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# STUDENT DISCIPLINARY PROCEDURE

## 1. INTRODUCTION

- 1.1. Point Blank seeks to provide a safe and secure environment which is conducive to work and study for all students and staff. It may therefore be necessary to discipline, suspend or exclude those students whose behaviour compromises this policy.
- 1.2. It is not the intention of this document to provide an exhaustive list of matters which might lead to disciplinary action. For these purposes, misconduct will be deemed to have occurred if a student commits a breach of the Student Charter or of any other reasonable rules in force from time to time or engages in any activity which is likely to disrupt or otherwise adversely affect the work or reputation of the Institute or any of its staff or students or commits a criminal offense. This procedure does not deal with Academic Misconduct which is dealt with in accordance with the relevant Middlesex University procedures (for more information please refer to your Programme Handbook).
- 1.3. The procedures outlined herein are intended to provide a clearly formulated and impartial process for dealing with problems of student discipline or behaviour within a reasonable timescale.
- 1.4. This policy is informed by Quality Code Chapters: Part A, B4, B5, B9.

## 2. DEFINITION OF MISCONDUCT

- 2.1. Misconduct may include, but is not limited to the following:
  - a) Deliberate disruption of the academic, administrative, social or other activities of Point Blank.
  - b) Violent, indecent, disorderly, threatening, defamatory or offensive behaviour or language whilst on Point Blank premises, or whilst engaged in any activity related to Point Blank (on or off-site).
  - c) Failure to follow the reasonable instructions of a member of staff.
  - d) Harassing any student, tutor, member of staff or any contractor or visitor to Point Blank whether in person, in writing or otherwise.
  - e) The creation or application of Graffiti on or near school premises.
  - f) Any deliberate damage to Point Blank's premises, equipment, books or furnishings or to the property of others, or equivalent damage caused by gross negligence.
  - g) Instances of racial or sexual harassment including behaviour or the use of language which is offensive to any minority groups.
  - h) Theft of property or commitment or attempt to commit any other crime.
  - i) Drunkenness on Point Blank premises, or activity associated with the use, possession or supply of any illegal drug.
  - j) Wilful and unnecessary activation of the fire alarm.
  - k) Action which causes or is likely to cause injury or risk the health and wellbeing safety of students, guests or staff members on Point Blank premises.

### **3. MINOR MISCONDUCT PROCEDURE**

- 3.1. Where a minor case of misconduct is identified by any staff member, such staff member may warn the student verbally that the behaviour is not acceptable and notify them that the incident will be reported to Student Services. Where this staff witness knows or suspects that this is a repeat incident, or where the incident is relatively serious, he/she may explain to the student that this may lead to more formal action.
- 3.2. Following notification, Student Services will make a note of the incident and, taking into account its seriousness and any past history of misconduct, will determine whether it is appropriate to interview the student about the matter or to take no further action.
- 3.3. Any student who is requested to attend an interview will be entitled to be accompanied by a friend or colleague. As a result of any interview, the assigned member of Student Services will either:
  - a. Issue an informal warning and take no further action
  - or
  - b. issue a formal written warning, which may be issued after the circumstances have been investigated and the student has been offered an opportunity to discuss the matter and present their case

### **4. SERIOUS MISCONDUCT PROCEDURE**

- 4.1. Where a case of serious misconduct is identified or where minor misconduct has occurred repeatedly or so frequently as to cause a serious problem, a preliminary investigative interview with the alleged perpetrator will be conducted by a member of the Academic Board, whenever possible, in order to:
  - a) determine their identity (student should keep on their person their Student ID card at all times)
  - b) establish and record their reactions to the allegations
  - c) listen to any explanation they may have
  - d) assess whether the case remains plausible or serious enough (taking into account other reports) to proceed with suspension or expulsion
- 4.2. Where applicable, a Disciplinary Panel, consisting of at least 2 Senior Staff, will then be convened. One of the two staff will act as Chair. The student has the right to be accompanied by a (non-legal) representative, and if the student is under 18 their parents or guardians will be informed of, and may attend, the hearing where appropriate.
- 4.3. If there is enough evidence to suggest that the health or wellbeing safety of the student under allegation, other students or staff may be at risk, the School may issue a temporary suspension of studies or ban from attendance on campus (and conversion to online studies in place of on-campus studies if necessary) whilst the case/appeal is under consideration.
- 4.4. The Disciplinary Panel will consider all the evidence about the case gathered as well as the student's response with a view to deciding whether the allegation is substantiated. In the

event of the case being substantiated, the Disciplinary Panel will impose or recommend a verdict and consequences. If exclusion, either time limited or permanent, is thought appropriate this will be a recommendation to the General Manager. All lesser sanctions will be imposed directly. The panel may also impose any other measures/conditions which it feels will prevent a re-occurrence or assist the situation (e.g. requiring the student to undergo regular counselling or personal tutoring, maintain good attendance, move class groups, apologise to affected students/staff).

4.5. Among the penalties that the Disciplinary Panel may impose are:

- a) the attachment of conditions to the student's continuation of study
- b) the issue of a verbal, written or final written warning
- c) the issue of a recommendation for temporary suspension
- d) the issue of a permanent expulsion

4.6. The Disciplinary Panel is also empowered to require the student to pay compensation in respect of any loss or damage to Point Blank resource arising from the actions of the student.

4.7. The Chair will notify the student in writing of both the verdict and any sanction imposed within 5 working days of the hearing.

4.8. Except at the discretion of the Disciplinary Panel the proceedings of the Disciplinary Hearing shall remain confidential.

## 5. GUIDE TO WARNING POINTS

<b>Warnings</b>	<b>Against the property of Point Blank, or its staff, students and visitors</b>	<b>Against the person</b>	<b>Against the work of Point Blank</b>	<b>Against the good name of Point Blank</b>
Minor Warning (1 warning point)	Negligent damage, inconsiderate behaviour towards others including parking	Harassment: Verbal	Disruption of teaching/learning environment e.g. by the use of mobile phones	Offensive or disruptive behaviour affecting people on or adjacent to the Point Blank premises
Serious Warning (2 warning points)	Deliberate misuse of the computer network	Repeated harassment: Verbal	Deliberate refusal to provide information required for statutory purposes	Knowingly making a false and vexatious allegation against Point Blank or against any student or member of staff
Grave Warning (3 warning points)	Deliberate damage to	Intimidation: Verbal and	Repeated disruption of	Use/issue fraudulent

points)	property and/or goods; the deliberate false activation of the fire alarm (also carries a financial sanction)	physical	teaching	documentation NOT relating to qualifications/ academic performance
Suspension/ Expulsion (4 warning Points)	Theft or deliberate damage.	Physical violence or sexual assault	Major disruption of the academic programme	Sexual assault. Dealing in drugs. Use/issue fraudulent documentation relating to qualifications/ academic performance

Please note that this is a guide only and serious cases of misconduct may incur more serious action to that indicated.

## 6. ACCUMULATION OF WARNING POINTS

- 6.1. Where a student's behaviour is considered under the Student Disciplinary Procedure, warning points may be recorded according to the seriousness and nature of the behaviour.
- 6.2. Offences, for the purpose of warnings, fall into different levels of seriousness classified on a four point scale: minor – serious – grave – suspension/expulsion. Where a student has accumulated 4 or more warning points within any period of 24 months, the period to start from the date of the first confirmed warning, then the General Manager will consider the suspension or expulsion of the student. Before making a decision to suspend or expel, the General Manager will consider the detail of the individual offences which have led to the accumulation of four or more warning points and shall hear representations from the student.