

St. George's, University of London – University Halls Disciplinary Procedure 2018/19

1. Introduction

- 1.1. This procedure is prescribed by the Horton Halls of Residence Accommodation Licence Agreement.
- 1.2. The Assistant Registrar (Student Services) or their nominee is responsible for providing guidance to students and others on the operation of this procedure. Any doubt over the interpretation of these procedures shall be determined by the Academic Registrar.
- 1.3. This procedure covers action taken by SGUL against students for alleged misconduct in Horton Halls of Residence, except where a case of misconduct could also be considered a breach of paragraphs 20.2 and 20.3 of the General Regulations, when it will be normally be considered under the Student Disciplinary Procedure.
- 1.4. In this procedure any named officer may delegate their responsibilities to another member of SGUL. The procedure will not be invalidated if the role title in named in the procedure has changed or a nominee acts in the place of another named in the procedure.

2. Disciplinary Procedure – Initial Stage

- 2.1. Discipline in Halls is monitored according to a three strike policy as described in Section B6 of the Horton Halls Accommodation Licence Agreement.
- 2.2. Incidents may be reported to a Resident Advisor or directly to the Assistant Registrar (Student Services) (or his/her nominated representative) in Registry. Resident Advisors may report incidents to the Assistant Registrar as part of their daily Duty Log.
- 2.3. If the incident is considered sufficiently serious, the Assistant Registrar may issue a formal warning (strike) to the student. Financial penalties may also be imposed as detailed in Appendix B of the Horton Halls of Residence Accommodation Licence Agreement. Examples of incidents which may cause a warning to be issued include:
 - i. Anti-social behaviour e.g. persistent unacceptable levels of noise.
 - ii. Persistent smoking within a non-smoking area
 - iii. Malicious damage to property.

- iv. Breaches of health and safety regulations.
- v. Any other incident which breaches the terms and conditions of the accommodation licence.

2.4. Should a member of staff decide to recommend that a student be issued with a strike, the student should be notified that:

- i. The warning is part of the Halls disciplinary procedure.
- ii. The incident will be logged, and the Assistant Registrar (or his/her nominated representative) will be notified of the the incident.

2.5. If a student receives a third formal warning/strike, then the student will be evicted from Halls in accordance with section A6 of the Horton Halls of Residence Accommodation Licence Agreement.

2.6. Incidents, warnings and disciplinary actions will be recorded on the mian student file of evicted students and appropriate information included in tenancy references.

3. Disciplinary Procedure – Secondary Stage

3.1. If a resident is found to be in serious breach of Licence as described in Section B of the Licence Agreement, their Licence will be immediately terminated and the matter referred to the Head of Conduct and Compliance or his/her nominated representative for consideration under the Student Disciplinary Procedure.

3.2. If a resident is involved in alleged criminal behaviour then matter will be referred to the Head of Conduct and Compliance or his/her nominated representative. This is in accordance with the Student Disciplinary Procedure Paragraph 2.1 (Breaches of rules for SGUL Facilities) or Paragraph 2.2 (Breach of other misconduct regulations).

3.3. Where a breach of Licence or alleged breach of Licence is considered to be a serious case of misconduct, regardless of whether the student has been notified of the alleged offence or has responded to this notification, the Head of Conduct and Compliance or his/her nominee shall refer the report to the Principal. This is in accordance with the Student Disciplinary Procedure Paragraph 3 (Procedure for alleged serious misconduct – secondary stage).

4. Appeal

4.1. The student may appeal against the decision of the third strike (outcome of University Halls Disciplinary Procedure – Initial Stage) in writing to the Academic Registrar

within 10 working days from the date of notice of the decision on one of the following grounds only:

- 4.1.1. there is relevant and substantial new evidence available which could not reasonably have been brought to the attention of the Assistant Registrar (Student Services) (or appointed representative)
- 4.1.2. there has been a procedural irregularity;
- 4.1.3. the recommendation of the Assistant Registrar (Student Services) (or appointed representative) was manifestly unreasonable.

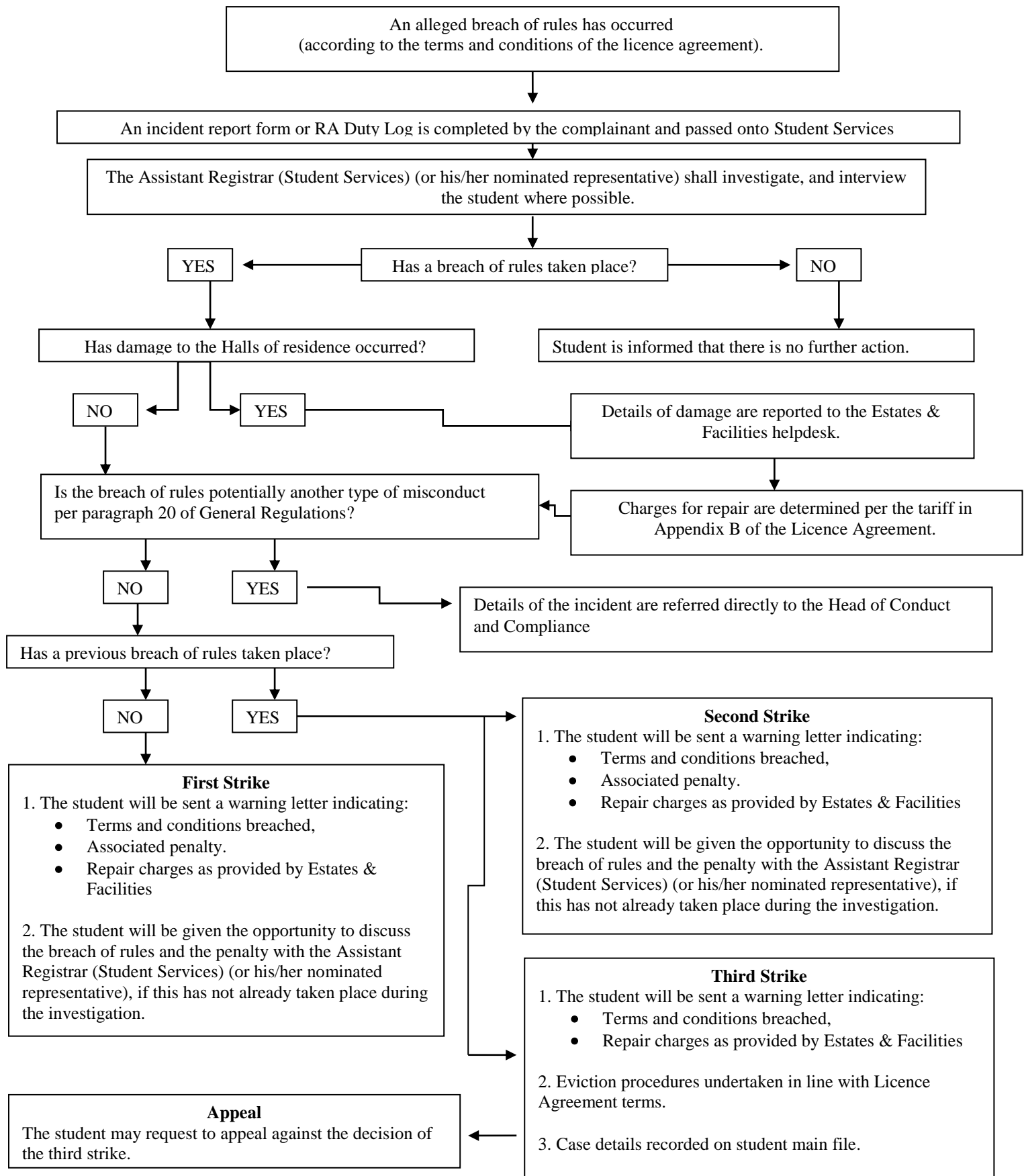


Figure 1 – Halls Disciplinary Procedure Primary Stage.