

4.0. Academic Regulations

4.9. Non-Academic Misconduct Policy

Version Number 8

Reviewed August 2025



Version Control Statement

Version	Date	Changes	Reason	Author	Next review
1	14/12/2017		New Policy	Director of Studies	December 2018
2	10/12/2018	Aligned policy to the new structure	Annual Review	Academic Development Lead HE	December 2019
3	May 2020	Aligned to the new policy format adopted in September 2019 Added External (especially the core practices contained within the QAA Advice and Guidance: Admissions, Recruitment and Widening Access) and Internal Reference Points Replaced Registrar with Student Support Manager Removed Welfare Officer	Annual Review	Head of HE	Jul/Aug 2021
4	July 2021	Title changes and format changes	Annual Review	Head of HE	July 2022
5	July 2022	No changes	Annual Review	Head of HE	August 2023
6	April 2024	The Director of Studies has been replaced by the Principal, and the Academic Development Lead has been changed to Academic Manager reflecting organisational structure. Additionally, made minor adjustments for clarity and coherence.	QA Review	QA Officer	August 2024
7	April 2024	Minor amends for clarity	Annual Review	Lead QA	August 2025
8	August 2025	No Changes	Annual Review	QA	August 2026

External Reference Points

This policy is developed based on the:

- Equality Act 2010

Internal References

- Fitness to Practice Policy
- Fitness to Study Policy
- Complaints Policy
- Appeals Policy
- Academic Misconduct Policy
- Bullying Harassment and Sexual Misconduct Policy and Procedure
- WIC Student Code of Conduct

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Introduction and Scope

The College is a community of students and staff involved in learning, teaching, research, and other activities. All members of this community are expected to conduct themselves in a manner that contributes positively to an environment in which respect, civility, diversity, opportunity, and inclusiveness are valued, to assure the success of both the individual and the community

Purpose

The purpose of this policy is to define the general standard of conduct expected of students, provide examples of conduct that may be subject to disciplinary action by the College, provide examples of disciplinary measures that may be imposed, and set out the process and procedures that the College will follow when an allegation of non-academic misconduct is made. Students are expected to be aware of and to conduct themselves by, this Policy.

When to use this policy

The College respects the right of students to lead their own lives. The college upholds and promotes the freedom of speech of all members of the College to participate reasonably in the programs and activities on the College's premises.

This policy governs conduct only to the extent necessary to protect the integrity and proper functioning of

- the academic and non-academic activities of the College, and
- the peaceful and safe enjoyment of College facilities by other members of the College and the public.

Therefore, the policy and related procedures will only be used to maintain the free and safe utilisation of the college infrastructure and also protect the free and lawful actions of its students, staff and visitors. Where the integrity and proper function of the college community has been, or is at threat of being, breached by individual or groups of students, the college will use this policy to discipline the student(s) leading to potential sanctions.

(Where staff have contributed to a loss of integrity within the function of the college, they will be disciplined as per the relevant staff/human resources policy).

Non-Academic Misconduct

Conduct that result in disciplinary action

Any conduct on the part of a student that has, or might reasonably be seen to have, an adverse effect on the integrity or the proper functioning of the College, or the health, safety, rights, or property of the College or its members and visitors, is subject to discipline. The following list presents a non-exhaustive set of potential poor conduct that would result in disciplinary action.

Prohibited or poor conduct that is subject to disciplinary measures includes, but is not limited to, engaging in, attempting to engage in, or assisting others to engage in any of the actions described below (including physical or digital environments):

Misconduct against persons, which includes:

- a) physically aggressive behaviour, assault, harassment, intimidation, threats or coercion;
- b) conduct that threatens or endangers the health, safety or property of any person;
- c) conduct that creates conditions that endanger the health, safety, property, or well-being of any person;
- d) engaging in a course of vexatious conduct, harassment, or discrimination that is directed at one or more specific persons and that is based on any of the protected characteristics; and
- e) engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, or harassed.

Misconduct against property, which includes:

- a) taking without authorisation, or misusing, destroying, defacing, or damaging College property or property that is not their own, or information or intellectual property owned by the College or by any of its members;
- b) possessing College property or property that is not their own, if the student knows, or ought to reasonably know, that property to have been taken without authorisation; or
- c) creating a condition that unnecessarily endangers or threatens the destruction of College property or property that is not their own.

Disruption

No student shall, by action, threat, or otherwise, disrupt

- a) any activity organised by the College or by any of its departments; or
- b) the right to carry on legitimate activities, to speak or associate with others.

Unauthorised Use of College Facilities, Equipment, or Services:

- a) No student shall use any facility, equipment, or service of the College, or enter or remain on any premises, to which they do not have legitimate access, or contrary to the expressed instruction of authorised persons.
- b) No student shall use any College computing equipment, facility, network, or system for any disruptive or unauthorised purpose, or in a manner that violates any law, College regulation, policy or procedure.
- c) No student shall destroy, misplace, misfile, or render inoperable any stored information such as books, film, data files, or programs from a library, computer, or other information storage, processing or retrieval system.

Unauthorised Possession or Use of Items

- a) **Dangerous Objects** – No student shall store, possess, or use any weapons, explosives (including fireworks), or toxic or otherwise dangerous materials on College premises.
- b) **Alcohol or Drug Use** – No student shall use, possess, or distribute a controlled or restricted substance or partake in the possession, distribution, and/or unauthorised consumption of alcoholic beverages.

Professionalism and good character

Honesty and integrity of speech and action is central to the personal and professional character of individuals and communities. Therefore, it is expected that no student shall bring a false, malicious or vexatious charge against any member of the College community under this or any other College Policy.

False Information and Identification

Student(s) who knowingly furnish false information to any person or office acting on behalf of the College, or forge, alter or misuse any College document, record or instrument of identification, or knowingly furnish false information to any person regarding their standing, status, or academic record at the College, may be subject to student disciplinary procedures.

Aiding the Commission of Prohibited Conduct

Students are expected to work and live in civil and professional courtesy with each other and the college community. Therefore, no student shall encourage, aid, or conspire with another student in the commission of prohibited conduct, or encourage or aid behaviour by a non-student which, if committed by a student, would be considered prohibited conduct.

Refusal to Comply with Directions

Within a functioning and stable community, members are expected to follow reasonable, practicable direction for individual and collective benefit. Therefore, no student shall refuse to comply with a reasonable direction:

- a) ***Directions of a College Representative*** – to do, or not do, something that is made by a College representative authorised to make such a direction.
- b) ***Terms of an Agreement/Prescribed Measures*** – to do complete or follow the terms of an agreement established between the college and the student to enhance the good professional conduct of the student within the wider college community. This may include any terms or prescribed measures that result in any investigation or enquiry.

Disciplinary Measures

All student discipline is a matter for WIC. However, where the misconduct is extreme and/or severe and has significant adverse impact on the student community, or the reputation of the awarding partner and/or college, then WIC will consult with the awarding partner with respect to sanctions relating continued registration. Disciplinary measures which may be imposed, singly or in combination, for non-academic misconduct and poor student discipline include, but are not limited to, the following:

- a) ***Warning or reprimand*** – A written warning or reprimand to the student.
- b) ***Probation*** – A written reprimand and order for a designated probationary period in which a student must fulfil certain conditions and have good conduct or otherwise be subject to the imposition of further or more severe disciplinary sanctions.
- c) ***Restitution*** – Payment of costs, or compensation for loss, damage, or injury that may be monetary or in the form of appropriate service or material replacement.
- d) ***Apology*** - Issuance of a statement, apology, or retraction in an appropriate form in public and/or private.
- e) ***Loss of privileges*** – A denial of specified privileges for a specified period. Privileges are those that if restricted may affect full participation in campus life but not make it impossible to complete academic requirements.
- f) ***Restriction or prohibition of access or use*** – A denial for a specified period of, or conditions imposed on, a student's right to access to or use of any part or all the College's premises, equipment, facilities, services, activities, programs, meetings, or events or those held by, on, or in association with the College.
- g) ***Discretionary sanctions*** – Imposition of community work activity, service to the College or other such discretionary assignments that are considered appropriate and punitive, compensatory, restorative, educational, or deterrent in nature, provided that any such work or service is available and not prohibited by labour or other service agreements.

- h) **Suspension from the College** – Suspension of the student from the College for a specified period after which the student is eligible to return. Conditions for readmission may be imposed. The suspension will normally also result in deregistration and/or the placement of an academic hold.
- i) **Expulsion from the College** – Expulsion of the student from the College.

Contravention of College Regulations

When a rule, regulation, or policy of the College prohibits or prescribes certain conduct but does not provide any penalty for breaches of the rule, regulation, or policy, such breaches shall be dealt with under this Policy.

Disciplinary Process

All incidents of suspected non-academic misconduct and/or poor student discipline will be reported to the Quality Lead. The Quality Lead will consider the allegations and may do any of the following:

- a) dismiss the allegation as false/vexatious/malicious
- b) meet with the student suspected of the misconduct;
- c) investigate further
 - in person (or by nominee), or
 - by establishing a panel, or
- d) refer the matter to the Academic Board

Disciplinary investigations proceed following the **informal and formal stage complaints process**.

Students are able to invite a supporting friend to all disciplinary meetings in line with the complaints process.

A record of the discussion and outcome of any investigation is maintained on the student(s)'s file and on a student disciplinary log.

Low-level or minor student misconduct will be dealt with through the **Stage 1 informal** process.

Repeat or significant student misconduct may be considered directly through **Stage 2 formal** process.

Actions and agreements will be monitored by the Registry, Academic Lead and Student Services teams. Lack of appropriate progress on or compliance with the agreement may trigger further disciplinary action.

The Academic Board receive a report of the misconduct cases and monitoring thereof.

Right of appeal/review

The student may request a review or appeal against an action, suspension or requirement to withdraw. The Appeal Policy should be consulted upon for full details.

An appeal must be received in writing setting out the grounds of appeal with supporting evidence. The Appeal should be addressed to the Academic Board, to be received within 14 days of the date on which the action, order for suspension or the requirement to withdraw was made.

An appeal may be requested based on the following grounds:

- there was a procedural irregularity which has materially disadvantaged the student in making their representation at the investigation stage,
- there is new and relevant material/evidence that was not available at the time of the investigation, or
- there is evidence that the Student disciplinary decision, action or sanction was unreasonable or impractical.

The Appeal/Review stage is managed by the college principal who will chair a review panel and invite 2 additional members of staff to be members. No member of the panel will have any involvement with the issue or the previous attempts for resolution at stage 1 or 2. Where relevant, officers of the awarding partner may be invited to the review hearing.

A review hearing will occur **within 14 days** of receipt of the Appeal request.

Timeliness within the process

It is essential that any student disciplinary action is undertaken as soon possible after the unsatisfactory incident in order to facilitate proper functioning of the college operations and environment.

WIC reserves the right to **not consider** a formal complaint about student misconduct if the case is historic or without evidence.