

## Quick guide to the Student Discipline Policy and Procedure

### Quick links

Birkbeck Students' Union has a dedicated advice service for students and can provide guidance and help. You can reach a Student Adviser by email at [su-advice@bbk.ac.uk](mailto:su-advice@bbk.ac.uk) or by telephone on 020 7631 6655.

You can also find these useful related policies on the [Regulations and Policies](#) page:

- Student Discipline Policy
- Principles of Dignity at Work and Study
- Faith, Belief and Religion Statement
- Statement on Supporting Transgender, Intersex and Gender-Non-Binary Students
- Safeguarding Policy
- Social Media Principles.

### What can I do if another student has breached the Student Discipline Policy?

If you believe another student has breached the Student Discipline Policy, you should submit a complaint via the [Student Complaints Policy](#). If you are subjected to behaviour which may also be a criminal offence, you are urged to report this to the Police.

If you need support due to the impact of the behaviour of another student, please speak to [Wellbeing Services](#). Also see the [Student Discipline Policy](#) (Annex B) for details of specialist support for victims of violence, sexual violence, harassment, and hate crime.

### Why does the College have a Student Discipline Policy?

The College aims to keep all staff and students safe when participating in College activities. We have a policy and procedure to investigate instances when students' actions fall below the standards expected and, if appropriate, to impose a sanction.

### Who does the Student Discipline Policy apply to?

The Student Discipline Policy applies to applicants and registered students (including students who are exam-only, writing up, or on a break in study).

### What kind of behaviour is investigated under the Student Discipline Policy?

Any suspected misconduct can be investigated, including but not limited to:

- physical misconduct;
- abusive behaviour;
- sexual misconduct;
- damage to property;
- unauthorised use or taking of property;
- causing a health and safety concern;
- failure to follow College procedures;
- actions that may cause reputational damage to the College (including online).

If you are the victim of a criminal act, you are urged to report the crime to the Police without delay. Civil or criminal proceedings take priority over College processes, so any College investigation might need to be put on hold pending civil or criminal proceedings. Exceptionally, we might report a crime to the Police without your permission, if deemed necessary to protect others from harm or prevent a further crime occurring.

## **When and where does the Student Discipline Policy apply?**

You are expected to behave appropriately at all times when on College premises or participating in College activities: including when attending classes off-site; when on placements, study abroad schemes or field-trips; and when engaging with members of the College online (e.g. online teaching) or on social media.

Separate procedures exist if allegations of misconduct are made against members of staff or visitors to the College: please see the [Human Resources Policies website](#).

Where there is a concern that a student's mental health, illness or disability may have directly affected their behaviour, the [Wellness Review policy](#) might be consulted as an alternative to or alongside disciplinary action.

## **What happens if I am alleged to have breached the Student Discipline Policy?**

In minor cases, staff may exclude you from a teaching room for the rest of the class, or ask you to leave a certain area of the College (like the Library). A Department or Service may investigate your conduct and invite you to a meeting or issue you with a warning.

If the allegation could be subject to criminal proceedings, is sufficiently serious that you might be suspended or terminated from your studies, or you have committed instances of misconduct in the past, a College-level investigation or hearing might be convened.

## **Can the College suspend my access to College buildings or services?**

Yes – any member of staff can ask you to leave a certain area of the College premises for a specified period. While you are under investigation, you may be suspended from using College estates or facilities, if the College deems there is a risk of harm. Any such suspension will be reviewed at least every four weeks, and you can appeal against this suspension. The College will endeavour to ensure you can still access support and advice, for example through prearranged appointments with Student Services.

Please note that under licensing laws, the staff at the George Birkbeck bar may take action to suspend you from the bar without going through the Student Discipline Policy.

## **What sanctions can the College apply?**

Different sanctions can apply, depending on how serious a breach of the Student Discipline Policy has occurred. Sanctions can range from a formal warning to the termination of your registration as a student. Examples of sanctions can be found in Appendix A of the Student Discipline Policy.

## **Can I appeal sanctions applied under the Student Discipline Policy?**

You can appeal any sanction placed on you as a result of stage 1 proceedings by writing to [studentappeals@bbk.ac.uk](mailto:studentappeals@bbk.ac.uk) within 14 days of receiving the stage 1 decision.

To contest the outcome of a stage 2 proceeding, you can request a review on one or more of the following grounds:

- that the penalty imposed was excessive or inappropriate;
- there was a procedural irregularity or a failure to observe the provisions of this policy;
- the conclusion of the College Disciplinary Panel was not reasonable and in accordance with the facts.

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Requests for review must be sent to [studentappeals@bbk.ac.uk](mailto:studentappeals@bbk.ac.uk) within 14 days of receiving the panel outcome. The Academic Registrar or nominee will then determine if the outcome should be reversed or modified, or the case re-heard by a different panel.

If you exhaust the College's internal procedures and remain dissatisfied you will be given a Completion of Procedures letter which enables you to pursue the matter with the [Office of the Independent Adjudicator for Higher Education \(OIAHE\)](#), should you wish to do so.