of the following interventions/referrals may be imposed by the Academic Registrar (note that other reasonable interventions/referrals related to the misconduct may be taken). Please note this is not an exhaustive list:

- a) Termination of the Accommodation Licence Agreement
- b) A ban from entering the Halls of Residence and precincts for a stated period

- c) A ban from all areas of the campus for a specified period
- d) A ban from all areas of the campus except learning and teaching facilities for a specified period
- e) A ban from the libraries and other specified learning zones (e.g. computer labs etc.) for a specified period
- f) A suspension of the student's account in the Library
- g) A ban from a specified area of the campus (e.g. the University bar, Halls of Residence, sports facilities, etc.) for a specified period
- h) A suitable form of community service/philanthropic behaviour for a specified period
- i) Withholding of a certificate until specified conditions have been met
- j) A ban from attending the Graduation Ceremony
- k) A written warning placed on file for a specified period (normally for a calendar year but this may be referred to at any point during the student's time at the University if felt to be relevant)
- l) Payment of damages determined by Estates and Facilities or a person authorised by the University
- m) Payment of fines determined by the University or by a conduct panel
- n) Payment of fines in relation to the offence determined by a conduct panel
- o) A requirement on the student to give an undertaking as to their future conduct within the University
- p) Another appropriate measure related to the offence (e.g. a letter of apology).
- q) A supportive referral to the Students Union or Student Services or other relevant internal or external body

These interventions/referrals will be recorded in writing by the Student Casework Officer. A written record should be sent to conduct@stmarys.ac.uk. The record should remain on the student's file for the duration of their time at the University. Any live intervention/referral may be produced as evidence in conduct hearings involving the student if relevant.

Notes: All damages to the University property will have to be paid. They will be determined by Estates and Facilities, the Health and Safety Officer, or other authorities in the University as appropriate. Unpaid fines may result in more severe penalties including suspension and withholding certificates.

Where a conduct panel intends to impose an intervention/referral which will have an impact on University student accommodation, they will first of all consult with Accommodation

Services so that all implications can be considered, including whether the proposed intervention/referral are permissible under the licence agreement.

Appendix 5

Examples of Medium-High/High Level Conduct Issues (Gross Misconduct)

(NB. These are examples only and not an exhaustive list. They also apply to students on study abroad programmes and may apply to students on collaborative programmes)

- i. Fraud perpetrated against the University or its staff or students
- ii. Theft of University property or the property of its staff, students or visitors
- iii. Criminal damage of University property, the property of another student or of a neighbour
- iv. Falsely misrepresenting the University
- v. Misleading the University (e.g. academic qualifications, criminal involvement, etc.)
- vi. Not complying with reasonable requests for important information (e.g. academic qualifications, information pertaining to incidents, etc.)
- vii. Intentional or reckless behaviour that constitutes a threat to the personal safety of staff and students of the University or visitors to the University
- viii. Aggressive and threatening behaviour against members of staff, students or visitors (including coercion and stalking)
- ix. Discriminatory acts by conduct, spoken or written language
- x. Acts of sexual harassment or sexual violence (including coercion and stalking)
- xi. Acts of homophobic/sexist/misogynist/racist or similar behaviour
- xii. Acts of indecent behaviour
- xiii. Using language directed at an individual or group which demean those individuals or groups or create an intimidating, hostile or demeaning environment
- xiii. Continuous or serious bullying or harassment of students or staff (including cyber-bullying and behaviour that could be perceived as a hate crime)
- xiv. Persistent or grossly inappropriate use of internet social networking sites (e.g. Facebook, Twitter, etc.) and text messaging which demean individuals or groups or contribute to a hostile environment

- xv. Persistent or grossly inappropriate use of internet sites (e.g. websites, blogs, etc.) that demean individuals or groups or contribute to a hostile environment
- xvi. Persistent or grossly inappropriate use of internet sites (e.g. Facebook, website, blogs, etc.) that adversely affects the reputation of the University
- xvii. Inappropriate use of the University's virtual learning environment and email to demean individuals or groups, or contribute to a hostile environment
- xviii. Reasonable suspicion of drug dealing on University premises
- xix. Persistent possession or use of illegal drugs on University premises
- xx. Assaulting or threatening to physically assault any member of the University or visitor to the University, whether on University premises or elsewhere
- xxi. Possession of any offensive weapon (e.g. replica weapon, knife, etc.), firearm or imitation firearm on University property
- xxii. Behaviour which brings the University into disrepute or which damages the good name of the University (e.g. antisocial behaviour in the neighbourhood, etc.)
- xxiii. Acts which violate the provisions of the health and safety rules, and regulations of the University or our Study Abroad or Collaborative Partners
- xxiv. Knowingly making a false accusation against a member of staff or a fellow student
- xxv. Failure to comply with a previously imposed intervention under these procedures
- xxvi. Persistent serious misconduct or disregard of a previous live written warning
- xxvii. For students who are resident in University owned or managed accommodation: serious or persistent breach of the On-Campus Student Accommodation License Agreement
- xxviii. Conviction for a criminal offence which affects the University's life and reputation
- xxix. Conduct judged by the Senior Leadership Team as serious.

Note: Where there is reason to believe that a student may have committed a criminal offence the University reserves the right to inform the police. The University reserves the right to defer any conduct proceedings until the police have completed their investigations, and the matter has been disposed of by the police or by a court of law. If the University proceeds with conduct proceedings, the conduct panel will be informed of any police involvement by the Student Casework Officer.

Appendix 6

Interventions following procedures dealing with Medium-High/High Level Conduct Issues (Gross Misconduct)

(Section 5)

The Academic Registrar/Student Conduct Panel may decide to impose one or more of the following interventions/referrals (these are not exhaustive):

- a) Termination of the student's Accommodation Contract (in accordance with the Campus Accommodation Licence Agreement)
- b) Exclude the student permanently from the University and from all its facilities and services including academic
- c) Exclude the student from a specified area of the campus (e.g. the University bar, Halls of Residence, etc.) for a specified period
- d) Exclude the student from all areas of the campus for a specified period
- e) Exclude the student from Halls of Residence for a specified period of time
- f) Exclude the student from all areas of the campus except learning and teaching facilities for a specified period
- g) Exclude the student from the Libraries and other specified learning zones (e.g. computer labs etc.) for a specified period
- h) Exclude the student from University events (e.g. graduation ceremony)
- i) Issue a final written warning
- j) Require the student to give an undertaking (in writing) as to his/her future conduct in the University
- k) Determine a suitable form of community service for a specified time
- l) Payment of damages determined by Estates & Facilities or competent authority in the University
- m) Payment of fines according to the tariffs published by the University or determined by the conduct panel
- n) Payment of fines determined by the panel in relation to the offence
- o) Withholding of an award certificate
- p) Any other intervention/referral judged reasonable by the Academic Registrars or Student Conduct Panel.
- q) A supportive referral to the Students Union or Student Services or other relevant internal or external body

Notes: All damages will have to be paid for. They will be determined by Estates and Facilities or other competent authorities in the University. Unpaid fines may result in more severe penalties e.g. suspension, withholding of certificates, etc.

Where a conduct panel intends to impose an intervention/referral which will have an impact on University student accommodation, they will first of all consult with Accommodation Services so that all implications can be considered, including whether the proposed interventions/referrals are permissible under the licence agreement.

Appendix 7

Authority to approve Interventions / Precautionary action

Type of action:

- Exclude a student from the University - **Can be taken by:** Senior Leadership Team. **Can be reviewed by:** Vice-Chancellor
- Exclude a student from academic University spaces (including lecture halls and the Library) - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team
- Exclude a student from University accommodation - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team.
- Require a student to move University accommodation - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team.
- Exclude a student from non-academic University spaces (except accommodation), including imposing a curfew on access - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team.
- Exclude a student from University events/social spaces, including the University gym - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team.
- Require a student to sign in and out of campus - **Can be taken by:** Authorised University Officer (AUO). **Can be reviewed by:** Senior Leadership Team.
- Require a student not to contact another student - **Can be taken by:** Academic Registrar **Can be reviewed by:** Authorised University Officer (AUO)
- Require a student to change seminar/lecture groups - **Can be taken by:** Academic Registrar **Can be reviewed by:** Authorised University Officer (AUO)
- Exclude a student from SU events - **Can be taken by:** St Mary's Students' Union. **Can be reviewed by:** St Mary's Students' Union CEO.

Appendix 8

List of Authorised University Officers – act as chair of a panel (AUO)

- Provost
- Deputy Vice Chancellor
- Pro Vice Chancellor
- Deans of Faculty
- Dean of Education and Outcomes
- Chief Information Officer
- Director of Human Resources
- Director of Strategic Planning
- Director of Estates and Campus Services
- Director of Commercial and Community
- University Secretary and Director of Strategic Planning (Appeal conduit)
- Director of International Engagement, Student Recruitment and Admissions
- Dean of the School of Medicine
- Director of Research
- Financial Controller

Additional Panel members (non AUO)

- Head of Inclusion, Access and Participation – DEESO
- Head of Academic Student Experience and Enhancement –DEESO
- Associate Heads of School – FABLET
- Associate Heads of School - FSTHS
- Head of Academic Partnerships – DEESO
- Chair and Co-Chair of Equality, Diversity and Inclusion Team
- Head of Careers and Employability
- Deputy Academic Registrar Student Records and Partnerships

- Deputy Academic Registrar Quality and Standards

Appendix 9

Code of Practice: Controlled Drugs

1. The purpose of this code is to ensure that students are aware of the law regarding the supply, use and possession by students of controlled drugs, with the overall objective of minimising the harmful effects of these substances.
2. The University does not allow, in any way, the use of controlled drugs. The possession of controlled drugs is a criminal offence and the possession with intent to supply is a more serious offence. The University would break the law if it permitted controlled drugs to be used or supplied on its property.
3. The University will not tolerate the use of, or dealing in, controlled drugs on its property. Any students found to be using or in possession of any controlled drug, including cannabis, on University premises may be subject to its conduct procedures and the police may be informed.
4. The University has an obligation to inform the police of any student suspected of dealing in drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

University Conduct Procedures

1. The University's conduct procedures describe examples of Gross Misconduct under Appendix 5. Included are specific scenarios involving the persistent possession and dealing of drugs as well as activity that brings the University into disrepute.
2. The University may choose to exercise the use of Precautionary Action in relation to offences relating to drugs and in line with our accommodation agreements reserves the right to inspect.
3. The University cannot condone any such illegal activity committed on University premises but it will respond positively to students who accept that they are having problems related to the use of controlled drugs, provided that the individual concerned co-operates with such treatment and care plans as may be developed for them by health care professionals or other appropriate agencies.

Appendix 10 – Student Conduct Warning Letter Template (to be used for conduct cases not requiring a hearing)

PRIVATE AND CONFIDENTIAL

Forename Surname

Regnum

Sent by email only to: xxxxxxx@live.stmarys.ac.uk and x@x

Date

Dear Forename

STUDENT CONDUCT WARNING

I am writing to bring to your attention a matter regarding your recent conduct, which appears to fall below the expectations outlined for students at St Mary's University.

After reviewing the available evidence, I have reason to believe on balance or probabilities that:

Xxx

I want to take this opportunity to remind you of the **Student Conduct Procedure**, which outlines the steps that may be taken if a case is escalated to a formal Conduct Hearing. You can review this procedure here:

[Student conduct procedure 2025/24 \(stmarys.ac.uk\)](https://stmarys.ac.uk)

Additionally, when you enrolled at the University, you agreed to uphold the **Student Charter**, which sets out our shared values and expectations as part of your academic journey. This forms part of the legal contract which the University has with you. You can review the Student Charter here:

[St Mary's Student Charter \(stmarys.ac.uk\)](https://stmarys.ac.uk)

Based on the evidence, I have decided that a formal Hearing is not necessary.

However, please be aware that this matter will be formally recorded by Registry and may be referred to in the event of any further incidents.

As a result of this situation, the following intervention(s)/referral(s) will be applied. I have highlighted these in **red** for clarity.

- (1) Letter and entry on Student Conduct Log**
- (2) Fine:**
- (3) Other intervention/referral:**
- (4) Other intervention/referral:**

You have the right of appeal regarding this decision which must be lodged with conduct@stmarys.ac.uk within five working days of the date of this letter. The grounds for appeal are:

- procedural irregularity
- There is new evidence to support the appeal that could not, for good reasons, be presented at the time.
- The outcome/intervention(s) were disproportionate to the available evidence.

FOUR STUDENT CONDUCT POINTS AUTOMATICALLY TRIGGER A CONDUCT HEARING

STUDENT CONDUCT POINTS (this incident)
2
TOTAL
3

I am, of course, mindful that some student conduct incidents also may indicate an underlying need for support, and you should contact Student Services if necessary or helpful.

Student Services provides a wide range of support services for students including accommodation advice, Funding advice and general student life guidance too. The Wellbeing Team can support students through Counselling, Mental Health Advice as well as Disability support. Should you wish to access support from Student Services, please email studentservices@stmarys.ac.uk.

If you would like independent advice on the procedure, you can contact the Students' Union Advice Service at advice.smsu@stmarys.ac.uk.

Yours sincerely

Helen A'Court

Academic Registrar

Appendix 11 – Glossary of Key Terms

Academic Misconduct: a variety of activities that amount to cheating in assessments, as detailed in the Academic Regulations.

Academic Registrar: the head of the university department responsible for administering the Conduct Procedure.

AUO – Approved University Officer: a senior member of staff who carries the authority to chair conduct panels and review conduct appeals.

Balance of probabilities: that it is more likely than not that something happened.

Completion of Procedures (CoP) Letter: a letter informing the student that they have exhausted all appeal and review options open to them at the University.

Director of Student Operations: the senior member of staff who is accountable for the Conduct Procedure.

General Data Protection Regulations (UK GDPR): legislation relating to the processing of personal data.

Interventions: actions required or rulings by a Conduct Panel that must be complied with.

License Holder: the person who is accountable for behaviour in areas of the University which serve alcohol.

Office of the Independent Adjudicator (OIA): the external review body for students who have exhausted all appeals processes at their university.

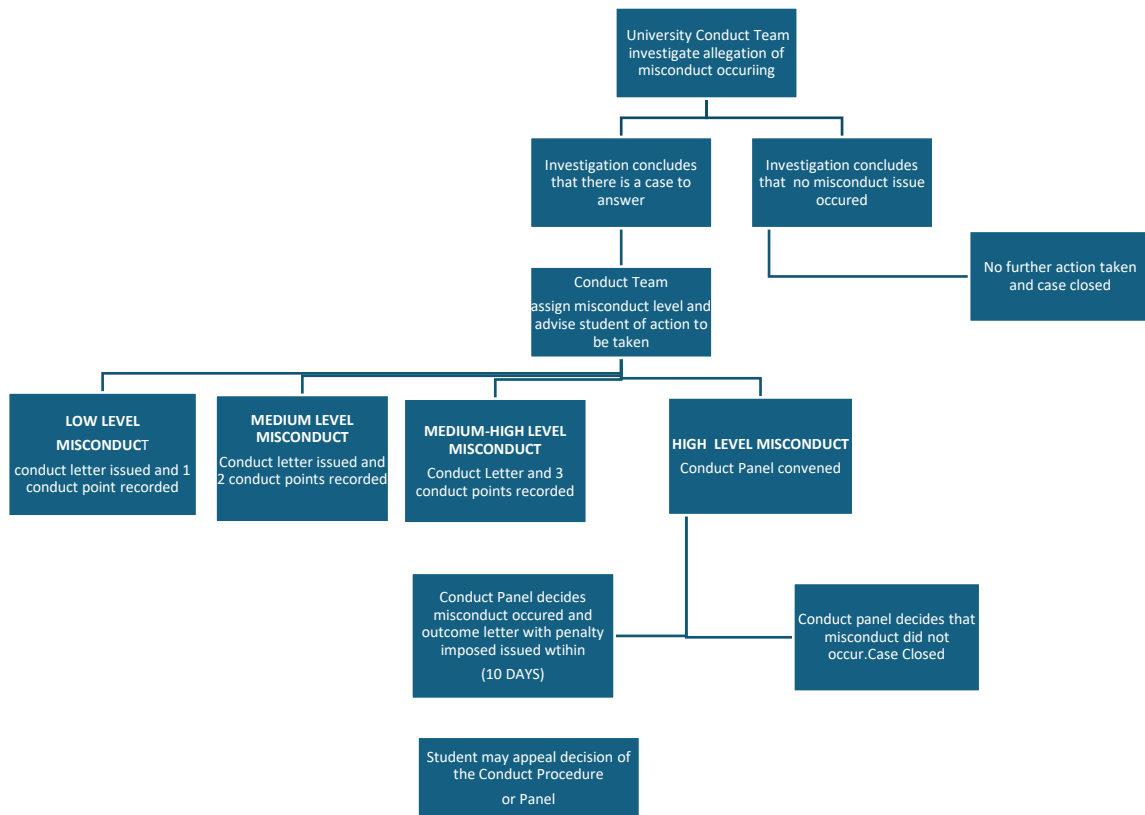
Precautionary action: a full or partial suspension from the University to allow for de-escalation and/or investigation but which is a neutral act made without presumption.

Procedural irregularities: instances of material deviation from a published process.

Referrals: recommendations made by Conduct Panels, which are voluntary but if not taken up may count against a student in a future case.

Senior Leadership Team (SLT): the highest levels of management within the University.

St Mary's University Conduct Procedure Workflow



Document Title	Student Conduct Procedure
Accountable person	Director of Student Operations
Author – Job Title	Deputy Academic Registrar (Assessment, Casework, Regulation)
Document date	15 th August 2025
Effective from	Academic Year 2025/26
Review date	15 th August 2026
Version	1.0
Related policies	Student Charter Bullying and Harassment Guidance Academic Misconduct (in the Academic Regulations)