

Guidance on sanctions for breaching the Rules of Behaviour

When considering the likely penalty for a breach of the Rules of Behaviour, consideration needs to be given to the circumstances of the misconduct and any mitigation.

As explained under Regulation 5 of the Rules of Behaviour, any breach of the Rules of Behaviour may be considered more serious if:

- a) it took place under the influence of alcohol or illicit substances;
- b) it was motivated by the protected characteristics¹ or perceived protected characteristics of another;
- c) the Respondent has previously been found to have breached the same rule(s) within the Rules of Behaviour;
- d) the Respondent has breached precautionary action measures whilst this procedure has been ongoing;
- e) the Respondent has not provided the University with reasonable information upon request so that it can assess the risk the Respondent may pose to the Collegiate University Community
- f) the Respondent has attempted to conceal or destroy evidence relating to the investigation; or
- g) the Respondent has abused a position of power or trust; or
- h) where a Respondent has not complied with a minor sanction or sanction under this procedure.

Where a breach of the Rules of Behaviour is found, in considering whether to impose any sanction, consideration will be given to the following factors, outlined under paragraph 5.3 of the Student Disciplinary Procedure:

- a) The seriousness of the breach;
- b) The harm or damage caused;
- c) The advantage or potential advantage gained by the Respondent as a result of the breach;
- d) The intent and planning involved in the breach;
- e) The impact on the Collegiate University Community;
- f) Whether the Respondent has admitted to the breach and when such an admission took place;
- g) Whether the Respondent has expressed remorse and/or shown insight into the impact of the breach;
- h) The evidenced personal circumstances of the Respondent.

The Student Discipline Officer, Discipline Committee and Appeal Committee will always take the Respondent's personal circumstances into account. The impact that the personal circumstances will have upon the sanction will be dependent on the circumstances. It is expected that personal circumstances will be evidenced. Some examples of personal circumstances include:

- Illness, a longstanding medical condition, or a disability that is likely to have impaired a student's judgment;

¹ These are listed in the Equality Act 2010 and are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

- Feeling under pressure as a result of financial, family or personal circumstances, including bereavement; the illness of another; or threats made by another;

The following guidance is provided to aid students and decision-makers in understanding the normal starting point in relation to a suitable sanction; the final sanction(s) may be more or less severe, depending on the consideration of the factors outlined above.

Examples of breaches of the Rules of Behaviour	Examples of sanctions
Possession of a mobile telephone, smart watch or unauthorised material in an examination or assessment Plagiarism Collusion Fabrication of data	<ul style="list-style-type: none"> • Reduce the mark for the paper to 0 • (further) Reduction of classification for the year by one class or division, or grade • Educative session with Director of Studies or Departmental staff • A written reflection
Providing academic work for others to submit as though it was their own, for financial or other gain	<ul style="list-style-type: none"> • temporary or permanent removal of University membership, which would include the temporary or permanent removal of any academic qualifications conferred by the University
Physical misconduct, sexual misconduct or abusive behaviour where the activity is brief, unplanned, and the level of physical or emotional harm to the victim is low and there have been no previous concerns. For example, shoving someone to get past them, personal use of illicit substances that has had a negative effect on others, inappropriate language not aimed at an individual	<ul style="list-style-type: none"> • Written warning • An apology to the victim, if wanted by the victim • An educative or reflective session • A written reflection
Serious physical misconduct, sexual misconduct or abusive behaviour towards a member of the University community	<ul style="list-style-type: none"> • Restrictions or conditions on the right to use University premises, facilities or services • Permanent or temporary exclusion from the University • An apology to the victim, if wanted by the victim • An education or reflective session • A written reflection
Damage to someone else's property	<ul style="list-style-type: none"> • Require the student to pay for the damage caused • Restrictions or conditions on the right to use University premises, facilities or services • An apology to the owner of the property • A written warning • A written reflection
Not following health and safety instructions within a lab setting after being warned of the consequences	<ul style="list-style-type: none"> • Temporary or permanent restrictions or conditions on the right to use University labs • Apology to the staff member of department issuing the health and safety instructions

	<ul style="list-style-type: none"> • An educative or reflective session • A written reflection
Forging evidence of personal circumstances in order to receive an examination allowance, scholarship or other academic or personal advantage	<ul style="list-style-type: none"> • Reduce the relevant mark for the assessment to 0 • Removal of any examination allowance or advantage that has been gained • Temporary or permanent removal of University membership, which would include the temporary or permanent removal of any academic qualifications conferred by the University • Reporting fraudulent behaviour to relevant external organisations of which the student is a member • An educative or reflective session • A written reflection
Giving employers or others false information about academic qualifications awarded by the University	<ul style="list-style-type: none"> • Temporary or permanent removal of University membership, which may include the temporary or permanent removal of any academic qualifications conferred by the University • Written warning • A written reflection • Apology to the employer or person who has received the false information