



# Regulations for the Conduct of Students

Effective September 2023 to present

Student Regulations and Policies

[uclan.ac.uk/studentcontract](https://uclan.ac.uk/studentcontract)

<b>Purpose of procedure</b>	This document sets out the procedure that will be followed in the event of a breach of the University's code of conduct
<b>Internal services involved</b>	Academic Registry Student Services
<b>Related UCLan regulations, policies and procedures</b>	Harassment Policy for Students Sexual Misconduct Policy for Students Domestic Abuse Policy for Students Procedure for Reporting and Responding to incidents of Harassment, Sexual Misconduct and Domestic Abuse Academic Misconduct Procedure Fitness to Practise Procedure Support to Study Procedure Student Complaints Procedure UCLan Privacy Notice Safeguarding Policy
<b>Enquiries to</b>	Student Casework Team: <a href="mailto:StudentCasework@uclan.ac.uk">StudentCasework@uclan.ac.uk</a>
<b>Senior Manager(s) responsible</b>	Academic Registrar
<b>VCG Lead</b>	Pro-Vice Chancellor (Students & Teaching)

<b>Version</b>	<b>Approved</b>	<b>Effective from</b>	<b>Revisions made</b>	<b>Next Review</b>
1	May 2023	September 2023		May 2024

# **UNIVERSITY OF CENTRAL LANCASHIRE**

## **Regulations for the Conduct of Students**

### **1. INTRODUCTION**

- 1.1 These Regulations apply to any student admitted to or enrolled by the University to follow any programme of study, including taught courses, postgraduate research degrees, apprenticeships, short courses, continuous professional development activities and distance learning courses.
- 1.2 They will apply to students during any placement, field trip or authorised interruption of studies, and to any elected officer of the Students' Union. Students who are enrolled for a UCLan award at a partner institution are also subject to the conduct regulations of the partner institution.
- 1.3 The Vice-Chancellor has delegated responsibility for student disciplinary matters to the following designated staff: Academic Registrar; Deputy Registrar; Deans and Associate Deans of School; and to the Director(s) of other UCLan campuses. The Director of Student Services has delegated responsibility for matters under the Support to Study Procedure. All references to these post-holders will include their appointed nominee.
- 1.4 These Regulations have been designed in accordance with the **Good Practice Framework for Disciplinary Procedures (Part B)** published by the Office of the Independent Adjudicator for Higher Education (OIA), and other sector guidance published by the Quality Assurance Agency (QAA), the Office for Students (OfS) and Universities UK (UUK).
- 1.5 Students are required to familiarise themselves with these Regulations and other University regulations, rules, procedures and policies at: **Student Policies and Regulations - UCLan**

### **2. GENERAL STUDENT REGULATIONS**

#### **2.1 Enrolment**

Students are required to enrol or re-enrol for each academic year or other relevant part of a course. Before being permitted to enrol or re-enrol, students are required to pay fees in accordance with the **Tuition Fees Policy** or produce evidence of financial support to cover their fees. All students must produce at or before enrolment, evidence of having satisfied the relevant entry requirements. Enrolment will not be complete until such evidence has been accepted by the University. Anyone who is not enrolled as a student will have no right of access to University facilities as a student.

Students must notify the University of any changes occurring during the academic year in the information supplied at enrolment or re-enrolment, including changes to local address.

## 2.2 Criminal Convictions during the Enrolment Period

Students are required to declare any relevant criminal convictions, cautions or warnings that they become subject to during their period of enrolment to their Dean of School. This is to enable the University to safeguard its community. Relevant convictions include those for offences against the person whether of a violent or sexual nature, or convictions for commercial drug dealing or trafficking.

The Dean of School will decide whether there are implications for the student's course or their standing with the University. The University may take action where the conviction contravenes the Student Disciplinary Regulations. The failure to disclose a relevant criminal conviction during the enrolment period may constitute a disciplinary offence.

Any information relating to a criminal conviction will be handled in accordance with data protection legislation and advice from relevant external agencies.

Students on professionally regulated courses are required to declare all criminal convictions that they become subject to during their period of enrolment including cautions, warnings, bind-over orders and spent sentences, and should consult course regulations.

## 2.3 Safety

Students are required to take reasonable care for the health and safety of themselves and others who may be affected by their activities. Students should not endanger themselves or others by intentionally or carelessly interfering with, or misusing, any article, substance or material provided by the University or on its premises, or whilst engaged in related activities, such as a field trip or work placement. Students should use any protective equipment provided and ensure that they understand and abide by safe systems of work and any safety procedures and regulations established by the University and Schools.

The University's premises are monitored by CCTV surveillance equipment for the purposes of ensuring the safety of the University community. Footage from CCTV cameras may be used in proceedings under the Student Disciplinary Procedure or in any criminal proceedings.

## 2.4 Tuition Fees

Students' attention is drawn to the **Tuition Fees Policy**. If a student has not paid their tuition fees or made satisfactory arrangements, the University may apply one or more of the specified sanctions. Students who withdraw or are withdrawn from a course of study will be subject to the terms of the Tuition Fees Policy. Students who are experiencing financial difficulties may access University support services.

## 2.5 Non-Tuition fee debts

If a student has failed to pay an account or make satisfactory arrangements, the University may withdraw services of the same type (for example withdraw library facilities in respect of outstanding library fines) until the outstanding amount is

settled. Where the debt relates to outstanding accommodation charges, the University reserves the right to bring the accommodation contract to an end as provided for in the Conditions of Residence. Where appropriate, the University may pursue a debt claim through the Courts in respect of the outstanding amount and appoint debt collectors to enforce any judgment obtained.

## **2.6 Academic Regulations**

Students should be familiar with the University's **Academic Regulations** and the assessment regulations applicable to their course. Students on professional courses should note that there may be specific regulations associated with these. The Academic Regulations apply to any student attending a programme of study of the University whether the student is attending the University or another educational institution.

Allegations of academic misconduct e.g. plagiarism, collusion or cheating, will be investigated and the procedures and penalties in the **Academic Integrity Policy and Academic Misconduct Procedure** will apply.

The University uses an electronic plagiarism detection service which involves uploading, storing and cross-referencing work against all other material (including the work of other students).

## **2.7 Local Rules and Conditions**

There are **Rules for the Use of the Library** and **Rules for the Use of IT Facilities**. Students in University-managed accommodation are also subject to the **Conditions of Residence**. Serious or repeated breaches of these local Rules and Conditions may be referred for action under the Student Disciplinary Procedure. Where a student has received a Final Accommodation Warning in accordance with the Conditions of Residence, this will be copied to their Dean of School and the Student Casework Team. Any further incidents of misconduct will be considered under the formal stages of the Student Disciplinary Procedure.

## **2.8 Harassment, Sexual Misconduct and Domestic Abuse**

All students are bound by the University's Policies on Harassment, Sexual Misconduct and Domestic Abuse. Where it is reported that a student has been involved in misconduct related to harassment, sexual misconduct or domestic abuse, the **Procedure for Reporting and Responding to Incidents of Harassment, Sexual Misconduct or Domestic Abuse** will apply and, where relevant, action may be taken under the Student Disciplinary Procedure as set out below.

## **2.9 Fitness to Practise Procedure**

Students on professionally regulated courses which lead directly to, or which satisfy the conditions of a professional qualification are also subject to the **Fitness to Practise Procedure**. This will be specified in course documentation with reference to the relevant professional body code. In the event of an alleged breach of the University's Code of Conduct, the matter may be referred into the Fitness to Practise Procedure at any point where it raises questions about a

student's fitness or suitability for a particular profession.

## **2.10 Support to Study Procedure**

Where there are concerns about a student's health, wellbeing or behaviour which raise questions about their fitness and suitability to study, the **Support to Study Procedure** will normally be applied. The Student Disciplinary Procedure may be invoked where a student's behaviour poses a risk of harm to themselves or others, and/or where a student does not engage positively with supportive interventions. Advice will be sought from Student Services to ensure that the decision is informed by a clear understanding of the relevance of the student's health to the misconduct and to ensure that the student is supported and any adjustments are made to the process, as appropriate.

## **2.11 Reasonable Adjustments**

Where a student has declared a disability, the University will ensure that information about regulations, procedures and policies is available in appropriate formats, and that reasonable adjustments are made to any disciplinary or other proceedings to accommodate their needs.

## **3. STUDENT DISCIPLINARY REGULATIONS**

The University is committed to providing a learning environment that is conducive to the academic and social wellbeing of the University community. We will aim to provide all students with the support and guidance they need to achieve success.

All students undertake to abide by the University's regulations, rules, procedures and policies, including the following Code of Conduct, when they enrol at the University. Behaviour which may adversely affect the good standing of the University, its staff, students or the wider community will not be tolerated.

These Regulations will normally be applied in respect of alleged misconduct which occurred on University premises or the immediate environs or whilst engaged in any University activity. However, disciplinary action may be taken against any student in respect of any misconduct, wherever it may have occurred, where the behaviour raises a question about the student's suitability to remain a member of the University community because the alleged behaviour may adversely affect the good standing of the University, its staff, students or the wider community, including where the student has been convicted of a criminal offence.

If a student withdraws from the University part way through a disciplinary process, the University has the right to continue that process, or where a disciplinary issue is discovered after a student has left, to hear that process in full and reach conclusion. The outcome would be taken into account if the student chose to return for further study.

### **3.1 Code of Conduct**

Students are expected to conduct themselves at all times in a manner which demonstrates respect for the University, its staff, students and property. The following is a list of behaviours that are prohibited, but is not intended to be

exhaustive:

- a. Behaving in manner which is dangerous or is likely to lead to a breach of the peace or damage to property.
- b. Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of the University.
- c. Obstruction of, or improper interference with the functions, duties or activities of any student, member of staff or any authorised visitor to the University.
- d. Violent, indecent, disorderly, aggressive, threatening or offensive behaviour or language by any means, including on social networking sites.
- e. Distributing or publishing a poster, notice, sign, publication or any material which is threatening, abusive, insulting, obscene, offensive or constitutes harassment or is illegal or makes others fear violence.
- f. Fraud, deceit, deception, misrepresentation, bribery, falsification of records or dishonesty in relation to the University, its staff or students, including misuse of the attendance monitoring system.
- g. Making defamatory and/or false claims about other students or staff which are not substantiated and where there is reason to believe they are malicious or vexatious.
- h. Action likely to cause injury or impair safety on University premises or whilst on placement, including tampering with fire-safety equipment and alcohol/drug misuse - the University will refer to the **Student Alcohol and Drugs Misuse Policy**.
- i. Smoking, including using e-cigarettes, in University buildings or other areas prohibited by the University.
- j. Harassment of any student, member of staff, any third party while on placement or any visitor to the University - as defined in the University's **Harassment Policy for Students**.
- k. Sexual misconduct including any behaviour or attempted behaviour of a sexual nature, as defined by the University's **Sexual Misconduct Policy for Students**.
- l. Domestic abuse including any incident or pattern of incidents of controlling, coercive threatening, degrading behaviour, violence or abuse, as defined by the University's **Domestic Abuse Policy for Students**.
- m. Breach of the provisions contained within any of the University's regulations, rules, procedures or policies, including failure to comply with the outcomes of any such proceedings.
- n. Assessment offences not covered by the Academic Misconduct Procedure which may include, theft, falsification, impersonation, bribery, advertising or contacting services which promote academic dishonesty.

- o. Damage to, defacement or misappropriation of University property or the property of other members of the University, caused intentionally or recklessly.
- p. Misuse or unauthorised use of the University premises or items of property, including computer misuse.
- q. Deliberate disclosure of privileged and confidential information to unauthorised people; failure to adhere to intellectual property rights and/or breach of copyright.
- r. Where there has been a conviction for a criminal offence and where that conduct: a. took place on University premises; or b. affected any student, member of staff or agent of the University; or c. damages or may damage the good name of the University; or d. renders the student unfit to practise any particular profession or calling to which that student's course directly leads; or e. raises questions about a student's suitability for a particular course or whether a student should remain a member of the University community because they pose a risk to others or to the good order of the University.
- s. Failure to declare a relevant criminal conviction incurred whilst enrolled as a student.
- t. Behaviour which brings or may bring the University into disrepute, irrespective of where the behaviour took place, including behaviour which damages or may damage the University's relationship or reputation with local communities or external organisations.
- u. Failure to comply with the reasonable instruction of any member of University staff, including failure to disclose personal identification details or carry a University ID card whilst on campus or engaged in a University activity.
- v. Entering parts of the University premises that are not open for academic or student activity, unless invited to do so by a member of staff of the University.
- x. Engaging in any trade, business or employment on University premises, without the express consent of the University.
- y. Conduct which renders a student enrolled on a course leading directly to a professional qualification or to the right to practise a particular profession, not fit to be admitted to and practise that profession.
- z. Making or publishing a recording of a member of University staff in the course of their duties without express permission.
- aa. Conduct which is intended to or has the effect of inciting or enticing, aiding or abetting another student in the breach of any University regulations, rules, procedures or policies.
- bb. Any breach of the terms of any visa or failure to comply with the requirements of UK Visa and Immigration (UKVI).

### **3.2 Criminal Offences**

Where the alleged misconduct may also constitute a criminal offence and has been reported to the police, the University will normally defer action under these Regulations until any police investigation or prosecution has been concluded. The University may put interim precautionary measures in place, in the interests of the safety, academic and support needs of the University, its staff and students.

### **3.3 Classroom Behaviour**

Students are expected to behave in a professional and respectful manner during learning and teaching sessions, whether in person or remotely. Students should not disrupt the activities of staff or students, for example, by arriving late, talking at inappropriate times or texting/playing on a mobile device. Mobile phones should be turned off prior to the start of a session.

Any student who is disruptive will be issued with an informal warning by the member of staff responsible for the session and may be required to leave for the duration of the session. Students may be asked to meet with a senior member of staff who may be the Course Leader, who may issue a pre-regulatory warning and/or require an undertaking of good conduct (see Stage 1 below). Serious or repeat instances of classroom disruption will be notified to the Dean of School to consider in line with the formal procedure (see Stage 2 below). All such instances will be placed on the student's record and may be referred to in the event of a reference request.

### **3.4 Off Campus Activities**

Students are expected to behave in a professional and respectful manner at all times, including during off-campus activities such as placements, field trips or overseas visits. Students should comply with all rules, regulations and risk assessments that are relevant to the specific off-campus activity. This includes maintaining regular 'touch points' with designated tutors and using recommended technologies. Students are advised to install relevant technologies including the Safezone App, when travelling overseas for work or study to keep themselves and others safe.

In the event of an emergency such as civil unrest, terrorism, a pandemic or a natural disaster, students are advised to comply for personal safety reasons, with all reasonable requests from University staff which are informed by the national and international authorities, including repatriation.

Where the behaviour of any student on an off-campus activity raises concerns for the health, safety, wellbeing and/or learning of themselves or others, the matter will be dealt with by the responsible member of staff. If the matter is serious or the student fails to respond to informal warnings, the member of staff may arrange for the student to return from the activity, pending the application of the Student Disciplinary or other University Procedure.

### **3.5 Student Support and Representation**

The University is committed to supporting any students who are affected in terms of reporting, witnessing or responding to allegations of disciplinary or criminal misconduct. Expert advice and support including support for personal wellbeing and access to internal and external specialist services, is available from **Student Services**.

Independent advice, support and advocacy is available from the **Students' Union Advice and Representation Centre**. Students are encouraged to seek support at all stages of the process.

Any student who is involved in this Procedure is entitled to be accompanied at any stage of the proceedings by a person of their choosing. This Procedure is intended to be fair and to comply with the rules of natural justice. It is not a formal court process, and therefore should not be adversarial or overly legalistic, and there is no need for anyone to have formal legal representation.

A student may be accompanied by a person of their choosing who may be a member of the Students' Union Advice and Representation Centre. There is no objection if that person happens to be legally qualified, so long as they understand and respect the nature of the process and do not adopt an overly adversarial or legalistic stance. Students must notify the Student Casework Team at least 2 days in advance of the meeting of the name and designation of the person who will accompany them.

### **3.6 Timescales**

Reports of student misconduct will be dealt with in a timely manner that is proportionate to the seriousness and complexity of the case. Cases will normally be resolved no longer than 90 calendar days from the receipt of the report by the Student Casework Team, as recommended by the OIA.

There may be circumstances when, for good reason, the University will need to extend the timescales set out in this Procedure, for example, if the police or another third party is involved. When this is the case, all interested parties will be informed of any delay and the reasons and will be kept regularly updated about progress.

The Student Caseworker will maintain communication with all parties throughout the handling of a case. An update on progress will normally be given every two weeks or in the event of any significant development in the case. This may involve sharing information where it is appropriate to do so.

### **3.7 Mediation**

Mediation is a method of dispute resolution that brings the parties together with a neutral third person (the mediator) to facilitate communication with the aim of helping to find a solution. It is a voluntary process that requires the consent of all parties.

Many misunderstandings or disputes can be resolved quickly and confidentially via mediation, without invoking the formal disciplinary process. Although it is not suitable for everybody or for all forms of dispute, mediation may help to resolve some issues, for example, where a disagreement has arisen between students working together in class or living in the same accommodation.

Where a report of misconduct is made, the Student Casework Officer may recommend mediation or any of the parties involved may request mediation at any stage. The Student Casework Officer will liaise with the UCLan Mediation Clinic to determine whether the matter is suitable and, if so, what the arrangements will be. Further information about Mediation is available at: **[Mediation Clinic Factsheet \(2\).pdf](#)**

#### **4. STUDENT DISCIPLINARY PROCEDURE**

- 4.1 Allegations of inappropriate behaviour should, wherever possible, be dealt with informally by discussion between the responding student(s) and relevant member of staff. Students may be advised or informally warned about their behaviour and the potential consequences and be sign-posted to support services. Where it is not appropriate for the member of staff to do this, the matter should be referred to the Academic Registrar or the Dean of School.
- 4.2 In urgent situations where it is necessary to protect the safety of anyone attending the University, a member of staff may ask the Academic Registrar (via the Head of Security) to immediately suspend or partially exclude a student pending application of the formal Student Disciplinary Procedure as an interim precautionary measure.
- 4.3 Allegations of misconduct should be submitted in writing to the Student Casework Team at: StudentCasework@uclan.ac.uk. Form SDP01 is available for use in these circumstances. The written allegation should include a chronology of the alleged incident(s) including times and dates, together with any supporting evidence, such as screenshots, e-mails or witness statements. If the police have been involved, the report should include the crime reference number and the details of any action taken to date by the police.
- 4.4 The details provided by anyone making a report of misconduct will be shared with the responding student, to enable a full and fair enquiry. If permission is not given for information to be shared, the case may not be able to proceed. In exceptional circumstances where there is a clear risk of harm, the Academic Registrar may agree to vary this position.
- 4.5 The Academic Registrar and/or Dean of School will undertake an initial assessment of the allegation to determine the appropriate course of action. In serious, complex or sensitive cases (such as allegations of criminal or sexual misconduct), a risk assessment meeting may be convened comprising the Academic Registrar and representatives from the School(s), Student Wellbeing Services and the Student Casework Team to decide on the appropriate course of action.

- 4.6 Potential courses of action may include one or more of the following:
- a. that there is no case to answer and no action should be taken
  - b. that some form of alternative, informal resolution should take place
  - c. that the matter should be referred to an alternative University procedure, such as Academic Misconduct, Fitness to Practise or Support to Study
  - d. that the matter should be referred for action at Stage 1 of the Procedure
  - e. that the matter should be referred to a Stage 2 Disciplinary Interview
  - f. that the matter should be referred to a Stage 3 Disciplinary Hearing
  - g. that an investigation is required because there is a dispute about the facts or further information is required
  - h. that an interim suspension or other interim precautionary measures should be put in place
  - i. that the matter should be dealt with summarily, where there is evidence that the incident occurred and where the student agrees to sign a statement of acceptance.

## **5 Interim Precautionary Measures**

- 5.1 The Academic Registrar or Director of Student Services may decide to put interim precautionary measures in place where:
- a. the responding student is alleged to have committed a serious offence which contravenes any of the University's regulations, procedures or policies
  - b. the responding student is subject to an investigation by the police or other relevant authority or has a criminal charge pending against them
  - c. there are significant concerns regarding the responding student's health, safety or wellbeing and/or that they are putting themselves or others at risk.
- 5.2 Interim precautionary measures may include one or more of the following:
- a. that the responding student signs an undertaking of good conduct with relevant conditions
  - b. that the responding student has no contact with any other student(s), either directly or indirectly via any means including social media
  - c. restrictions from accessing specified parts of the University e.g. sports facilities or studio spaces
  - d. that the responding student can only access buildings or facilities e.g. the Library at specified times

- e. relocation to alternative accommodation, where possible
  - f. a temporary exclusion from engaging in any University activity e.g. acting as a student ambassador
  - g. temporary exclusion from a club or society
  - h. restrictions on engaging with learning activities e.g. that the student can only participate online or via recordings
  - i. a partial suspension where the student is prohibited from entering UCLan premises and engaging with specific activities, but is permitted to engage with studies remotely
  - j. a full suspension which prohibits the student from entering UCLan premises or engaging with any UCLan activity and may include the withdrawal of network access.
- 5.3 Interim precautionary measures are intended to secure the safety, wellbeing and academic integrity of all parties involved, whilst an internal or external investigation is carried out. They are not intended to be punitive and do not indicate that the University has made a finding of wrongdoing.

## **6 Risk Assessment**

- 6.1 A Risk Assessment will normally be conducted where the Academic Registrar or the Director Student Services is minded to put interim precautionary measures in place.
- 6.2 The Student Caseworker will arrange for the Risk Assessment to be carried out within a suitable timeframe. Serious cases will be dealt with as a matter of urgency, whilst other cases will normally be assessed within 5 working days.
- 6.3 The membership of the Risk Assessment Panel will be determined by the Student Caseworker, depending on the nature of the report and the parties involved, and will normally include:
- a. The Deputy Registrar who will normally act as Chair
  - b. A senior representative from the School of the student(s) involved
  - c. A representative from Student Wellbeing Services
  - d. A representative from the Student Casework Team
- 6.4 The Risk Assessment Panel may co-opt additional members if required, including external stakeholders. All members of the Risk Assessment Panel will have received appropriate training and the University will aim as far as possible, to ensure the diversity of members.
- 6.5 The Risk Assessment Panel will convene in private session to consider:
- a. Potential risks and any appropriate and proportionate precautionary measures

to mitigate those risks and secure the situation, until the disciplinary process has been concluded.

- b. Support needs for the responding student and any other students involved, from a safety, wellbeing and academic perspective. Where appropriate, arrangements will be made for a student to access support services at a distance.
  - c. Whether the circumstances of the case require a referral to an alternative UCLan procedure, for example, Fitness to Practise or Support to Study.
  - d. Whether the circumstance of the case require referral to an external agency, for example, the police.
- 6.6 The Risk Assessment Panel will act fairly in seeking to balance the rights of everyone involved and to minimise the impact on their University life, work and studies, as far as possible during this period.
- 6.7 The outcome of the Risk Assessment including any precautionary measures will be reviewed regularly and updated as necessary. A review will take place every 4 weeks or in the light of any developments in the internal or external investigation if this occurs sooner. The reported student is responsible for informing the University of the outcome of any external proceedings with suitable official documents. Where external proceedings may take an extended period of time to conclude, a formal interruption of studies may be put in place.
- 6.8 Following the Risk Assessment, the responding student will normally be invited to a meeting with the Deputy Registrar. If the matter is being investigated by the police, the Student Caseworker will consult with the police regarding contacting the responding person, so as not to compromise the police investigation.
- 6.9 The responding student will be given:
- a. a written summary of the allegation
  - b. details of the interim precautionary measures that have been agreed
  - c. information about the process, potential outcomes and what will happen next
  - d. information about support for their wellbeing and to enable them to participate fairly in the process.
- 6.10 There will be an opportunity for the responding student to ask questions about the process and to make representations about the precautionary measures if they consider that these might have a disproportionate impact on their University life, work or studies. The measures will be reviewed in the light of any such representations. It will not be appropriate to discuss the allegation at this meeting, as there will be an opportunity for this during the investigation.
- 6.11 The Student Caseworker will contact any reporting student to inform them of any interim precautionary measures and any support arrangements that have been put in place to protect and support them, whilst the investigation is carried out.

- 6.12 The Student Wellbeing Team will make direct contact with any other students affected by the incident to make them aware of support services, as agreed at the Risk Assessment.
- 6.13 A student who has returned to study after an interim suspension or partial exclusion will be offered appropriate support to remedy the effects of the absence.

## **7. Investigation**

- 7.1 An investigation may be required in serious, complex or sensitive cases (for example those involving allegations of harassment or sexual misconduct), where there is a dispute about the facts and/or where further information is required.
- 7.2 One or more Investigating Officers will be appointed, depending on the nature and complexity of the case. They will normally be members of UCLan staff who have not been involved with the parties or the alleged incident, and who have received appropriate training. Exceptionally, an external investigating officer may be appointed where the Risk Assessment Panel decides that this would be appropriate.
- 7.3 The Student Casework Team will support the investigation to advise on process and ensure that a record is taken.
- 7.4 The purpose of the investigation will be: a. to provide the responding student and anyone else involved with a full and fair opportunity to explain their perspective; and b. to establish the facts about the circumstances giving rise to the alleged misconduct.
- 7.5 The investigation is an evidence-based process and decisions will be made on the balance of probabilities. The investigation will consider whether there is evidence that it is more likely than not that a disciplinary offence has occurred.
- 7.6 All students involved in an investigation will be entitled to be accompanied for support by a friend or advisor who is not involved as a witness in the case. The role of the accompanying person will be to provide support. The parties will normally be required to give their own account of events and to respond to questions.
- 7.7 The Investigating Officer(s) will determine the scope of the investigation which will be proportionate to the seriousness and complexity of the case. This will normally involve:
- a. meeting with the person who reported the alleged misconduct to hear their account of events and to identify any witnesses or other evidence which may be relevant to the case
  - b. meeting with the responding student who will be asked to give their version of events and comment on the evidence, and to identify any witnesses or other evidence which may be relevant to the case
  - c. inviting any witness(es) to attend an interview or to provide a written statement

- d. collating and reviewing relevant evidence, for example, statements, screenshots, security reports or CCTV footage.
- 7.8 All those interviewed will be reminded of the need to maintain confidentiality and will be informed that any evidence they give will normally be shared with the responding student, in the interest of fairness and natural justice.
- 7.9 The Investigating Officer(s) will provide a safe, comfortable and supportive environment for all parties to discuss the alleged incident(s), with opportunities for breaks if required. A welfare check will be conducted at each meeting to ensure that all students involved are aware of the support services available for them in the University.
- 7.10 The Investigating Officer(s) may consult with external parties to obtain specialist advice as required, whilst maintaining confidentiality.
- 7.11 The University will aim to conduct the investigation in a timely manner and normally within 4 weeks, although this period may be adjusted depending on the complexity of the case. The Investigating Officer(s) will draw up a timeline and will inform the responding student and any reporting student of the proposed timescale for the investigation. Where there is an unavoidable delay, this will be communicated with the reasons and a revised timeframe.
- 7.12 The notes of meetings will be sent to the interviewees within 5 working days of the interview who will have the opportunity to make any comments. Any comments will be incorporated or held on file alongside the original notes.
- 7.13 The Investigating Officer(s) will prepare a report of their findings. This will normally include: an overview of the alleged behaviour; a chronology of events; a summary of the case including those facts which have been established and any points which remain in dispute; any mitigating factors, for example, any health condition which may have affected the behaviour; any aggravating factors, for example, if the responding person has failed to adhere to an undertaking of good conduct; and details of the regulation(s) which are alleged to have been breached.
- 7.14 Copies of all interview summaries, statements and other evidence, such as e-mails, screenshots or security reports will be cross-referenced and included as appendices. Any information that is not relevant to the case or otherwise confidential, will be redacted.
- 7.15 The Investigating Officer(s) will prepare a report for the Academic Registrar who will determine the appropriate course of action in line with section 4.6 above.

## **8 Stage 1: Pre-regulatory Warning**

- 8.1 Where the Academic Registrar or Dean of School considers that there has been a breach of the Regulations, but that the misconduct is minor in nature or there are mitigating factors, they may arrange for the responding student to attend an informal meeting with a senior member of staff.

- 8.2 The invitation letter will include a summary of the alleged misconduct. Copies of any available supporting evidence will be shared at the meeting. The student will have the opportunity to respond at the meeting and will be made aware of the expected standards of behaviour and the availability of support services.
- 8.3 The outcome of the meeting will be recorded in a pre-regulatory warning letter, and the student may be required to sign an undertaking of good conduct, which may include conditions such as a requirement to have no contact with another student(s) or to formally reflect on the impact of the behaviour.
- 8.4 It will be made clear that failure to adhere to the undertaking may lead to formal action under these Regulations. The letter and the undertaking will be placed on the student's file and may be referred to if there are further concerns about the student's conduct.
- 8.5 If the student does not attend the Stage 1 informal meeting without good reason or declines to sign an undertaking of good conduct, the senior member of staff may decide to issue a pre-regulatory warning letter in the student's absence or to refer the matter to a Stage 2 disciplinary interview.

## **9 Stage 2: Disciplinary Interview**

- 9.1 Where the alleged offence, if proven, is likely to incur a penalty up to and including a final written warning, the matter will be referred to the Dean of School, who will conduct enquiries as they see fit to investigate the facts of the case. The responding student will be required to attend a Disciplinary Interview with the Dean of School.
- 9.2 The responding student will normally be given at least 2 working days' notice of the date, time and place of the Disciplinary Interview and may be accompanied by a friend or Students' Union Advisor for support. The responding student will be provided with details of the allegation prior to the interview and will be informed of the potential outcome(s). Copies of supporting evidence will be shared with the responding student.
- 9.3 The Dean of School may invite relevant members of staff from the School or University services to attend the interview to present details of the alleged offence or provide advice. Representatives of the Student Casework Team will be present to advise on the process and take formal notes of the interview.
- 9.4 The purpose of the Disciplinary Interview will be to discuss the alleged offence in the context of the University's regulations, procedures and policies. The student will have the opportunity to respond to the allegation and will be made aware of the expected standards of behaviour and the availability of support services.
- 9.5 The Dean of School may impose any of the following outcomes:
- a. that there are no grounds for concern and the case should be dismissed
  - b. that any of the outcomes in section 13 be applied, (with the exception of suspension, withdrawal or expulsion)

- c. to recommend to the Academic Registrar that further investigation is necessary
- d. to recommend to the Academic Registrar that interim precautionary measures are put in place, pending further action under this procedure
- e. that the matter is more serious than first thought and should be referred to a Disciplinary Hearing (see section 10).

9.6 If the student does not attend the Disciplinary Interview without good cause, the Interview may proceed and any of the above outcomes may be imposed in the student's absence.

## **10. Stage 3: Disciplinary Hearing**

10.1 Where the alleged offence is of a serious nature and may, if proven, incur a penalty up to and including expulsion, the matter will be referred to a Disciplinary Hearing to be heard by a Disciplinary Committee comprising:

- a. the Vice-Chancellor's nominee (Chair)
- b. a senior member of staff who will normally be an Associate Dean or Head of Service
- c. a student member who will normally be an elected officer of the Students' Union.

10.2 The Disciplinary Committee may co-opt additional members and/or seek specialist advice where required, including from external parties, whilst maintaining confidentiality.

10.3 Members of the Disciplinary Committee will be selected on the basis that they have no direct interest or previous involvement in the case and have received relevant training. The University will aim as far as possible to ensure the diversity of members.

## **11. Notice of Disciplinary Hearing**

11.1 Arrangements for a Disciplinary Hearing will be made by the Student Casework Team. The responding student will be given at least 5 working days' notice of the Disciplinary Hearing.

11.2 The notice will include the following:

- a. a clear specification of the allegation
- b. the time, date and location of the Hearing
- c. the responding student's right to be accompanied by any one person for support who may be a Students' Union Advisor

- d. the responding student's right to bring forward any additional evidence including witness statements, (witnesses may be invited to give evidence in person at the discretion of the Chair of the Disciplinary Committee)
  - e. a copy of the investigation report or other documentation that will inform the Hearing
  - f. details of independent advice services and wellbeing support services
  - g. the names of the Disciplinary Committee members and other parties present at the Hearing
  - h. the potential outcomes of the Hearing
  - i. a link to the Student Disciplinary Procedure.
- 11.3 The responding student will normally be expected to attend the Disciplinary Hearing. If they do not attend without good reason, the evidence will be considered and a decision made in their absence.

## **12. Protocol for a Disciplinary Hearing**

- 12.1 The following protocol will normally apply at a Disciplinary Hearing:
- a. The Chair will invite all those present to introduce themselves and confirm their role in the Hearing, explain the purpose of the Hearing and the order of events, and confirm the potential outcomes and the standard of proof.
  - b. The Dean of School/Investigating Officer will present the case on behalf of the University.
  - c. The Chair, members of the Disciplinary Committee and the responding student (or representative) will have the opportunity to question the Dean of School/Investigating Officer.
  - d. The responding student (or representative) will present their response.
  - e. Witnesses will be invited to give evidence where applicable and if previously agreed by the Chair.
  - f. The Chair, members of the Disciplinary Committee and the Dean of School/Investigating Officer will have the opportunity to question the responding student and any witnesses.
  - g. The Chair and members of the Disciplinary Committee may ask questions of either party at any stage during the Hearing.
  - h. Summing up by the Dean of School/Investigating Officer.
  - j. Summing up by the responding student (or representative).
  - k. The Disciplinary Committee may retire to consider the outcome, or seek

further information, and/or adjourn to a later date.

- I. The responding student and any representative or witnesses and the Dean of School/Investigating Officer will withdraw while the Disciplinary Committee deliberates the issue. The Student Caseworker will stay but has no voting rights.
- 12.2 The Disciplinary Committee will decide whether the allegation is proven based on the facts and the evidence presented. The civil standard of proof will apply, which is that 'on a balance of probabilities', the facts of an allegation are more likely than not to have happened. In cases of criminal conduct, the findings of fact and certification of conviction of any UK or International Criminal Court will be taken as proof that the allegation is proven.
- 12.3 Where the allegation relates to a breach of the University's Policies on Harassment, Sexual Misconduct or Domestic Abuse, the reporting student may be given the option to attend the Hearing. Whilst their attendance is encouraged, it is not mandatory if this would have a detrimental impact on their health and wellbeing. If the reporting student agrees to attend, arrangements can be made for them to give evidence in a safe place and for any questions by or on behalf of the responding person to be filtered through the Chair.
- 12.4 Alternatively, the reporting student may submit an impact statement to be considered by the Disciplinary Committee. This will be read out by a member of the Student Caseworker at the end of the Hearing after a decision has been made on the allegation and taken into account in deciding on the sanction.
- 12.5 The Disciplinary Committee will decide on a sanction that satisfactorily addresses the misconduct, having due regard for: the seriousness of the offence; the interests of the wider University community including any reporting student; any mitigating or aggravating factors; and any previous findings of misconduct, which will normally be disclosed by the Student Caseworker before a decision on the sanction is made; and the degree to which any misconduct is of a persistent nature. A Disciplinary Committee may decide to expel a student on the grounds of the severity of one act of misconduct or where there has been persistent misconduct giving rise to an unsatisfactory disciplinary record.
- 12.6 The Disciplinary Committee will decide on the effective date and duration of the sanction.
- 12.7 The responding student will normally be informed verbally of the outcome and subsequently in writing within 5 working days of the Hearing. The written confirmation will include a summary of the reasons for the decision and information on the Appeals Procedure.
- 12.8 If the responding student does not comply with any sanction within the stipulated timeframe, the matter will be referred to the Academic Registrar for consideration.

### **13. Sanctions**

- 13.1 If the alleged offence is admitted by the responding student or is found to be

proven, the decision may be made to impose one or more of the following:

- a. to require an apology, either verbally or in writing to any person affected by the responding student's actions
- b. to issue an informal, pre-regulatory warning with advice as to future behaviour and the consequences of further misconduct
- c. to require the responding student to sign an undertaking of good conduct
- d. to issue a written reprimand which will normally be held on the responding student's record for up to 12 months
- e. to issue a final written warning which will normally be held on the responding student's record for the duration of their studies
- f. to require the responding student to pay costs for any damages and/or losses incurred by the University or any third party as a consequence of their actions
- g. to withdraw specified services and/or exclude the responding student from particular areas of the University e.g. the Library, for a specified period of time, normally up to the end of the semester, where appropriate, alternative reasonable arrangements will be made to facilitate their on-going studies
- h. that the responding student is given notice to vacate University owned accommodation in line with the Conditions of Residence
- i. to require the responding student to engage with a relevant support service
- j. to require the responding student to attend a restorative justice or mediation session
- k. to require the responding student to participate in a suitable educational programme to raise awareness about their behaviour and its consequences
- l. to require the responding student to complete a reflective piece of work exploring the impact of their behaviour and the lessons learned
- m. to require the responding student to complete a reflective piece of work exploring the impact of their behaviour and the lessons learned
- n. to impose reasonable restrictions on communication with named students or staff, both verbally or via written, electronic or other means, either directly or indirectly
- o. to refer the matter for action under another University procedure, such as Fitness to Practise, Support to Study or Academic Misconduct
- p. that the responding student be suspended from the University for a specified period of time, and to demonstrate that certain conditions have been fulfilled before re-admission

- q. that the responding student be withdrawn from the University, and to demonstrate that certain conditions have been fulfilled before re-admission
  - r. that the responding student be expelled from the University.
- 13.2 A Dean of School/Disciplinary Interviewer may impose any of the above sanction(s) up to and including 13.1 (o) following a Disciplinary Interview. A Disciplinary Committee may impose any of the above sanction(s) following a Disciplinary Hearing.
- 13.3 The Disciplinary Interviewer/Committee will consider all the available sanctions, normally starting at the lowest potential sanction to determine whether that satisfactorily addresses the misconduct, and if not will move to consider the next higher sanction and so on. The outcome letter will state reasons for the sanction(s) chosen.
- 13.4 Where there is a reporting student, they will normally be informed of the outcome including whether the alleged behaviour has been proven on the balance of probabilities, the reasons for the decision and any remedies or actions that directly affect them. The details of any sanctions imposed will not normally be disclosed, as these are personal to the responding student. However, information about a sanction may be shared where it directly affects the reporting student and their feelings of safety on campus.
- 13.5 Limited information about outcomes may be shared with witnesses where there is good reason, for example, where there are concerns about retribution or victimisation.
- 13.6 Where a responding student is required to fulfil conditions before returning to study after a period of suspension or withdrawal, the matter will be referred to a Disciplinary Committee to consider whether the conditions have been met. The Committee may request further information from the School and/or the student and/or seek specialist advice.
- 13.7 The responding student will have the right to request a review of a disciplinary outcome in line with the Appeals Procedure set out below.
- 13.8 Any reporting student who has received an outcome following a report about the behaviour of a UCLan student, will have the right to request a review of the outcome in line with Stage 3 of the **Student Complaints Procedure**.

#### **14. APPEALS PROCEDURE**

- 14.1 The responding student will have a right of appeal against any of the following outcomes:
- a. any decision under the Student Disciplinary Procedure taken by a Dean of School/Disciplinary Interviewer (Stage 2) or Disciplinary Committee (Stage 3)

- b. any decision under the Fitness to Practise Procedure taken by a Dean of School (section 6) or Fitness to Practise Committee (section 10)
- c. any decision under Stage 3 of the Support to Study Procedure taken by a Student Wellbeing Services Manager or Case Conference.

The responding student may appeal against the decision that the allegation was proven (except where a decision was taken by a Court or where the student has admitted the misconduct in writing), or the decision on the sanction, or both decisions.

14.2 The appeal must be based on one or more of the following grounds:

- a. that relevant new evidence or circumstances have become known, which the student could not have reasonably made known at the time of the investigation or interview/hearing/case conference
- b. that there was an irregularity or unfairness in the conduct of the procedure, and this materially affected the outcome
- c. that the decision and outcome were unreasonable in the light of the evidence provided.

### **Appeal Process**

14.3 An appeal should be submitted in writing to the Student Casework Team at: StudentCasework@uclan.ac.uk within 10 working days of the date of the outcome letter, using form **SDP02**. The written statement should set out what decision is being appealed, the grounds for appeal in reasonable detail and include any new evidence that was not available at the time of the original interview/hearing/case conference.

14.4 An Appeal Panel will be convened comprising no fewer than 3 and no more than 5 members, as follows:

- the Vice-Chancellor's nominee (Chair)
- a senior member of staff who will normally be an Associate Dean or Deputy Head of Service
- a student member who will normally be the President of the Students' Union (or nominee).

The Appeal Panel may co-opt additional members as required, at any stage in the process, including from external representatives, for example, from any relevant partner or professional agency.

14.5 Members of the Appeal Panel will be selected on the basis that they have no direct interest or prior material involvement in the case and have received relevant training. The University will aim, as far as possible, to ensure the diversity of the membership.

- 14.6 The Appeal Panel will receive: a copy of the student's appeal form and supporting evidence; documents generated by the original procedure including the investigation report and outcome letter; and relevant contextual information such as the student's academic profile or record of reasonable adjustments. Further information may be requested from the original decision maker or the student.
- 14.7 The Appeal Panel will meet in private to determine whether there are valid grounds for the appeal. A Student Caseworker will advise the Panel on the procedure and take a formal record of the proceedings but will not be involved in the decision.
- 14.8 The Appeal Panel will decide on the appropriate action as follows:
- a. to decline the appeal and uphold the original decision, in which case the student will be notified of the decision and summary reasons, and their right to refer the matter to the OIA
  - b. to uphold the appeal and determine a suitable outcome or sanction as specified in the original procedure\*
  - c. to refer the matter back for re-consideration by the same or a different decision-maker, normally in cases where there is evidence of a material procedural irregularity or where valid new information has been submitted
  - d. to convene to convene a hearing to hear the case by the student and the response by the original decision maker, normally in cases where the facts and evidence are complex or contentious\*

\*The outcome of a Fitness to Practise or Support to Study process cannot be changed unless a representative of the relevant profession or Student Services respectively, has been co-opted on to the Appeal Panel.

### **Appeal Hearing**

- 14.9 If the Appeal Panel decides to convene an Appeal Hearing, the responding student will be given 5 working days' notice of the date of the Appeal Hearing.
- 14.10 The responding student will receive copies of the appeal documentation. They will be informed of their right to be accompanied at the Hearing by any one person for support and signposted to relevant support services.
- 14.11 The Appeal Hearing will be a review of the original hearing/interview and the decision reached, and not a re-hearing of the case. A re-hearing will be allowed only in exceptional circumstances and at the discretion of the Chair.
- 14.12 The responding student will normally be expected to attend the Appeal Hearing. If they do not attend without good reason, the Hearing may proceed in their absence and the Appeal Panel will consider any written representations made by the responding student at the appropriate point in the Hearing.
- 14.13 The responding student may be accompanied by any one person for support who may be a Students' Union Advisor. The name and designation of the person must be given to the Student Caseworker 2 days before the Hearing.

14.14 The purpose of the Appeal Hearing will be to hear the opinion of the responding student who may be accompanied for support and to hear the opinion of the original decision maker, (or nominee) who may be accompanied by an advisor.

14.15 The procedure at the Appeal Hearing will be as follows:

- a. The Chair will invite all those present to introduce themselves and confirm their role within the Hearing, and will explain the purpose of the Hearing and the procedure to be followed.
- b. The responding student (or representative) will present the grounds for appeal. Witnesses will be permitted only where there is new evidence which was not available at the time of the original interview/hearing, and with the consent of the Chair of the Appeal Panel.
- c. The Appeal Panel and the original decision maker will have the opportunity to question the student.
- e. The original decision maker will present their response.
- f. The Appeal Panel and the responding student (or representative) will have the opportunity to question the original decision maker.
- g. The Appeal Panel may ask questions of either party at any stage during the hearing.
- h. Summing up by the responding student (or representative).
- i. Summing up by the original decision maker
- j. The responding student and any representative or witnesses and the original decision maker will withdraw while the Appeal Panel deliberates the issue.
- k. The Appeal Panel may, at its discretion and in the interests of fairness: depart from this procedure; seek further information; and/or adjourn to a later date.

14.16 The Appeal Panel will have the power to:

- a. uphold the original decision taken under the Student Disciplinary, Fitness to Practise or Support to Study procedure; or
- b. uphold the appeal in full or in part and either: a. refer the matter back to the original or new decision maker to reconsider; or b. implement an alternative outcome or sanction as specified in the relevant procedure.

14.17 The responding student will normally be notified verbally of the decision and the reasons at the end of the Hearing. Written notification of the decision and the reasons will be sent to the student within 5 working days of the Hearing.

## **15. Independent Review**

If the responding student is not satisfied, having completed the University's internal appeals procedure, they will be entitled to request a review of the case under the rules of the scheme of the Office of the Independent Adjudicator for Higher Education (OIA) as set out in the Completion of Procedures letter.

## **16. Record of Action**

16.1 Where interim measures are imposed or a finding of misconduct is made, a record will be made on the student's Starfish record.

16.2 Any finding of misconduct against a student which incurs a penalty will be:

- a. recorded on the student's Starfish record and may be taken into account in the event of any future misconduct. Where a decision is made to expel a student, a note will be retained indefinitely.
- b. notified to the student's Dean of School.
- c. reported on an anonymous basis to the relevant committees of the Academic and University Boards, for the purposes of monitoring and enhancement.

16.3 The University has a duty to inform relevant third parties of the nature and outcome of disciplinary procedures in certain circumstances, including:

- a. relevant Professional, Statutory or Regulatory Bodies (PSRB), where required.
- b. UK Visa and Immigration, in the case of a significant change in the circumstances of an international student.
- c. placement providers.

The student will be informed in the event of such disclosures.

16.4 The University reserves the right to disclose to any third party, by whom a reference is sought, any matters on a student's record which the University considers to be relevant. The student will be informed that a reference has been provided in such circumstances.

16.5 Where the University's regulations and/or procedures are invoked in respect of a student less than 18 years of age, copies of correspondence will normally be sent to the parents or guardian of that student. The student may also have their parent/legal guardian present at any disciplinary or appeal hearing in addition to one other person.

16.6 The University will handle all information, including sensitive information, in a confidential manner. It will, however, be necessary for all parties involved in the disciplinary and appeal process to have access to all information to enable them to make a judgment based on the full facts. This may include sensitive information relating, for example, to a student's health or criminal convictions. Certain

professional courses may require that this information is notified to relevant professional bodies or partner agencies. In these circumstances, the student will be notified at the time of the disclosure

## **17. Monitoring and Review**

- 17.1 The prevalence of student misconduct will be monitored for the purposes of ensuring a safe and inclusive environment, improving guidance for students on acceptable behaviour, and creating cultural change.
- 17.2 An annual report on the occurrence of student misconduct will be submitted to the relevant Academic Board sub-committee. This will include an analysis of equality issues and protected characteristics to consider the impact on student groups so that strategies can be developed to address this. The report will identify themes, trends and lessons and recommend actions.
- 17.3 The University may publish anonymised data on the number and outcomes of cases of student misconduct, for the purposes of demonstrating institutional accountability, and assuring all current and prospective members of our community that cases have been taken seriously.
- 17.4 This Procedure will be kept under review in the light of sector guidance and lessons learned from casework as part of a culture of continuous improvement.

**STUDENT DRESS POLICY**

1. The University affords students the flexibility to dress appropriately to the learning and teaching and/or research environment in which they are participating. The University is also obliged to ensure duty of care and to abide by the regulations of its partner organisations. In certain settings, it is therefore necessary to impose some dress regulations based on health and safety (including infection control) and professional or regulatory body requirements. In addition, students are required to abide by any dress code regulations imposed by individual placement providers. This Policy should also be read in conjunction with any dress codes for staff which may pertain and will serve as additional guidance to staff. The University's specific dress policies are set out below.
2. Health and Safety (including infection control)

In laboratories, workshops, studios, kitchens, outdoor education and similar teaching practice settings, students must ensure they are dressed in a manner appropriate to their learning and teaching and/or research environment. Generally:

**Clothing:** Must be comfortable. Shorts may not be permitted in laboratories for protection against any chemical spillage or infection control. Headscarves and/or any facial covering should be firm, secure, safe and not interfere with the wearing of any personal protective equipment. Protective clothing such as overalls, lab coats, eyewear or gloves will often be required to be worn and should be removed and placed or disposed of carefully when no longer required.

If there is any risk of entanglement in moving parts of machinery, loose clothing must not be worn (e.g. sleeves, ties etc).

**Footwear:** Must be low heeled and should protect the feet should any chemical spillage occur. If there is a risk of a sharp or heavy object injuring the feet, then protective footwear will be required.

Footwear appropriate for outdoor education activities must be worn where indicated by supervising staff. Failure to do so will prevent you taking place in the planned activities.

**Jewellery:** The wearing of jewellery must be in compliance with a health and safety risk assessment. There may be some activities where it will be necessary to remove jewellery (e.g. some sports activities, working with moving machinery where there is a risk of entanglement).

**Hair:** Long hair should be tied back/secured if there is a risk of entanglement in equipment or moving machinery or if prevention of contamination is required. Specific clothing requirements or restrictions will be detailed on a risk assessment.

3. Professional or regulatory body requirements

The University works with many professional and regulatory bodies which accredit our broad range of programmes. A small number of these bodies advise on dress code regulations which apply to students studying specific disciplines/programmes. Students should consult relevant course literature and professional and regulatory body codes for further specific information.

Whilst the University will aim periodically to review such regulations to determine which professional bodies place any restrictions, it is the responsibility of the student to check this information with the appropriate body to ensure that their preferences of dress can be accommodated by the University.

#### **4. Individual Placement Providers**

The University and all its students must abide by any dress code policy determined by individual placement providers which usually cover student placements and trainees. Students must check any limitations as part of their placement search and allocation.

#### **5. Exams**

Students must bring their UCLan student identity card to each examination. Aside from any restrictions imposed by professional bodies, candidates sitting an examination may be required to remove any facial covering for the purposes of visual identification. The University will observe sensitivity in the visual identification/re-identification of students. Students must co-operate with staff and minimise any wider disruption to exam arrangements.

#### **6. Security/identification**

All students are expected to carry their identification cards on campus. Identification photographs must show the full face. The identity of students can be verified at any time by any member of staff and students are expected to adhere to this request. The University will observe sensitivity in taking photographs and visual identification where any facial coverings are worn.

#### **7. Review of policy**

The University will monitor the implementation of this policy and its impact on staff and students periodically. Appropriate engagement and consultation will be carried out with students, staff and relevant organisations.

#### **8. Breaches of regulations and/or complaints**

Breaches of this policy could amount to misconduct within the Regulations for the Conduct of Students and disciplinary action may follow accordingly. Any complaints can be raised through the University's Complaints Procedure.

#### **9. Information, advice and guidance**

Further information, advice and guidance on any aspect of this policy can be obtained from:

Equality and Diversity Manager

Safety, Health and Environment Manager

Strategic Development Service

Facilities Management