



Student Disciplinary Procedure

Document Type	Procedure
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Scope

1.4 These disciplinary procedures relate to non-academic misconduct and apply to all students registered with LSHTM in all locations, on and off School premises, both in the UK and overseas.

International Programmes. Where an allegation of misconduct (minor or gross) is made against a DL student (even if the allegation relates to a period when the student has been based at SUPVT Discipline will apply and the outcome will be reported to LSHTM.

[Dignity and Respect: Anti-bullying and Harassment Policy](#) procedures for dealing with instances of bullying and harassment which may result in referral for action under these disciplinary procedures.

1.7 The [Student Complaints Procedure](#) should be used by students who have a concern relating to their learning experience such as programme or module organisation, teaching or supervision; a service or facility provided by LSHTM; information provided in print, web or on social media; behaviour of other students or staff or, other similar matters.

1.8 Depending on the nature of behaviour reported, the matter could be referred to, and investigated, under this Procedure.

Informal resolution of allegations of misconduct

1.9 Where an allegation of misconduct is made and a case is found to answer, it does not necessarily follow that disciplinary procedures have to be invoked. Where the decision-maker (the ~~CE~~ allegation may be resolved informally, e.g. by the provision of advice as to future behaviour.

1.10 Informal resolution of complaints is only likely to be appropriate in instances of misconduct which feature all of the following: the misconduct can be described as minor and isolated, the impact on the victim is small, the victim is content and the perpetrator takes responsibility for their actions.



2. DEFINITIONS

Misconduct

2.1 Misconduct to be dealt with under these procedures may fall into one of the following categories:

- a) Conduct which is in breach of applicable School policies and procedures.
- b) Conduct which causes actual or potential distress or harm to others.





4. GENERAL PRINCIPLES

Misconduct that is or may be subject to criminal or civil proceedings

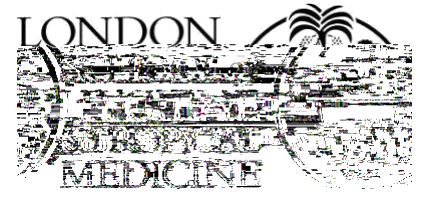
- 4.1 Where LSHTM has reason to consider that a crime may have been committed contrary to UK criminal law, it will normally report the matter to the police and/or other appropriate UK authority.
- 4.2 Where an alleged misconduct is subject also to criminal or civil proceedings, LSHTM may decide to hold the disciplinary process in abeyance until such time as the legal proceedings have concluded.

If, in the course of criminal or civil proceedings, the student has an obligation to keep the School informed of the progress and eventual outcome of those legal proceedings.

- 4.4 LSHTM will be able to rely upon any finding of guilt or liability made against the student in criminal or civil proceedings for the purposes of taking disciplinary action against the student under this procedure.

Precautionary action prior to conclusion of disciplinary proceedings

- 4.5 Depending on the nature of the alleged misconduct, LSHTM may take precautionary action prior to the conclusion of disciplinary proceedings.





4.13 LSHTM will wherever possible adhere to the time limits specified in these procedures but reserves the right to adjourn any investigation or hearing and reconvene at a later date or otherwise vary the time limits specified. Where such circumstances arise, the student will be advised of the adjournment or other change in time limits and the associated reasons.



5.4 Where the alleged misconduct is to be considered as a matter of minor misconduct, prior to consideration, the Authorised Person will advise the student in writing of the allegation made, disclose all relevant information and evidence and invite them to make a written response to the allegation(s), including any information the student considers should be taken into account as mitigating factors for their actions. The student will be given a deadline of five working days to reply to the invitation to provide a response to the allegation(s).

Consideration of allegation

5.5



6. GROSS MISCONDUCT PROCEDURES

Establishing the facts and notifying student

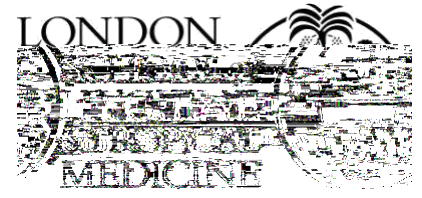
- 6.1 Where there is reason to believe that the alleged misconduct may be classified as gross misconduct (in line with the guidance provided at in 2.4), the Head of Registry will appoint an Investigating Officer to conduct an initial investigation to establish the facts of the case. Where appropriate (i.e. in instances where there is limited internal expertise, such as where the alleged misconduct relates to alleged racist and discriminatory remarks or behaviours, sexual misconduct or bullying and harassment) LSHTM reserves the right to commission an investigation by an external impartial party. The Investigating Officer will invite the student in , [ã * A] Áæ^} áÁæ} Á ç^• cã æã^Á ^^cã * È [|{ æ^ Á ãÖ, [Áæ • Á [cã Èæ] áÁ - |{ Á@ Áç á^} Á of the nature of the alleged misconduct. The Investigating Officer will then submit a written report to the Director of Education Services (or nominee) who will decide whether there is a case for the student to answer and, if so, whether that case should be dealt with as a matter of gross misconduct under Gross Misconduct Procedures or minor misconduct under Minor Misconduct Procedures.
- 6.2 The Head of Registry will notify the student of the decision. Where the alleged misconduct is to be considered as a matter of gross misconduct, the student will be informed that a School Discipline Committee will be convened to hold a hearing, examine the evidence and reach a decision. The student will also be informed of the rules governing the School Discipline Committee hearing (see 6.4 . 6.9), in particular the opportunity for the student to be accompanied by a friend or supporter and to call witnesses and seek written statements.
- 6.3 Once notified by the School Discipline Committee (SDC) of the decision, the student will be informed in writing of the allegation made, provided with all evidence and other relevant information available at that time, being given at least ten working days [cã Á -@ Á@ æã * È

Rules governing School Discipline Committee hearing

- 6.4 The student or the Committee may wish to invite witnesses to appear at the hearing or to] | [çã Á^ |ã^} Áæ^{ ^} • ÁÁ@^ Á [] • ã^! Á@æÁ [^ |á@] Á@ ÁÖ [{ { æ^ Á [] • ã^! æã } Á - Á the issues. The names of any witnesses to be invited to the hearing or of those to be invited to submit written statements should be provided to the Clerk to the Committee at least ten working days in advance of the date of the hearing in order to allow time for the Clerk to advise potential witnesses, collect statements and circulate copies to Committee members and the student.
- 6.5 The Clerk will endeavour to send copies of statements and other documentation to the Committee and the student five working days in advance of the date of the hearing.
- 6.6 It is the responsibility of those calling witnesses to ensure their attendance at the hearing or to ensure any written statements they are seeking are provided. If the student wishes to be accompanied by a friend or supporter again it is their responsibility to ensure their friend [| Á []] | cã Áæ^} áÁæ [Áæ ` Á Á} Á Ác ; |



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Appeals against determinations resulting from the use of Gross Misconduct Procedures

7.5 In cases where an allegation of gross misconduct against a student has been considered and proved through the use of Gross Misconduct Procedures, the student may appeal against the determination and associated penalty to an Appeal Panel comprising the Director (or nominee)