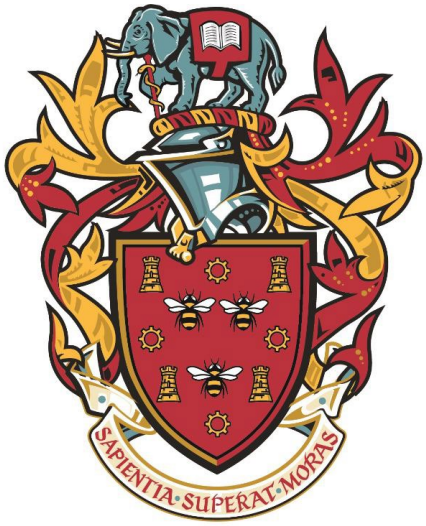
University of Greater Manchester



Quality Transformation Unit

Student Non-Academic Conduct and Disciplinary Policy and Procedure

Issued by the Quality Transformation Unit
Approved by Senate: Sep 2025

Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

Date: Sep 2025
Version Number: 1.0 (QTU)
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Purpose and Scope of the Policy and Procedure

1.1 Students, as independent learners of the University of Greater Manchester, 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.

1.2 The purpose of the Student Non-Academic Conduct and Discipline Procedure is to setout 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.

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

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

1.5 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 andprocedures 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 UniversityPremises
- Code of Practice Relating to Freedom of Speech and all Planned, Affiliated, Fundedor 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 Practise Procedure

- 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 Complaints Procedure
- Health, Wellbeing and Supported Study Policy

1.6 It is expected that, where appropriate, staff and students will seek to resolve mattersinformally before any formal disciplinary procedures are invoked. During the informal process the issues should be explained to the student clearly so that they understand the concerns and what the expectations are in order that the invocation of the formal procedure will be rendered unnecessary. Whilst this stage is informal, in order to maintain clarity, the outcomes of the meeting should be provided to the student in writing.

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

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

1.9 If there are Fitness to Practise 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 beconsidered under the Fitness to Practice Procedure.

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

1.11 The principles of academic freedom and freedom of speech within the law (and our equalities duties) are very much embedded in the University Teaching Intensive, Research Informed Assessment Enabled (TIRIAE) philosophy and our organisational culture. They provide a basis for providing all members of the University community with the opportunity to think critically and engage with diverse perspectives whilst at the same time enable the University to drive forward research and innovation – as we advance knowledge, understanding and truth.

The University of Greater Manchester takes its responsibility to protect and promote both freedom of speech and academic freedom, strengthened by the Higher Education (Freedom of Speech) Act 2023, seriously and the principles are embedded into our key people policies, procedures and practices.

All members of the University community at all levels within the University have an obligation to understand, uphold and promote these principles. The University provides training/support and other resources to employees in support of this agenda. Any colleague who is not clear on these obligations should speak with their respective Head of Service/School.

The University will investigate and take both reasonable and proportionate action with respect to any allegations that go against these fundamental key principles. Where breaches by staff are uncovered the University will act under the Disciplinary Procedure (or other appropriate procedure), which if allegations are proven could result in a sanction up to and including dismissal or expulsion.

Variations to 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 anycurrent 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 hasappropriate seniority and/or experience to be able to act on behalf of the specific post orrole holder.

General Principles

3.1 General Principles

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

3.1.2 Information and formal meetings may take place in person or via remote telecommunications systems. When remote telecommunications systems are to be used, all parties are normally expected to activate their camera during the entirety of the meeting.

3.1.3 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, eitherstudent and student or student and member of staff.

3.1.4 If criminal proceedings have been taken against the student, the University disciplinary procedure will normally be suspended until the criminal proceedings are complete.

3.1.5 In the first instance it will be the duty of the Investigating Officer (as defined inparagraph 4.1) to decide, in consultation with the Quality Transformation Unit and the Dean of the student's Faculty, whether and at what level the formal procedure should be initiated.

3.1.6 A student may be summarily excluded, i.e. excluded without notice, for seriousmisconduct after investigation and hearing.

3.1.7 A student shall have a right to appeal against any sanction issued because ofdisciplinary procedure as set out in section 8 of this procedure.

3.1.8 Support is available for all students by contacting the student Union on info@ugmsu.com , or the life Lounge by emailing Lifelounge@greatermanchester.ac.uk Where a student is studying at a partner institution and does not access the university student union, support will be available to assist access to independent advice through the partner institutions student services. This could be an external Student Wellbeing Service.

Students attending our partner centres can access support by contacting their centre directly on:

- Salford City College: Alexander.Kronenburg@salfordcc.ac.uk
- Regent College: rclsafeguarding@rcl.ac.uk
- UoGM Manchester: studentwellbeing@manchester.ugm.ac.uk
- Bradford satellite Centre: Bradfordcampus@greatermanchester.ac.uk
- Growth Company: safeguarding@growthco.uk
- Shockout: lisanorris@weareshockout.com
- Petroc: A.Mason@greatermanchester.ac.uk

3.1.9 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 arepresentative 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 interestor 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 workingdays.

3.1.10 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 or Dean of Faculty and they inform the Vice Chancellor of the suspension so thathe/she may affirm the action) shall have the right to suspend a student for misconduct or any good and urgent cause (see Section 5).

3.1.11 Only the Vice Chancellor shall have the right to expel a student for misconduct orany other good and urgent cause.

3.1.12 The University undertaking any aspect of this procedure will seek to make reasonable adjustments for students with a disability and refer to theHealth, Wellbeing and 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 inexceptional circumstances.

3.3 Confidentiality/Recording of Meetings

3.3.1 The University aims during an investigation or any steps under this procedure todeal with matters sensitively and in confidence, to the extent that it can 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 Normally 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 formal meetings.

Safeguarding Individuals

4.1 Safeguarding is the protection of people from harm and includes the protection of children and adults at risk of harm.

If a student follows the formal procedure and submits a complaint then the Head of Quality Transformation Unit or their nominee may make preliminary enquiries with other areas of the University such as the reporting party's and alleged perpetrators Head of School, Support Services, Students' Union and staff with a named safeguarding role. Such enquiries will be used to consider how best to safeguard all individuals of the University community.

4.1.1 **Preliminary Risk Assessments**
The Head of Quality Transformation Unit or their nominee with support of appropriate staff will be responsible for conducting a preliminary risk assessment or documenting the reasons why such an assessment was not undertaken.

It will first be considered if precautionary recommendations would be sufficient to mitigate any risk around a case. Recommendations may relate to study

arrangements, facility access, accommodation arrangements, support, contact between parties and limiting disclosure of the case (e.g. online posts). If recommendations are not sufficient, or are not adhered to, consideration will be given to more formal conditions through a suspension under the Non-Academic Conduct Policy and Disciplinary Procedure.

Following a risk assessment, the alleged perpetrator will be advised in writing by the Head of Quality Transformation Unit, their nominee or the relevant Head of School of any recommendations made or formal conditions set through the linked procedures above. Where appropriate, either before or after the written communication, a meeting may be arranged to deliver the notification verbally to support the alleged perpetrator and answer any immediate procedural questions they might have. It is likely that any recommendations or conditions will remain in place until the conclusion of an investigation and/or and disciplinary processes, unless there are developments in the case or an individual's circumstances which lead to the conditions being reviewed sooner.

The student who made the report will be kept informed of all progress including any formal conditions set.

The alleged perpetrator of any unwanted behaviours will still be able to access support from University Professional Support Services and/or the Students' Union and this will be confirmed in writing.

4.1.2 **Criminal Proceedings, Non-Academic Conduct and/or Fitness to Practice**

Where there are active criminal proceedings relating to the case, the University will normally be limited to taking precautionary steps only, rather than being able to conduct its own investigation or take a case through the entire full formal procedure of the Non-Academic Conduct Policy and Disciplinary Procedure. The University will attempt to liaise with the relevant police force where applicable. Alleged perpetrators of unwanted behaviours will at least be expected to comply with any bail conditions and to keep the University informed of their external case. Any decision by the police or Crown Prosecution Service to take no action over a criminal matter, or an acquittal at trial, does not preclude the University from taking action.

Where the alleged perpetrator is on a programme of study leading to professional membership, acceptance or ability to practise in a profession, they will also be subject to the Fitness to Practise Policy (or equivalent local procedure).

If a report constitutes a safeguarding concern, then the University will act in accordance with the University Safeguarding Policy and Procedure or Fitness to

Practice Policy and information may be shared with relevant authorities external to the University in accordance with its statutory duties.

Initial Investigative Stage

5.1 Where misconduct is alleged, an Investigating Officer will be arranged by the student's Faculty 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, willbe 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 if appropriate until after a disciplinary hearing has been held. The student will be informed of the allegations and that an investigation is taking place.

5.2 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 anyrelevant 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.

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

5.4 The Investigating Officer, with the Head of School/Centre and/or Dean of Faculty, taking advice from the Quality Transformation Unit as necessary, will determine if the investigation indicates that a formal disciplinary hearing is warranted, and if so the mattershould proceed under the process set out at Section 6 below.

5.5 In cases whereby the Health, Wellbeing and 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 willbe informed of this decision.

5.6 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 inwriting.

Suspension

6.1 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 providingthe nominee is a member of the University Executive Board or a Dean of Faculty 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.

6.2 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.

6.3 Suspension is not in itself a disciplinary sanction and does not imply that any decisionhas 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 willremain available to the student.

Formal Procedure

7.1 When a decision has been taken to initiate the formal disciplinary procedure, the studentshould 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. Support for the Disciplinary Officer will be arranged by the student's Faculty. 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 Greater Manchester Students' Union. The notice will also invite the student to informthe Disciplinary Office of any reasonable adjustments that are required which will be accommodated where reasonably practicable. 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

7.2 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 keptconfidential, the student will be provided with as much information as possible in relationto the evidence provided by the witness in question, whilst maintaining confidentiality.

7.3 The student should attend the hearing. If the student cannot attend at the date/time specified he/she should inform the Disciplinary Officer immediately

who will seek to agree an alternative date/time.

7.4 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 andevidence available to the Disciplinary Officer.

7.5 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 personmay 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.

7.6 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' UnionRepresentative) shall set out his/her response, referring where appropriate to evidence.

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

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

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

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

7.11 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.

Disciplinary Action and Expulsion

8.1 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 constitutemisconduct is set out in Appendix A. This is provided by way of guidance for the Disciplinary Officer.

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

8.3 First Formal Action for Misconduct – Formal Verbal Warning

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

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

8.3.3 The student may be required to give a written undertaking as to his/her futureconduct.

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

8.3.5 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.

8.4 Second Formal Action for Misconduct – Written Warning

8.4.1 A written warning will normally be given for acts of misconduct where there is arecord 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.

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

8.4.3 The student may be required to give a written undertaking as to his/her futureconduct.

8.4.4 The student may be required to make restitution for any damage,

loss and/ortheft they have caused by the misconduct.

8.4.5 The warning will be placed on the student's record and will remain active for remaining period of their registration at the University of Greater Manchester, after which time it will be removed from their student record

8.5 Final Formal Action for Misconduct – Expulsion

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

8.5.1.1 Misconduct where there is an active written warning on the student'srecord;

or

8.5.1.2 Serious misconduct regardless of whether the student has received anyprevious warnings.

8.5.2 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.

Right of Appeal

9.1 In the letter confirming the outcome of the disciplinary hearing, the student will benotified of his/her right to appeal.

9.2 An Appeal is heard by an "Appeal Officer". The Appeal Office will be supported by a member of the Quality Transformation Unit.

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

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

9.5 A request for an appeal should be lodged in writing to the Quality Transformation

Unit within five working days of written notification being sent to the student of the outcome ofthe disciplinary hearing. The request for an appeal should be submitted on the Non-Academic Conduct and Disciplinary Outcome Appeal Form (See appendix C) available on the University Policy Zone website at the following link https://www.greatermanchester.ac.uk/student-policy-zone/ and 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 theinvestigation that may render the original decision unsafe;

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

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

9.6 The Quality Transformation Unit will determine if the request for an appeal is to be permitted or is to be rejected based on the grounds that the student has identified and the student will be informed of that decision in writing. If the appeal is rejected the letter explaining the reasons why will also be the Completion of Procedures Letter which indicates that the internal procedures have now been completed.

9.7 If the appeal is permitted, the student will be notified in writing of the arrangements for the appeal, whether the appeal will be considered by the written submission or at a hearing, and his/her right to be accompanied at a hearing by a companion who will normally be a representative of the University of Greater Manchester Students' Union. The notice will also invite the student to inform the Quality Transformation Unit of any reasonable adjustments that are required which will be accommodated where reasonably practicable. When an Appeal Hearing is to be held, it will be held where possible within ten working days following receipt of the request. 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.

9.8 The student should attend the hearing. If the student cannot attend at the date/time specified he/she should inform the Quality Transformation Unit immediately who will seekto agree an alternative date/time.

9.9 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 Officerbased on the information and evidence available to him/her.

9.10 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. Anynew 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.

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

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

9.13 The student will be informed of the outcome of the appeal in writing normally within five workingdays of the appeal hearing. The appeal process is the end of the University's internal procedures, and the Appeal Outcome Letter will also be the Completion of Procedures Letter.

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

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

8.15.1 In the case of verbal or written warning being given the warning will be removedfrom the student's record;

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

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 that the letter is also the Completion of Procedures Letter and will include his/her right to request an independent review by the Office of the Independent Adjudicator.

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 normally include the complaint against the student, the student's defense, 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.

Other Related Policies

11.1 Other related policies can be found on the University of Greater Manchester Student InformationPolicy Zone.

Monitoring and Review

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

Equality Impact Assessment

13.1 The University of Greater Manchester 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 characteristicsof race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

Dissemination of and access of the Policy

14.1 This policy is published on the University of Greater Manchester Student Information Policy Zone andon the University of Greater Manchester Governance website.

Student Non Academic Conduct and Disciplinary Policy and Procedure	
Policy Ref	
Version Number	4
Version Date	June 2021
Name of Developer	Hilary Birtwistle
Policy Owner (School/Centre/Unit)	Quality Transformation Unit
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	01/08/2021
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 Deans of Faculty
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 bymember of Senior Management team (6.1);clarify that hearings will take place in the event that the students does not attend andhas not notified the Head of QualitySystems 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 V4 June 2021 – Technical updates through out document to reflect organisational structural changes, to provide greater clarify for staff and students and include online breaches

	V4 Sept 2026 – technical update, section 3.1.8 clearer guidance for students to seek support for on campus and partner institutions.

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/media 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 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 including misrepresentation of the University via online and/or offline media which is considered by the University to be damaging to the University's reputation;	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, online materials and displaying posters without the express consent of the Registrar;	Verbal Warning	Written Warning	Expulsion
2.5	Selling and/or distributing goods, materials, services on campus or online via University online platforms without the express consent of the Registrar;	Verbal Warning	Written Warning	Expulsion
2.6	Involvement in unauthorised gambling activity on University Premises or via University online platforms;	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, University online platforms or property, including theunauthorised possession of a key to University premises;	Up to and including expulsion		
2.9	Misuse, inappropriate or unauthorised use of University's electronic facilities including email, the internet and University online platforms;	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 ofany member of the University;	Up to and including expulsion		
2.12	Making frivolous, vexatious and/or malicious allegations or complaints, including via online social networking/media sites, against the University, students or staff of the University;	Up to and including expulsion		

2.13	Deliberate falsification of records and documents including but not limited to documents used to attain entry to the university;	Up to and including expulsion		
2.14	Misrepresentation at the application stage or within the student's personal statement;	Up to and including expulsion		
2.15	Presentation of fraudulent documents 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 online sites, facilities or platforms and University premises or premiseshired in the Universities name; or 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 proscribedterrorist organisation.	Up to and including expulsion		
3	**Health and Safety of self and others**			
3.1	Actions in breach of the University's Health and Safety Policy	Verbal Warning	Written Warning	Expulsion
3.2	Actions likely to cause harm, endanger safety or cause false fire alarms in breach of the University's Health and Safety Policy	Verbal Warning	Written Warning	Expulsion
3.3	Willful and deliberate contravention of a safety rule or instigating/inciting a breach of a safety rule.	Up to and including expulsion		
3.4	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 Greater Manchester are subject to the Non-Academic Conduct and Disciplinary** **Policy and**	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 or a Dean of Faculty and they inform the	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)

Procedure		Vice Chancellor of the suspension so that he/she may affirm the action)			

Appendix C

UNIVERSITY OF GREATER MANCHESTER

STUDENT NON-ACADEMIC CONDUCT AND DISCIPLINARY DECISION APPEAL FORM

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

This request for an appeal should be sent to the Quality Transformation Unit (QTU@greatermanchester.ac.uk) within five working days of the written notification being sent to you of the outcome of the disciplinary hearing.

Before completing this form, please refer to the University's Student Non Academic Conduct and Disciplinary Policy and Procedure https://www.greatermanchester.ac.uk/assets/Student-Non-Academic-Conduct-and-Disciplinary-Policy-and-Procedure-2022-23.pdf which provides more information about the appeals process. You may wish to contact the Students' Union to provide guidance at info@greatermanchestersu.com

DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT	
Name:	Student Number:
Programme:	Year of Study:
School/Partner Institution:	
Date of Hearing:	
Date of Outcome Letter:	

Information for correspondence in connection with your appeal: University email: Personal email:

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. 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	
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.	
If appealing under Ground A – Procedural irregularity. Please explain clearly in the box below why you believe that there was an irregularity in the conduct of the Disciplinary Panel or the investigation and how you believe this has affected the outcome of the hearing - include relevant documents with your submitted appeal, or indicate 'to follow' with timescale for their availability	
If appealing under Ground B – New information. Please explain clearly in the box below why this was not available at an earlier stage of the process and the relevance of the evidence to your appeal - include relevant documents with your submitted appeal, or indicate if the item(s) are 'to follow' with timescale for their availability	

If appealing under Ground C – Outcome unreasonable. Please explain clearly in the box below why you believe the outcome of the panel was unreasonable
Request for an 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 and supporting documentation should be submitted via e-mail to:
qtu@greatermanchester.ac.uk

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


University of
Greater
Manchester