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## **STUDENT DISCIPLINARY POLICY**

### **1. Introduction**

The language Gallery (TLG) is a learning community committed to providing a safe, respectful, and supportive environment in which all students can engage fully in their academic studies. As part of this commitment, TLG expects students to conduct themselves in a manner that upholds the values and standards in line with the student code of conduct, of the institution. The Student Disciplinary Policy sets out the framework through which concerns relating to student conduct are addressed in a fair, transparent, and proportionate manner, balancing our duty of care with our responsibility to maintain appropriate standards of behaviour.

### **2. Scope of the policy**

2.1 This Student Disciplinary Policy applies to all students registered with TLG and covers behaviour that occurs during a student's period of enrolment.

2.2 The policy applies to alleged misconduct that occurs:

- on TLG premises or during TLG organised activities;
- online or through digital platforms where the behaviour impacts the TLG community or its reputation; and
- off campus where the behaviour is considered to have a direct and significant impact on TLG, its students, or staff.

2.3 This policy addresses non-academic misconduct, including behaviour that may disrupt teaching and learning, pose risks to others, breach institutional expectations, or damage the reputation of TLG or its awarding partner. Matters relating specifically to academic misconduct (including plagiarism, collusion, or misuse of artificial intelligence) are dealt with under the Academic Misconduct Policy and are excluded from the scope of this procedure.

2.4 Where concerns relate primarily to a student's health, wellbeing, or ability to engage effectively with their studies, these will normally be addressed under the Fitness to Study Policy, although disciplinary and support processes may operate concurrently where appropriate. Cases of bullying, harassment and sexual misconduct are managed under the Bullying, Harassment and Sexual Misconduct policy provision and this policy will support disciplinary actions accordingly.

2.5 All cases of staff misconduct will be managed by the Human Resource team under the staff disciplinary policy. Complaints about academic or service provision are managed under the Complaints Policy.

### **3. Related Policies**

Academic Misconduct Policy

Bullying, Harassment and Sexual Misconduct Policy

Code of Conduct

Complaints Policy

Fitness to Study Policy

Academic Appeals Policy

### **4. Principles of the policy**

4.1 The Student Disciplinary Policy is underpinned by the following principles, which guide its application and the handling of all disciplinary matters:

- All disciplinary matters will be handled fairly and impartially.
- Any cases reported anonymously will not normally be investigated.
- Any action taken under this policy will be proportionate to the nature and seriousness of the alleged misconduct.
- Disciplinary procedures, decisions, and outcomes will be communicated clearly to students, including the reasons for decisions and any sanctions imposed. Students will be informed of their rights, including any right to appeal.
- Students will be treated with respect and dignity throughout the disciplinary process. TLG will seek to minimise unnecessary distress and ensure that interactions are conducted professionally and sensitively.
- Information relating to disciplinary matters will be handled confidentially and in accordance with applicable data protection legislation and institutional policies. Information will be shared only where there is a legitimate need to do so.

### **5. Examples of misconduct**

5.1 TLG has the power under these regulations to discipline, exclude or expel students as a result of misconduct.

5.2 Any deliberate or reckless action which causes, or is liable to cause, damage to TLG property, injury, offence or distress, or which interferes with the operation of TLG's activities, or affects the reputation of TLG may result in the application of these procedures.

### 5.3 The actions listed below would constitute misconduct (this list is not exhaustive):

- conduct which constitutes a criminal offence;
- antisocial behaviour;
- being under the influence of alcohol and/or drugs;
- disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of TLG;
- obstruction of, or improper interference with, the functions, duties or activities of any student or staff member of TLG or any visitor to TLG;
- making frivolous, vexatious and/or malicious allegations or complaints;
- inappropriate, abusive, indecent, disorderly, threatening, intimidating, discriminatory or offensive behaviour or language, including on social media;
- bullying or violence, including verbal or physical aggression or the sending of abusive or threatening messages;
- harassment (as defined by Section 26 of the Equality Act 2010),
- fraud, deceit, deception or dishonesty in relation to TLG or its staff, students or visitors;
- theft, misappropriation or misuse of TLG's property, or the property of staff, students or visitors, including misuse of computers under the terms of the IT Systems Acceptable Use Policy;
- misuse or unauthorised use of TLG's premises,
- destruction or damage to TLG's property or the property of staff, students or visitors, caused intentionally or recklessly;
- action likely to cause injury or impair safety on TLG's premises;
- failure to respect the rights of others to freedom of belief or freedom of speech within the law;
- failure to observe TLG's rules and regulations;
- failure to disclose personal details to a member of staff of the TLG in circumstances in which it is reasonable to require that such information be given;
- failure to comply with a reasonable instruction relating to discipline issued within this procedure.

## 6. Penalties

6.1 If a student is found guilty of misconduct, penalties may be imposed by the disciplinary panel. When determining penalties, consideration will be given to the seriousness of the misconduct and the circumstances relating to it. The Disciplinary Panel will take into account the personal circumstances of the student and any mitigating factors presented by the student or their representative to the

Panel that may indicate that it would be appropriate to reduce the severity of the penalty.

6.2 A student found guilty of misconduct may receive one of the following penalties or a combination of more than one penalty:

- I. No further action (allegation is upheld but no additional penalties are considered to be warranted). 1
- II. A formal apology is required to anyone directly affected by the misconduct of the student.
- III. A formal written warning to be issued to the student to remain on the students file for an agreed period.
- IV. A formal written warning to be issued to the student to remain on the students file in perpetuity and to be noted on any references provided for the student.
- V. Order restitution by the student to another student, a member of staff or TLG itself, as appropriate, to compensate for any financial losses arising from the misconduct of the student.
- VI. Suspend the student from attendance at TLG. The period of suspension is to be determined by the Disciplinary Panel.
- VII. Termination of studies, with or without an exit award.

6.3 Where the decision is taken to exclude a student from TLG, the Disciplinary Panel will decide whether to recommend to the Board of Examiners that the student receive any final or exit award for which they have gained appropriate academic credits.

6.4 Where a student has been convicted of a crime and the decision of the committee is that they remain on their course, TLG must follow the standard policy procedures for students declaring convictions whilst on the course.

## **7. Disciplinary Procedure**

7.1 The Student Disciplinary Policy operates through a staged approach, designed to ensure that concerns are addressed fairly, proportionately, and in a timely manner.

7.2 Stage 1- Initial consideration of the allegation – Informal resolution

7.2.1 The informal resolution stage is in place to resolve minor cases / instances of misconduct where the aim is to resolve such instances promptly and to encourage the opportunity to reflect and prevent future recurrence.

7.2.2 The case is usually brought to the attention of TLG's quality team.

7.2.3 Minor misconducts are then addressed in an informal manner through discussion, guidance or issuing an informal or formal warning. The student (or students)

concerned will be informed of the nature of the concern and the expected standard of behaviour.

7.2.4 Failure to engage with the informal resolution or repetition of misconduct / poor discipline may result in escalation to the next stage of the procedure.

### 7.3 Stage 2- Student Disciplinary Panel

7.3.1 This stage considers allegations of serious or repeated misconduct to determine whether disciplinary action or sanctions are required. This stage is followed when the informal resolution stage could not complete the case.

7.3.2 Upon receiving a report of a serious or repeated case, a disciplinary panel will be constituted to consider the case. The student involved will be notified of the allegations and the formal disciplinary process.

7.3.3 The panel will constitute of the Deputy MD at the location where the case occurred, the Principal and the Registrar. All members of the Disciplinary Panel will be impartial and will have had no previous involvement with the case under consideration. Should there be any conflicts of interest; a different panel member will be appointed.

7.3.4 The panel will nominate an investigative officer, usually from the quality team, to carry out formal investigations and acquire evidence from relevant parties.

7.3.5 The student/s will be provided with the opportunity to attend the panel to provide their version of events, provide any additional information and / or evidence that has not already been provided and be given the opportunity to be accompanied by a student representative.

7.3.6 The panel will reach a decision and inform the student no later than 5 working days of the panel taking place. If the decision-making process is longer than 5 working days, due to more information being required, the panel will notify the student as to why the decision is delayed.

### 7.4 Stage 3 - Appeal

7.4.1 Where the student believes the outcome from stage 2 of the disciplinary process does not align with their expectations, they may choose to appeal the decision through the awarding partner.

- 7.4.2 The student must submit an appeals letter to the awarding partner via [regulatorycompliance@bishopg.ac.uk](mailto:regulatorycompliance@bishopg.ac.uk) no later than 21 days from the completion of the previous stage.
- 7.4.3 The awarding partner will review the information provided by the student and examine the findings of each stage of the disciplinary process. All evidence will be reviewed and, where necessary, any further documentation will be requested.
- 7.4.4 Upon completion of this review, the awarding partner will issue a completion of procedures letter to the student confirming the procedures have been exhausted and if the student will abide by the actions recommended by the disciplinary panel. This will uphold or not uphold the outcome of stage 2 with any remedies as appropriate.
- 7.4.5 If having exhausted all earlier stages and the student remains dissatisfied with the conduct of the review of procedure and outcome of the review, they may refer the case to the Office of the Independent Adjudicator (OIA) as outlined in the completion of procedure letter. Details from the OIA website (<http://www.oia.org.uk>) or from

OIA  
Second Floor  
Abbey Gate  
57-75 Kings Road  
Reading  
RG1 3AB

## **8. Policy Review**

This policy is reviewed annually or as required to maintain alignment with academic regulations and institutional requirements.