Union Theological College

Student Disciplinary Procedures

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Scope of Procedure

1. It is hoped that most matters of a disciplinary nature can be resolved informally. However, in certain circumstances it may be necessary to invoke the formal disciplinary procedure.

2. This procedure does not cover academic misconduct which is dealt with under the Academic Integrity Policy for PTFI programmes or the UG Academic Integrity Policy at Policies & Procedures | Union Theological College

3. Minor matters may be dealt with by means of an informal meeting with the Principal (or his representative). The Principal (or his representative) may proceed by way of a verbal warning – which will be recorded on your file for a period of six months.

4. In the case of serious misconduct and/or gross misconduct, the Principal will write to the student, arrange for a formal hearing, and then issue a decision.

Examples of Serious Misconduct

Examples of serious misconduct that will normally lead to formal disciplinary procedures are:

- Harassment or inappropriate behaviour towards another member of the College community.
- Tampering with fire safety equipment.
- Breaches of the rules for the College premises - e.g., consumption of alcohol, unauthorised guests in the Gibson Chambers.
- Breaches of Library rules.
- Breaches of copyright law.
- Any conduct which unreasonably affects another member of the College community in an adverse manner.
- It is a disciplinary offence to share learning materials which have been provided to you by a member of academic staff with anyone outside the student cohort studying the particular module for which the materials were provided, whether or not you benefit financially from doing so. Academic staff invest a lot of time in developing learning materials to enhance the learning of their students and the materials belong to them. If a student wishes to share any learning materials, then they MUST obtain the explicit consent from the member of academic staff first.

  Examples of sharing learning materials, including online and recorded material, are:

  (i) Forwarding a recording to a student at another higher education institution
  (ii) Selling or attempting to sell recordings online

(iii) Uploading recorded learning materials (e.g., a recording of a lecture) to a website or social media (e.g., Facebook)

This list contains examples only – and is not exhaustive. Repeated offences of a minor nature may also be deemed to be serious misconduct.

Formal Disciplinary Procedures

1. If a formal disciplinary procedure is necessary, then the matter will be heard in the first instance by the Principal (or his representative), accompanied by another member of staff. Witnesses may be called. Any other evidence that is to be taken into account will be made known to you. You will be given full opportunity to state your case. You may call witnesses if you so wish. You may be accompanied at the hearing by a fellow student or resident if you wish.

2. The Principal (or his representative) may proceed by way of a **verbal warning** or by way of a **formal written warning.** Any such warning will be recorded on your personal file for a period of 12 months after which it will be removed from your file provided there has been no need for further disciplinary action. The Principal (or his representative) may also suspend you from certain privileges (such as Library use) for a period of up to one semester. Alternatively, the Principal (or his representative) may recommend to the Faculty that you be suspended from the College for a fixed period or required to withdraw altogether from the College. In the case of Ministry students, the Principal may refer the matter to the supervising Presbytery. Any such action will be recorded on your personal file and notified to you in writing.

3. In the case of students who are also residents of the Gibson Chambers, the Principal may require you to leave the College residence; alternatively, he may impose a fine of up to £50. He may also require that the cost of any damage to property be paid for. Any such decision will be notified to you in writing.

4. In the case of repeated cases of serious misconduct and/or in the case of gross misconduct (which would include theft, use of drugs, violent behaviour, harassment of another member of the College community, conduct which puts the safety of others at risk , malicious damage to property, drunkenness, or any serious or repeated breach of the rules of the College or of the College Residence), then the Principal (or his representative) may recommend to the Faculty that you be required to leave the College and/or the College residence forthwith and without notice. The Principal will notify the student in writing of such a decision.

5. You will have a **right of appeal** to the Faculty against any penalty that is imposed by the Principal. You should give notice in writing of your appeal to the Secretary of Faculty, within three days. The Faculty will normally hear your appeal within seven days. At the hearing, the Faculty shall hear such evidence as it sees fit. You will be given a full opportunity to state your case and to call witnesses on your behalf. You may be accompanied at the hearing by a fellow student if you wish. The decision of the Faculty on any such appeal will be final and binding.

Approved by Faculty on 8 September 2021
Updated August 2022