The University of Bolton

Student Non Academic Conduct and Disciplinary Policy and Procedure

Students, as independent learners of the University of Bolton, are expected to behave in a mature and responsible manner. This policy and procedure is necessary to cover those occasions when a student's behaviour and/or conduct falls short of these expectations.

1 Purpose and Scope of the Policy and Procedure

1.1 The purpose of the Student Non Academic Conduct and Discipline Procedure is to set out the standards of conduct and behaviour required to maintain and protect an environment conducive to learning and which is in keeping with the values of the University as set out in the University's Strategic Plan.

1.2 This policy and procedure does not cover Academic Misconduct, for example plagiarism, cheating, examination misconduct. However, in the event that misconduct covers both Academic Misconduct and Non Academic Conduct and Discipline both procedures may be considered concurrently.

1.3 Following the procedure ensures that disciplinary matters are dealt with promptly, fairly and consistently. The procedure gives guidance on how actions should be taken arising from misconduct.

1.4 By joining the University community, students agree to abide by all its policies and procedures and to adhere to the standards of behaviour specified within the policies and procedures which are set out in the Student Information Policy Zone and which include, without limitation, the following:

- Academic Misconduct Regulations and Procedures
- Code(s) of Practice Relating to Freedom of Speech and Meetings on University Premises
- Code of Practice Relating to Freedom of Speech and all Planned, Affiliated, Funded or Branded Events Taking Place Off Campus
- Code of Practice on Postgraduate Research Programmes
- Dignity at Study Policy (The University Policy on Harassment, Bullying, Discrimination and Victimisation)
- Examination Procedures
- Fitness to Practice Procedure
- Halls of Residence - Student Conduct Statement

Approved by The University of Bolton Board of Governors Update Approved by Senate	Date: 1st March 2016 Date: 9th July 2018

- Health and Safety Policy
- Library Rules and Regulations
- Mental Health Policy
- Policy on use of illegal drugs and misuse of legal drugs by students
- Prevent Policy
- Regulations on the use of University IT Facilities
- Sports Facilities Regulations
- Student Admissions Policy
- Student Attendance Policy
- Student Raising a Concern or Making a Complaint Policy and Procedure
- Supported Study Policy

1.5 It is expected that, where appropriate, staff and students will seek to resolve matters informally before any formal disciplinary procedures are invoked.

1.6 Should the required improvement not be forthcoming, or if the perceived problem is considered to be of a sufficiently serious nature, then the formal procedure as set out in section 6 of this document should be followed.

1.7 Where there is concern that the student's behaviour and/or misconduct may be as a result of illness, mental health difficulties, psychological, personality or emotional disorders, the applicability of the Mental Health Policy/Supported Study Policy and Procedure should be considered.

1.8 If there are Fitness to Practice issues to be considered, the Initial Investigation Stage (see Section 4) may require action to be taken to mitigate immediate risks to third parties e.g. patients, clients, and once the Disciplinary Procedure is completed the case may be considered under the Fitness to Practice Procedure.

1.9 The University has a duty of care to the students of the University and there may be occasions when decisions are taken to protect the interests of the student body.

2 Variations to the Procedure

2.1 The University reserves the right to vary any stage in this procedure as it deems appropriate after consultation with the Students' Union in order to comply with any current legal obligations and best practice.

2.2 Where mention is made in this procedure of action by specific post holder or role holder this action may be delegated to an appropriate nominee where warranted by the circumstances, for example, where there is or may be any potential conflict of roles or interests, or the specific post holder or role holder is absent, so long as the nominee has appropriate seniority and/or experience to be able to act on behalf of the specific post or role holder.

3 General Principles

3.1 General Principles

3.1.1 In all cases the principles of natural justice will be applied.

3.1.2 No formal disciplinary action will be taken against a student until the initial investigation stage has been completed. It is expected that minor issues of misconduct can normally be resolved informally between those involved either, student and student or student and member of staff.

3.1.3 In the event that criminal proceedings have been taken against the student, the University disciplinary procedure will normally be suspended until the criminal proceedings are complete.

3.1.4 In the first instance it will be the duty of the Investigating Officer (as defined in paragraph 4.1) to decide, in consultation with the Head of Quality Systems, whether and at what level the formal procedure should be initiated.

3.1.5 A student may be summarily excluded, i.e. excluded without notice, for serious misconduct after investigation and hearing.

3.1.6 A student shall have a right to appeal against any sanction issued as a result of disciplinary procedure as set out in section 8 of this procedure.

3.1.7 A student will, at the formal procedure stage, have the right to be accompanied by a companion who shall not be a legal representative and would normally be a representative of the Students' Union. If the student's choice of companion is unreasonable the University may ask him/her to choose someone else. For example:

a) If in the University's opinion the companion may have a conflict of interest or may prejudice the hearing; or

b) If the Students' Union Representative is unavailable at the date/time a hearing is scheduled and will not be available for more than five working days.

3.1.8 Only the Vice Chancellor (or in the Vice Chancellor's absence the Vice Chancellor's nominee providing the nominee is a member of the University Executive Board and they inform the Vice Chancellor of the suspension so that he/she may affirm the action) shall have the right to suspend a student for misconduct or any good and urgent cause.

3.1.9 Only the Vice Chancellor shall have the right to expel a student for misconduct or any other good and urgent cause.

3.1.10 The University in undertaking any aspect of this procedure will seek to make reasonable adjustments for students with a disability and in particular refer to the Supported Study Policy where reasonable to do so.

3.2 Notice of Hearings

3.2.1 Normally ten working days' notice will be given for disciplinary or appeal hearings. It is recognised, however, that this may have to be exceeded in exceptional circumstances.

3.3 Confidentiality/Recording of Meetings

3.3.1 The University aims during an investigation or any steps under this procedure to deal with matters sensitively and in confidence, to the extent that it is able to do so. All students will be required to treat as confidential any information communicated to them in connection with an investigation or disciplinary matter. Witnesses will be required to treat as confidential any information given to them during the course of an investigation, including the identity of anybody under investigation.

3.3.2 Electronic recordings of any investigative meetings, disciplinary or appeal hearings are not permitted by any party or representative. The University will appoint a note taker to all meetings.

4 Initial Investigative Stage

4.1 Where misconduct is alleged an Investigating Officer will be allocated to conduct an investigation and/or make enquiries in order to gather facts and information. An Investigating Officer may be any member of University staff at Grade 7 and above (excluding members of the Executive Board) and, as far as is reasonably practicable, will be unconnected to the case. The enquiries may include a fact gathering investigatory meeting with the student in question. This is for the purpose of fact-finding, and no decision on disciplinary action will be taken until after a disciplinary hearing has been held. The student will be informed of the allegations and that an investigation is taking place.

4.2 A student involved in the investigatory stage is expected to cooperate fully and promptly and provide such assistance to the Investigating Officer as is required. This will include informing the Investigating Officer of the names of any relevant witnesses, disclosing any relevant documents to him/her and attending any investigative interviews. The student and any witnesses will be advised as to the sensitive nature of the investigation and the need for confidentiality.

4.3 The extent of any investigation and/or enquiry will depend on the nature of the allegations of misconduct and will vary from case to case.

4.4 The Investigating Officer with the Head of Quality Systems will determine if the investigation indicates that a formal disciplinary hearing is warranted, and if so the matter should proceed under the process set out at Section 6 below.

4.5 In cases whereby the Supported Study Policy and Procedure is to be invoked this will form part of the investigation and will inform the actions to be taken and the student will be informed of this decision.

4.6 Where the investigation indicates that the matter may be dealt with informally or that no formal action will be taken the student and the relevant Head of School will be advised in writing.

5 Suspension

5.1 Where the misconduct has resulted in criminal proceedings against the student or when the alleged misconduct is of such a nature that there are clear and compelling reasons or any other good and urgent cause why the student's continuing attendance at the University cannot be justified or where it is felt the student's continuing attendance may hamper an investigation then the student may be suspended from studies by the Vice Chancellor (or in the Vice Chancellor's absence the Vice Chancellor's nominee providing the nominee is a member of the University Executive Board and they inform the Vice Chancellor of the suspension so that he/she may affirm the action). The suspension will be confirmed to the student in writing.

5.2 The scope of suspension (if applied) will be at the discretion of the University on a case by case basis and will be to protect those involved in any alleged incident.

5.4 Suspension is not in itself a disciplinary sanction and does not imply that any decision has already been made about the student's case. Normally during the period of suspension access to the VLE/Moodle and the student's online University account will remain available to the student.

6 Formal Procedure

6.1 When a decision has been taken to initiate the formal disciplinary procedure, the student should be informed in writing of the decision to hold a disciplinary hearing and the individual who shall conduct the disciplinary hearing ("Disciplinary Officer"). The Disciplinary Officer will be a member of the University Senior Management Team. Such notice will also detail the allegations of misconduct that will be considered at the disciplinary hearing, clearly state the date, time and place of the hearing, and state the entitlement to be accompanied by a companion who will normally be a representative of the University of Bolton Students' Union. The notice will also invite the student to inform the Head of Quality Systems of any reasonable adjustments that are required which will be accommodated where reasonably practicable.

6.2 At least 5 working days before the date of the disciplinary hearing (unless this is not reasonably practicable) the student should be provided with information and copies of any relevant documents and/or witness statements adduced as part of the investigatory stage that will be used at the hearing. In all cases where a witness' identity is to be kept confidential, the student will be provided with as much information as possible in relation to the evidence provided by the witness in question, whilst maintaining confidentiality. Reasonable time should be permitted for the student to arrange for the Students' Union Representative to attend and for the student to prepare for the hearing

6.3 The student should attend the hearing. If the student cannot attend at the date/time specified he/she should inform the Head of Quality Systems immediately who will seek to agree an alternative date/time.

6.4 If the student does not attend the hearing without giving notice and/or without good reason the Disciplinary Hearing will be held and a decision made on the information and evidence available to the Disciplinary Officer.

6.5 The purpose of the disciplinary hearing is to review the evidence and to enable the student to respond to any allegations of misconduct that have been made against him/her. If the student is accompanied by a member of the Students' Union, that person may make representation and ask questions but should not answer questions on the student's behalf. The student may request to confer privately with the Students' Union representative at any time during the hearing.

6.6 At the hearing the Disciplinary Officer will explain the process that will be followed and will confirm the allegations of misconduct. The case against the student will be presented, together with any supporting evidence. The student (or the Students' Union Representative) shall set out his/her response, referring where appropriate to evidence.

6.7 The disciplinary hearing may be adjourned if the Disciplinary Officer deems that further investigations are necessary. The student will be given reasonable opportunity to consider any new information obtained before a disciplinary hearing is reconvened.

6.8 When the outcome of the Disciplinary Hearing is that the Disciplinary Officer has satisfied themselves based on evidence that the case against the student is proven, the Disciplinary Officer will determine what the appropriate disciplinary sanctions(s) should be.

6.9 The sanctions can include requiring the student to make restitution for any damage, theft or loss of property that he/she may have caused.

6.10 Where the recommendation from the Disciplinary Officer is expulsion, the recommendation will be considered by the Vice Chancellor for affirmation.

6.11 The Disciplinary Officer will confirm to the student in writing, usually within five working days of the hearing, the outcome of the disciplinary hearing including, where appropriate, the Vice Chancellor's affirmation of the recommendation of expulsion.

7 Disciplinary Action and Expulsion

7.1 The University aims to treat all students fairly and consistently. Each case will be assessed on its own merits. A non-exhaustive list of examples of what may constitute misconduct is set out in Appendix A. This is provided by way of guidance for the Disciplinary Officer.

7.2 Depending on the seriousness of the matter any of the following stages in paragraphs 7.3 to 7.4 may be omitted.

7.3 First Formal Action for Misconduct – Formal Verbal Warning

7.3.1 A verbal warning will normally be given for first acts of misconduct where there are no other active warnings on the student's disciplinary record depending on the nature of the misconduct.

7.3.2 The warning will set out the nature of the misconduct.

7.3.3 The student may be required to give a written undertaking as to his/her future conduct.

7.3.4 The student may be required to make restitution for any damage, loss and/or theft they have caused by the misconduct.

7.3.5 A record of the warning will be placed on the student's record and will remain active for six months from the date it is given, after which time it will be disregarded in deciding the outcome of future disciplinary proceedings. The student's conduct may be reviewed at the end of this period and if it has not improved sufficiently the University may decide to take further disciplinary action.

7.4 Second Formal Action for Misconduct – Written Warning

7.4.1 A written warning will normally be given for acts of misconduct where there is a record of a verbal warning or where there are no other active warnings on the student's disciplinary record depending on the nature of the misconduct.

7.4.2 The warning will set out the nature of the misconduct.

7.4.3 The student may be required to give a written undertaking as to his/her future conduct.

7.4.4 The student may be required to make restitution for any damage, loss and/or theft they have caused by the misconduct.

7.4.5 The warning will be placed on the student's record and will remain active for twelve months from the date it is given, after which time it will be disregarded in deciding the outcome of future disciplinary proceedings. The student's conduct may be reviewed at the end of the period and it if has not improved sufficiently the University may decide to take further disciplinary action.

7.5 Final Formal Action for Misconduct – Expulsion

7.5.1 Students may be expelled from the University for the following circumstances:

a) Misconduct where there is an active written warning on the student's record;

or

b) Serious misconduct regardless of whether the student has received any previous warnings.

7.5.2 A decision to expel a student may only be taken by the Vice Chancellor and will be with immediate effect with cessation of any contractual obligations thereafter. A student who is expelled continues to be liable for any outstanding fees.

8 Right of Appeal

8.1 In the letter confirming the outcome of the disciplinary hearing, the student will be notified of his/her right to appeal.

8.2 An Appeal is heard by an "Appeal Officer".

8.3 When an appeal is against any disciplinary sanction other than expulsion, the Appeal Officer will be a member of the Executive Board who has not had any previous involvement with the case, as far as is reasonably possible.

8.4 When an appeal is against expulsion, the Appeal Officer will be the Chair of the Governing Body (or their nominee in the event of their unavailability).

8.5 A request for an appeal should be lodged in writing with the Head of Quality Systems within five working days of written notification being sent to the student of the outcome of the disciplinary hearing. The request for an appeal should state the full grounds for the appeal. The grounds for an appeal may be:

a) There was a procedural irregularity in the conduct of the Disciplinary Panel or the investigation that may render the original decision unsafe;

b) New material evidence is available which the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome;

c) The outcome (whether the decision or sanction) was unreasonable.

8.6 The student will be notified in writing of the arrangements for the appeal and his/her right to be accompanied by a companion who will normally be a representative of the University of Bolton Students' Union. The notice will also invite the student to inform the Head of Quality Systems of any reasonable adjustments that are required which will be accommodated where reasonably practicable. An appeal hearing will be held, where possible, within ten working days following receipt of the request.

8.7 The student should attend the hearing. If the student cannot attend at the date/time specified he/she should inform the Head of Quality Systems immediately who will seek to agree an alternative date/time.

8.8 If the student does not attend the appeal hearing without giving notice and/or without good reason the hearing will go ahead and a decision will be made by the Appeal Officer based on the information and evidence available to him/her.

8.9 At the appeals hearing records and notes from the disciplinary hearing and any new evidence will be made available to the Appeal Officer who will review the evidence. Any new supporting evidence that will be considered at the appeal hearing should be provided by all parties no later than five working days before the appeal hearing.

8.10 When the outcome of the Appeal Hearing is that the Appeal Officer has satisfied themselves based on evidence that the case against the student remains proven, the Appeal Officer confirm that the disciplinary sanction(s) should be upheld or amended.

8.11 When the outcome of the Appeal Hearing is that the Appeal Officer has not satisfied themselves based on evidence that the case against the student is proven, the Appeal Officer will determine what the disciplinary sanctions(s) should be revoked or amended.

8.12 The student will be informed of the outcome of the appeal in writing within five working days of the appeal hearing.

8.13 There is no further right to appeal and the procedure is exhausted at this stage.

8.14 In circumstances where the Appeal Officer determines to uphold an appeal by a student:

8.14.1 In the case of verbal or written warning being given the warning will be removed from the student's record;

8.14.2 In the case of expulsion, the student's status will be reinstated from the date the expulsion took effect and the student will not be deemed to have had any break in their studies.

9 Completion of Procedures and the Office of the Independent Adjudicator

9.1 In the letter confirming the outcome of the appeals hearing, the student will be notified by way of the accompanying Completion of Procedures letter of his/her right to request an independent review by the Office of the Independent Adjudicator.

10 Keeping of Records

10.1 Records of the disciplinary case will be kept for the period of the active sanction and comply with relevant statutes and will be destroyed thereafter. These records will include the complaint against the student, the student's defence, findings made and action taken, the reason for action taken, whether an appeal is lodged and the outcome. Notes of any formal meetings will also be kept.

11 Other Related Policies

11.1 Other related policies can be found on the University of Bolton Student Information Policy Zone.

12 Monitoring and Review

12.1 This procedure will be monitored and reviewed on behalf of the Board of Governors by the Head of Quality Systems. The outcome of such monitoring and review will be published on an annual basis to this body.

13. Equality Impact Assessment

13.1 The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of plain English and the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

14 Dissemination of and access to the Policy

14.1 This policy is published on the University of Bolton Student Information Policy Zone and on the University of Bolton Governance website.

Student Non Academic Conduct and Disciplinary Policy and Procedure	
Policy Ref	
Version Number	1
Version Date	June 2018
Name of Developer	Hilary Birtwistle
Policy Owner (School/Centre/Unit)	Standards and Enhancement Office
Person responsible for implementation (post holder)	Head of Quality Systems
Approving Committee/Board	Board of Governors Updates approved by Senate
Date approved	1st March 2016 Updates approved by Senate 22 May 2017
Effective from	9th July 2018
Dissemination method (e.g. website)	Web pages
Review Frequency	12 months
Reviewing Committee	Executive Board
Equality Impact Assessment	10/02/2016
Consultation History (individuals/groups consulted with dates)	Executive Board Senate Students' Union Heads of School Senior Managers
Document History (e.g. rationale for and dates of previous amendments)	V1 2016 - To update the policy and procedures in line with legislation and to reflect organisational changes V2 2017 – To update related policies (1.4); Disciplinary Officer role to be undertaken by member of Senior Management team (6.1); clarify that hearings will take place in the event that the students does not attend and has not notified the Head of Quality Systems that they need to make alternative arrangements (6.4/8.8); In the case of Appeal against expulsion, the Appeal Officer can be nominee of the Chair of the Board of Governors in the event that the latter is unavailable (8.4). V3 June 2018 – update of sections 3.1.1., 5.2, 6.8, 8.9, 8.10, Appendix A – 1.1, Appendix A First Formal Sanction

Appendix A

An illustrative, non-exhaustive list of unacceptable behaviours and conduct

The aim of this appendix is to give illustrations, which are not exhaustive, of behaviours and conduct which will normally be deemed by the University to constitute serious breaches of discipline for the purposes of this Policy, whether expressed orally, in writing or electronically, occurring on University premises or elsewhere, including social networking sites, blogs, websites or other media.

In investigating the circumstances surrounding a particular incident, and being presented with any other mitigating factors, the University may choose to impose sanctions less than those outlined in this appendix.

Sanctions which warrant expulsion from the University for the first breach are considered to be examples of serious misconduct

	Breach	**First Formal Sanction**	**Second Formal Sanction**	**Final Formal Sanction**
1	**Conduct to Others**			
1.1	Use of violent, aggressive, disorderly, threatening, intimidating, defamatory, derogatory, offensive, indecent/ sexual/inappropriate language and/or behaviour exhibited during the academic, administrative, sporting, social or other activities ~~of the University~~ whether directed to other students, staff, visitors or members of the public which would be deemed by common consent likely to cause fear, distress or offence;	Up to and including expulsion		
1.2	Harassment of any student, member of staff or University visitor whether of a racist, sexual or bullying or intimidating nature, including defamation of character or slander or disruption of any student or member of staff or authorised visitor exercising their right, within the law, to freedom of speech, lawful assembly or expression of ideas;	Up to and including expulsion		

1.3	Harassment or intimidation and/or discrimination towards people on the grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including non-belief), gender, sexual orientation or gender reassignment;	Up to and including expulsion		
1.4	Disruption of, or improper interference with the academic, administrative, social/recreational or other activities of the University or of those who work, study or visit the University;	Verbal Warning	Written Warning	Expulsion
1.5	Obstruction of, or improper interference with the functions, duties or activities of any student, staff member, or visitor to the University;	Verbal Warning	Written Warning	Expulsion
1.6	Offering or giving money, gifts or other advantage to an employee of the University with the intention of inducing that employee to perform his/her job improperly or of rewarding that employee for performing his/her job improperly;	Verbal Warning	Written Warning	Expulsion
1.7	Failure to comply with previously-imposed measures under this procedure.	Verbal Warning	Written Warning	Expulsion
2	**University Interests**			
2.1	A serious breach of University regulations, policies, procedures and codes of practice;	Up to and including expulsion		
2.2	Behaviour or action which, in the opinion of the University, brings the University into disrepute;	Up to and including expulsion		
2.3	Breach of the provisions of the University's Code(s) of Practice for Freedom of Speech;	Verbal Warning	Written Warning	Expulsion
2.4	Distribution of leaflets and displaying posters without the express consent of the Registrar;	Verbal Warning	Written Warning	Expulsion
2.5	Selling and/or distributing goods, materials, services without the express consent of the Registrar;	Verbal Warning	Written Warning	Expulsion
2.6	Involvement in unauthorised gambling activity on University premises;	Verbal Warning	Written Warning	Expulsion

2.7	Communicating information confidential to the University to anyone outside of the University;	Verbal Warning	Written Warning	Expulsion
2.8	Misuse, inappropriate or unauthorised use of University premises, facilities, equipment, or property, including the unauthorised possession of a key to University premises;	Up to and including expulsion		
2.9	Misuse of the Universities electronic facilities including email and internet;	Up to and including expulsion		
2.10	Theft, misappropriation, misuse or damage of University property (including copyright and other intellectual property) or the property of staff, students or visitors caused intentionally or recklessly;	Up to and including expulsion		
2.11	Misappropriating any funds or assets of the University or of any member of the University;	Up to and including expulsion		
2.12	Making frivolous, vexatious and/or malicious allegations or complaints against the University, students or staff of the University;	Up to and including expulsion		
2.13	Deliberate falsification of records including documents used to attain entry to the university;	Up to and including expulsion		
2.14	Misrepresentation at the application stage or within the students personal statement;	Up to and including expulsion		
2.15	Fraudulent documents presented for entry to the university (immigration, qualifications, identification etc);	Up to and including expulsion		
2.16	Failure to disclose a criminal record;	Up to and including expulsion		
2.17	Any conduct which constitutes a criminal offence where that conduct: a. takes place on University premises or premises hired in the Universities name; or	Up to and including expulsion		

	b. affects or concerns other members of the University community; or c. damages the good name of the University; or d. itself is a breach of this procedure; or e. Any conduct where that conduct encourages terrorism and/or invites support from a proscribed terrorist organisation.			
3	**Health and Safety of self and others**			
3.1	Actions likely to cause harm, endanger safety or cause false fire alarms and actions in breach of the University's Health and Safety Policy.	Verbal Warning	Written Warning	Expulsion
3.2	Wilful and deliberate contravention of a safety rule or instigating/inciting a breach of a safety rule.	Up to and including expulsion		
3.3	Using or knowingly possessing within the University, including residential accommodation, controlled drugs as defined in the Misuse of Drugs Act 1971 or any legislation modifying or replacing that Act;	Up to and including expulsion		
3.4	Introducing students, members of staff or visitors to the use of or sale of illegal substances on and off the premises.	Up to and including expulsion		

Appendix B

Minimum Levels of Authority in Respect of the Formal Stage of the Student Non Academic Conduct and Disciplinary Policy and Procedure

	Formal Verbal Warning /Written Warning/ requirement for written undertaking with regard to future conduct/ requirement to make restitution for any damage, loss and/or theft they have caused by the misconduct	**Suspension**	**Expulsion**	**Appeal against Discipline**	**Appeal against Expulsion**
All students who are enrolled at the University of Bolton are subject to the Non Academic Conduct and Disciplinary Policy and Procedure	Disciplinary Officer who will be a member University Senior Management Team	The Vice Chancellor, (or in the absence of the Vice Chancellor the Vice Chancellor's nominee providing he/she is a member of the University Executive Board and they inform the Vice Chancellor of the suspension so that he/she may affirm the action)	The Vice Chancellor	A member of the University Executive Board who has not had any previous involvement with the case, as far as is reasonably possible.	The Chair of the Governing Body (or their nominee in their absence)

UNIVERSITY OF BOLTON
STUDENT NON ACADEMIC CONDUCT AND DISCIPLINARY DECISION & ACADEMIC MISCONDUCT DECISION – APPEAL FORM

This form is to be completed for appeals to be dealt with under the Academic Misconduct and Student Non Academic Conduct and Disciplinary procedures.

You must submit notification of your intention to appeal within 5 working days of the formal notification of the decision you are appealing against.

Before completing this form, please refer to the University's Academic Misconduct Regulations and Procedures: https://www.bolton.ac.uk/wp-content/uploads/2018/11/Academic-Misconduct-Regulations-and-Procedures-2019-20.pdfnd the University's Student Non Academic Conduct and Disciplinary Policy and Procedure https://www.bolton.ac.uk/wp-content/uploads/2018/11/Student-Non-Academic-Conduct-and-Disciplinary-Policy-and-Procedure-2019-....pdf

DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT	
Name:	Student Number:
Programme:	Level of study (3, 4, 5, 6, 7 or 8):
School/Partner College:	Year of Study:
Date of Panel/Hearing:	
Date of Outcome Letter:	
Addresses for correspondence in connection with your appeal: Postcode: Telephone Number: University email: Private email:	

Please indicate which Panel's decision you are appealing against:			
Student Non Academic Conduct and Disciplinary		Academic Misconduct	
Please confirm what it is that you are appealing: • the decision (that misconduct occurred) • one or more of the penalties applied • the decision and one or more penalties			
If you are appealing against one or more penalty please indicate which penalty you are appealing against? (For example these penalties may be expulsion, suspension, capping of module mark or other.)			

An appeal can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.	
A. The penalty is inconsistent with the type and degree of misconduct found	
B. Further information is now available that the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome	
C. That there was a material administrative error or procedural irregularity in the conduct of the Hearing of such a nature as to cause significant doubt whether the decision might have been different if the error or irregularity had not occurred	

In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the decision or penalty at the previous stage of the Procedure.

Ground A
Please list the documentary evidence you intend to use, and clearly explain why this was not available at an earlier stage of the procedure and the relevance of the evidence to your appeal (include relevant documents with your submitted appeal, or indicate to follow with timescale for their availability).

Please list relevant documents below:

Ground B
Please explain why you believe that there was an 'irregularity' in the Procedure in how your case has been considered at a previous stage of the process and how you believe this has affected the outcome (include relevant documents with your submitted appeal, or indicate 'to follow' with timescale for their availability).

Please provide an explanation below together with a list of relevant documents:

Ground C
Please explain why you believe the outcome reached at an earlier stage was 'manifestly unreasonable' and the evidence you wish to use to support this (include relevant documents with your submitted appeal, or indicate 'to follow' with timescale for their availability).

Please provide an explanation below together with a list of relevant documents:

Request for extension to acquire further information: Should you require further time to acquire additional documentary evidence you can make a request here. To do this you must state: • the precise nature of the documentation to follow, • the grounds for appeal it relates to, • the reason that it is not currently available, • the date by which you will be able to submit the document.
Please provide details below:

Declaration (you must complete this section) I declare that the information given in this form is accurate, the supporting evidence is genuine, and that I have read and understood the relevant Procedures.	
Name:	Date:

The completed form should be sent either by post to Standards & Enhancement Office, University of Bolton, Deane Road, Bolton BL3 5AB or via e-mail to: SEO@Bolton.ac.uk

An officer of the University will review your appeal to confirm you have submitted your appeal in time, and have established allowable grounds with appropriate and relevant evidence.