

# Disciplinary Procedure for Students

## Purpose of this Procedure

1. The School's Memorandum and Articles of Association set out its main objectives of education and research. These can be met only if students, staff and visitors can conduct their business in conditions that permit freedom of thought and expression and in which they show respect to one another. The School's governing body has put this disciplinary procedure ("the Procedure") in place to maintain such conditions and to protect the School from actions that may harm it or its members.
2. It will be an offence under this Procedure if a registered student is found to have breached one or more of the School's terms or conditions, policies or procedures, or rules or regulations. This list includes, but is not limited to, the School's Conditions of Registration, Anti-Bullying and Anti-Harassment Policy, Sexual Harassment and Sexual Violence Policy, Ethics Code and Conditions of Use of IT Facilities at LSE.

## Status

3. The School's Council is responsible for the content of this Procedure, save for factual information; which will be the responsibility of the School Secretary ("the Secretary") to correct.

# Application

4. This Procedure will apply to allegations of misconduct against registered students of the School. For the avoidance of doubt:
  - 4.1 A registered student is a student that is pursuing a programme of study for which they are receiving teaching and/or supervision, or from which they have an authorised temporary absence that does not require interruption or an extension to the length of their programme of study.
  - 4.2 A registered student also includes a student who is on a period of authorised interruption or has been temporarily suspended from their programme of study. Additionally, this procedure will apply to a student who is on an authorised interruption or has been temporarily suspended from their programme of study.
  - 4.3 This Procedure will not apply to students of the School who have been expelled or withdrawn from the School or to students who have completed their programme of study (whether successfully or unsuccessfully).
5. A local procedure that is specific to an area of the School may be used to resolve some allegations of misconduct. Examples of areas that sometimes use a local procedure are the LSE Summer School, LSE Executive Summer School or LSE Residences. The application of a local procedure will not necessarily preclude the use of this Procedure.
6. Students who are studying at Partner Universities or overseas collaborating institutions for a specified period of time will fall under the remit of that institution's disciplinary procedures unless alternative arrangements regarding disciplinary procedures has been agreed. If during this period, misconduct occurs on the School's premises, then the alleged misconduct will be considered under this disciplinary procedure.
7. The School and the School's Students' Union have separate disciplinary procedures: the School will use this Procedure to determine whether a student has breached any of its terms or conditions, policies or procedures, or rules or regulations; the Students' Union will use its own procedure to determine whether a student has breached the terms of their membership of the Union. This being the case, it is possible for one allegation of a breach of discipline to be considered separately under one or both of the procedures.
8. This Procedure will apply to incidents of alleged misconduct that occur on and off the School's premises (including via social media) or as part of activities organised or authorised by the School and where they are related to the approved business of the School. For the avoidance of doubt, the alleged victim could be the School itself, a student or employee of the School or others visiting, working or studying at the School. This procedure will apply to incidents or alleged misconduct that occur on and off the School's premises (including via social media) or as part of activities organised or authorised by the School (such as placements and field trips) where the alleged victim is the School itself, a student or employee of the School or others visiting, working or studying at the School.
9. Deviations from this Procedure will not invalidate any action taken against a student unless the integrity of the process is compromised. The person who is overseeing an investigation at different stages, usually the Secretary, a Pro-Director or a Board of Discipline, will decide when and how to deviate from this Procedure, and explain to the affected parties the reason for doing so.

## Equality and Diversity

10. Members of staff involved in a potential or actual disciplinary case must give thought to any equality and diversity matters which may be relevant, particularly in relation to the following diversity strands which are referred to in the Equality Act 2010: age, disability (including mental health and wellbeing), race, gender, gender reassignment, pregnancy and maternity, religion or belief and sexual orientation. Requests for reasonable adjustments should be made to the Secretary, Pro-Director or Board of Discipline (whichever is overseeing an investigation at the time).
11. In some instances, the Secretary, Pro-Director or Board of Discipline (whichever is overseeing an investigation at the time) may decide to postpone, interrupt or not pursue a disciplinary case because a key person is, for medical or other reasons, unfit to participate in it. This type of decision must be based on evidence that the Secretary, Pro-Director or Board of Discipline considers relevant and adequate. The Secretary, Pro-Director or Board of Discipline reserves the right to reject or ask for an independent assessment of evidence if its relevance or adequacy is doubted.

## Criminal Offences

12. Where appropriate, the School will consider referring incidents to the Police, or if necessary, UK Visas and Immigration or the Home Office. Although the School would not ordinarily pursue disciplinary action against a student while they are the subject of a Police investigation, it reserves the right to do so; particularly if a student's registration is due to expire before the conclusion of any criminal proceedings, or the safety of one or more members of the School is at risk. The School's disciplinary procedure is not an alternative to investigations carried out by the Police. The School also reserves the right to apply this Procedure after any Police investigation has concluded.
13. The School can take precautionary measures against a student who is alleged to have committed a criminal offence or a breach of discipline at an early stage pending the outcome of criminal and/or disciplinary proceedings. For the avoidance of doubt, the taking of such action would not be considered as a penalty.
14. The grounds for initiating precautionary measures may be put in place if they are necessary:
  - To ensure that a full and proper investigation can be carried out by the Police/School and/or;
  - To protect the reporting student or others whilst the allegation is being dealt with as part of a criminal/disciplinary process.
15. In considering what precautionary action to take, the School will consider amongst other factors, the nature of the misconduct committed, the circumstances of the individuals involved, the views of the police and any input from witnesses, Precautionary action can include but is not be limited to:
  - Suspending the student from his/her studies.
  - Suspending the student from areas/facilities of the School and /or accommodation blocks.
  - Imposing conditions on the student such as requiring the student to have no contact with the reporting student(s) or certain witnesses and/or requiring the student to move to alternative accommodation.

16. The student will be informed of any decision to suspend them and the reasoning behind the decision will be set out. The Student will then be given an opportunity to:

- Make representations to the decision-maker before the decision is made.
- Appeal the decision.
- Request a review at any stage if there is a material change in the circumstances of the case.

Precautionary measures that have been imposed will be reviewed at regular intervals and reconsidered as the case progresses.

17. Students should use their best endeavours to keep the School informed of any change of details, and/or progress or change in status regarding their case.

18. If necessary, the School will take steps to prevent any member of staff or a student from being victimised as a result of their involvement in a disciplinary matter. This may involve taking disciplinary action against the perpetrator and/or giving support to a complainant.

## Confidentiality and Data Protection

19. The School will handle disciplinary cases in accordance with any of its own relevant confidentiality and data protection policies as well as the Data Protection Act 2018 and The General Data Protection Regulation (GDPR) (2016/679).

## Types of Misconduct

20. The following list is indicative (but not exhaustive) of the type of offences which would constitute misconduct:

- 20.1 engagement in any act that will, or is likely to, disrupt teaching, study, research or administrative work of the School;
- 20.2 cause, or threaten to cause, injury to, or endanger the safety of, a member of staff or student of the School, or a visitor to it;
- 20.3 dishonest behaviour and/or fraudulent actions, which include submitting incorrect or misleading information to the School;
- 20.4 engagement in any form of conduct or communication, including that on social media, that can reasonably be considered to be abusive, bullying or harassment of another student, member of staff, any other member of the School community and/or any visitor to the School as it is defined by the School's Anti-Bullying and Anti-Harassment Policy and the Sexual Harassment and Sexual Violence Policy;
- 20.5 engagement in any act that will, or is likely to, damage or deface property of the School;
- 20.6 cause a Health and Safety concern;
- 20.7 engagement in any conduct or communication that will, or is likely to, bring the School into disrepute or unjustifiably harm the reputation of a member of it;
- 20.8 breach of one or more of the School's terms or conditions, policies or procedures, or rules and regulations, which includes but is not limited to, the Conditions of

- Registration, the School's Ethics Code and any penalties or measures that have been put in place under the School's disciplinary or any other procedure;
- 20.9 commitment of a criminal act and/or a breach of discipline, which may or may not be punished in a court of law, on any premises that the School owns, leases or in any way administers or in relation to an offence committed outside of School premises as part of activities organised or authorised by the School and where they are related to the approved Business of the School;
  - 20.10 use of any of the School's facilities improperly and / or breach the Conditions of Use of IT Facilities at the School;
  - 20.11 use of the School's name or address in a public statement, or business or other venture, without obtaining the permission of the School;
  - 20.12 use of any of the School's registered trademarks without seeking permission from a relevant person in the School's central administration;
  - 20.13 recording of a lecture, meeting or other School event, or use of such a recording, without the permission of the lecturer or person or group who organised the event;
  - 20.14 breach of the Data Protection Act 2018 or the General Data Protection Regulation (GDPR) (2016/679).

## Informal Resolution

21. Informal resolutions are intended to be flexible and the aim is to resolve matters as quickly and amicably as possible, normally within 10 working days of the alleged misconduct having been raised. As such, if any person ("a Complainant") believes that a student or group of students of the School has acted in a way that warrants investigation under this Procedure they should first consider contacting the School Senior Advocate for Students as soon as the Complainant becomes aware of the alleged misconduct. Any excessive delay may impact on the subsequent consideration of the case.
22. If preferred, a student may speak to a relevant member of their academic department (e.g. their tutor, or a senior academic or administrator), the School's administration (e.g. adviser to female students) or the School's Students' Union before an approach is made to the School Senior Advocate for Students to consider an informal resolution. For the avoidance of doubt, there may not always be a Complainant to trigger the informal resolution as it may be that a disciplinary matter arises from the acts of a student whereby the School may consider disciplinary action, independent of any Complainant. In all cases, disciplinary action will be considered as soon as possible after the event giving rise to the allegation.
23. The School Senior Advocate for Students will decide whether to resolve a case informally, and, if so, how. If considered appropriate, s/he may refer the case to the School Secretary to resolve under the formal Resolution stage of this Procedure and/or to ask whether the Police should be alerted to the case.
24. A student will be permitted to bring a silent observer, such as a friend or member of the Students' Union, to any meeting with the School Senior Advocate for Students. Legal representation is considered inappropriate. In exceptional circumstances, such as it constituting a reasonable adjustment, the School Senior Advocate for Students may permit the observer to actively contribute to the meeting.

25. The School Senior Advocate for Students will consider whether it is necessary to ask a student not to attend part or all of the premises, or use particular facilities, of the School if s/he considers it to be in the interests of one or more of the parties involved in a case, or the wider School community, while the informal resolution stage is ongoing. If a student objects to, or fails to cooperate with such a request, the School Senior Advocate for Students will consider referring the case to the School Secretary under the formal stage of this Procedure.
26. The School Senior Advocate for Students will produce a report confirming the action/s taken to resolve a case informally and the outcome, and will disclose a copy of this report to the student/s and/or member/s of staff directly involved the case as a Complainant. The School Senior Advocate for Students will not normally disclose their report to people who are not members of staff or students of the School.
27. The School Senior Advocate for Students report, either in full or any aspect of it, will not be recorded on a student's file, though it may be considered in any subsequent investigation under the formal stage of this Procedure.
28. If the alleged perpetrator fails to co-operate in an attempt at informal resolution, this may be considered as grounds for a formal investigation. Please note that any such failure to co-operate may also be taken into account as part of the formal investigation.

## Formal Resolution

29. The School Secretary is responsible for deciding whether to resolve a case formally, regardless of how the matter is brought to his/her attention, and, if so, how. The Secretary will also consider whether to alert the Police. The Alleged Misconduct Form at Appendix A should be used by anyone wishing to raise an alleged misconduct issue to the Secretary under this Procedure.
30. On deciding to resolve a case formally, the Secretary will decide whether to put in place any kind of suspension or other measure/s while the formal stage is ongoing. A student who is affected by a suspension or other measure/s may appeal in writing to a Pro-Director. The Pro-Director will respond to the appeal within five (5) working days.
31. The Secretary may ask a relevant member of staff (his/her "Nominee") who has had no prior involvement in the case, to conduct an investigation, although the Secretary will make the final decision on the case based on the findings of the Nominee's investigation.
32. The form of any investigation will depend on a number of factors, such as the severity and complexity of the issue in question as well as the availability of evidence. However, the Secretary or his/her Nominee must ensure that any investigation is conducted fairly and is of a reasonable level in depth and scope.
33. The student subject to an allegation ('the Student') will be given an opportunity to present their case to the person conducting the investigation ("the Secretary/Nominee"). In exceptional circumstances, for example, when a Student's whereabouts are not known at the time of investigation, the Secretary or their Nominee may decide to conduct the investigation in the Student's absence.
34. The Secretary or Nominee must inform the Student of their right to be accompanied to any meeting relating to the investigation by a friend or a representative of the LSE Student' Union. The friend or representative will accompany the Student as a silent observer; save in exceptional

circumstances, such as it constituting a reasonable adjustment, and with the permission of the Secretary or his/her Nominee.

35. The School will endeavour to complete the initial investigation and formal stage of the process within sixty (60) days of the allegation being made. In some cases, we may need to extend this deadline and in these circumstances the Secretary or Nominee will inform the student(s) involved of any delay, and the reason/s for the delay, as soon as possible.

## Outcome of a Formal Resolution

36. At the end of a formal investigation, the Secretary will decide whether to:
  - 36.1 Dismiss the allegation;
  - 36.2 Refer the case to other, more appropriate procedures in the School;
  - 36.3 Uphold the allegation and determine an outcome that is relevant and proportionate to the offence/s; or
  - 36.4 Convene a Board of Discipline (see below) to consider the allegation, and if necessary, determine an appropriate outcome.
37. The Secretary will find an allegation of misconduct proven if it is considered that the evidence identifies, on a balance of probabilities that misconduct has occurred.
38. When deciding on the appropriate penalty to be applied in cases of proven misconduct, the Secretary will give due consideration to the following:
  - 38.1 The student's previous disciplinary record;
  - 38.2 If the student had admitted the misconduct;
  - 38.3 The conduct of the student following the misconduct;
  - 38.4 Any mitigating factors, as applicable.
39. Multiple or repeated incidents of misconduct may be treated as being more serious than a single act of misconduct and previous findings may be taken into account when considering which penalty should apply.
40. The Secretary will take into consideration the table set out at Appendix C which outlines the types of misconduct and possible penalties the Secretary may put in place and includes, but is not limited to:
  - 40.1. Take no action;
  - 40.2 Issue a formal warning which shall not be recorded on the student's record;
  - 40.3 Issue a formal warning to be noted on the student's file for the duration of their registration at the School and any future proven misconduct will take such warning into account;
  - 40.4 Require the Student to make a formal written apology;
  - 40.5 Require the Student to take appropriate training;
  - 40.6. A fine;
  - 40.7 A requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the University;
  - 40.8 An order of Service to the School for a specified period;
  - 40.9 Issue a final warning;



- 40.10 Suspension from the whole School or defined areas and/or facilities of the School including Halls of Residence for a specified period of time;
- 40.11 Imposing conditions on a student's access to facilities if the student has been convicted of a criminal conviction where such conditions are deemed necessary for the safety and security of members of the School.
41. Any serious misconduct, which may warrant an expulsion of the student from the School will be referred to the Board of Discipline for assessment and decision.
42. The Secretary has the discretion to decide on a combination of penalties and will convey his/her decision and the reason/s for it, in writing to the Student and any member/s of staff or student/s of the School who have been directly involved in the case as a Complainant. The Secretary will also inform any other member of staff or student whom s/he considers has a relevant interest in the case. The Secretary will not normally disclose his/her decision to people who are not members of staff or students of the School and where disclosure is made, it is only on a 'needs to know' basis.
43. The Secretary's written response must inform the Student, and if applicable, the Complainant, of their right to an Appeal to a specified Pro-Director of the School (see the "Appeal" section below).

## Board of Discipline

44. The School Secretary or their nominee, will decide whether to convene a Board of Discipline to consider an allegation of misconduct. This route will normally be taken when an allegation of misconduct brings into question a Student's status in the School.

## Membership

45. A Board of Discipline consists of the following people:
- A Lay member of Council as Chair, appointed by the Secretary;
  - The General Secretary of the Students' Union or their nominee (who must be a Sabbatical Officer of the Students' Union or registered student of the School); and
  - An academic member of staff appointed by the Vice-Chair of the Academic Board.
46. All members of a Board of Discipline must participate in the whole process for the final decision to be valid.

## Procedure

47. The Secretary will appoint a Clerk to the Board of Discipline ("the Clerk"), who will have had no prior involvement in, and will have no decision-making powers on, the case.
48. The Board of Discipline will, at all times, respect the rights of the individuals involved, particularly in terms of confidentiality and personal welfare.



49. The Board of Discipline must give due regard to the needs of the individuals involved in a disciplinary case with a view to making any reasonable adjustments to enable the individuals to properly participate in the process.
50. As soon as is reasonably possible, and normally with a minimum notice period of 10 working days, the Clerk will inform the Student of:
- The membership of the Board of Discipline, and the Student's right to object to the Secretary about the participation of one or more of those members, provided the objection and the reason/s for it is presented to the Secretary in writing by no later than 5 working days of the date of the Clerk's communication;
  - The procedural and logistical arrangements of the Board of Discipline ("the Hearing");
  - The identity of witnesses or other attendees at the Hearing;
  - The Student's right to be accompanied to the Hearing, normally by a friend or member of the Students' Union who will be expected to silently observe the process; and
  - The Student's right to request to submit and/or present any evidence before or at the Hearing in accordance with the procedure set out by the Board of Discipline.
51. The Board of Discipline will make its decision by majority vote. It must decide:
- Whether a disciplinary offence has been committed; and;
  - An appropriate outcome.
52. The range of penalties that a Board of Discipline may put in place include, but are not limited to:
- 52.1 Issue a formal warning to be noted on the student's file for the duration of their registration at the School and any future proven misconduct will take such warning into account;
- 52.2 Require the Student to make a formal apology;
- 52.3 Require the Student to take appropriate training;
- 52.4 A fine;
- 52.5 A requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the School;
- 52.6 An order of Service to the School for a specified period to be determined by the Board of Discipline;
- 52.7 Issue a final warning;
- 52.8 Suspension from the whole School or defined areas and/or facilities of the School including Halls of Residence for a specific period of time;
- 52.9 Imposing conditions on a student's access to facilities if the student has been convicted of a criminal conviction where such conditions are deemed necessary for the safety and security of members of the School;
- 52.10 Expulsion from the School.
53. The Board of Discipline will take into consideration the Table set out in Appendix C when making its decision and will convey its decision and the reason/s for it, in writing to the Student and any member/s of staff or student/s of the School who have been directly involved in the case as a Complainant. It will also inform any other member of staff or student who it considers has a relevant interest in the case. It will not normally disclose its decision to people who are not members of staff or students of the School.

54. The Secretary's written response must inform the Student, and if applicable, the Complainant of the misconduct, of their right to Appeal to a Pro-Director of the School (see the "Appeal" section of the Disciplinary Procedure).

## Appeal

55. An Appeal against the Secretary's or a Board of Discipline's decision must be made using the Appeal Form at Appendix B, no later than 10 working days from the date of the Secretary's or a Board of Discipline's written decision.
56. An Appeal must normally be made on one or more of the following grounds:
- 56.1. A significant procedural flaw or irregularity that compromised the fairness of the process;
  - 56.2. New material evidence, which must be supported by an explanation of why it is being submitted at this late stage; and
  - 56.3. An outcome being unreasonable or disproportionate.
57. The Pro-Director will review the decision. A student will be permitted to bring a silent observer to any meeting. In exceptional circumstances, such as it constituting a reasonable adjustment, the Pro-Director may permit the observer to actively contribute to the meeting.
58. The Pro-Director will normally complete his/her review within twenty-eight (28) working days of receiving the Appeal. In determining a review of a decision by the Secretary, the Pro-Director may confirm, amend or dismiss the penalty imposed by the Secretary. The Pro-Director may refer the case back to the formal stage for reconsideration or request a re-hearing of the case (if the case had been considered by a Board of Discipline). S/he will convey his/her decision in writing to relevant parties in a Completion of Procedures Letter.
59. The Completion of Procedures Letter will contain the Pro-Director's decision and the reasons for it. The letter will also confirm any course of action or penalty, which may differ to the outcome of the original investigation.

## Office of the Independent Adjudicator for Higher Education

60. The Pro-Director's Completion of Procedures Letter will inform the recipients of their right to submit a complaint to the Office of the Independent Adjudicator for Higher Education ("the OIA"). The Pro-Director will also provide any relevant documents that may be required by the OIA. The OIA will not consider complaints from a member of staff.

**End.**

## Appendix A: Alleged Misconduct Form

Student ID	
Family Name	
Given Name	
Address/Email	
Telephone	
Date of incident	
Summary of alleged misconduct <i>[This should include what the incident is that is referred to, where the incident happened, the parties involved, the basis of the alleged misconduct and, where appropriate, the outcome sought.]</i>	

Signed:

Dated:

## Appendix B: Appeal Form

### Appeal Against the Decision or Outcome of a Disciplinary Investigation

Student ID	
Family name	
Given Name	
Address/Email	
Telephone	
Date of incident	
Date decision was received	
Summary of grounds for Review  <i>[This should include what is being challenged (e.g. the decision or measures put in place as a result of the decision). This should also set out the grounds for the appeal (e.g. procedural defect in the formal investigation or new evidence). You should also include a copy of the Secretary's decision and any relevant evidence (e.g. emails or medical report/s), as well as explain why any new evidence is being presented at this late stage of the procedure.]</i>	

Signed:

Date:

## Appendix C: Table of Types of Misconduct and Possible Penalties

The following table sets out examples of the types of misconduct and the corresponding penalties which are non-exhaustive. The possible penalties that may be applied if a specific misconduct occurs is illustrative only i.e. there will be cases where certain behaviours which would usually be considered major breaches of discipline are minor and will require a less serious penalty and vice versa.

<u>TYPES OF MISCONDUCT</u>	<u>POSSIBLE PENALTIES</u>
<p><b>Physical Misconduct:</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Punching</li> <li>• Slapping</li> <li>• Biting</li> <li>• Kicking</li> <li>• Pulling hair</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Pushing</li> <li>• Shoving</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the Student</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Formal written apology</li> </ul>
<p><b>Sexual Misconduct:</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Sexual intercourse or engaging in a sexual act without consent</li> <li>• Attempting to engage in sexual intercourse or engaging in a sexual act without consent</li> <li>• Sharing (including on social media) private sexual materials of another person without consent</li> <li>• Kissing without consent</li> <li>• Touching inappropriately through clothes without consent</li> <li>• Showing sexual organs to another person</li> <li>• Stalking another person</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Making unwanted remarks of a sexual nature</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the Student</li> <li>• Formal warning</li> <li>• Training</li> <li>• Formal written apology</li> </ul>

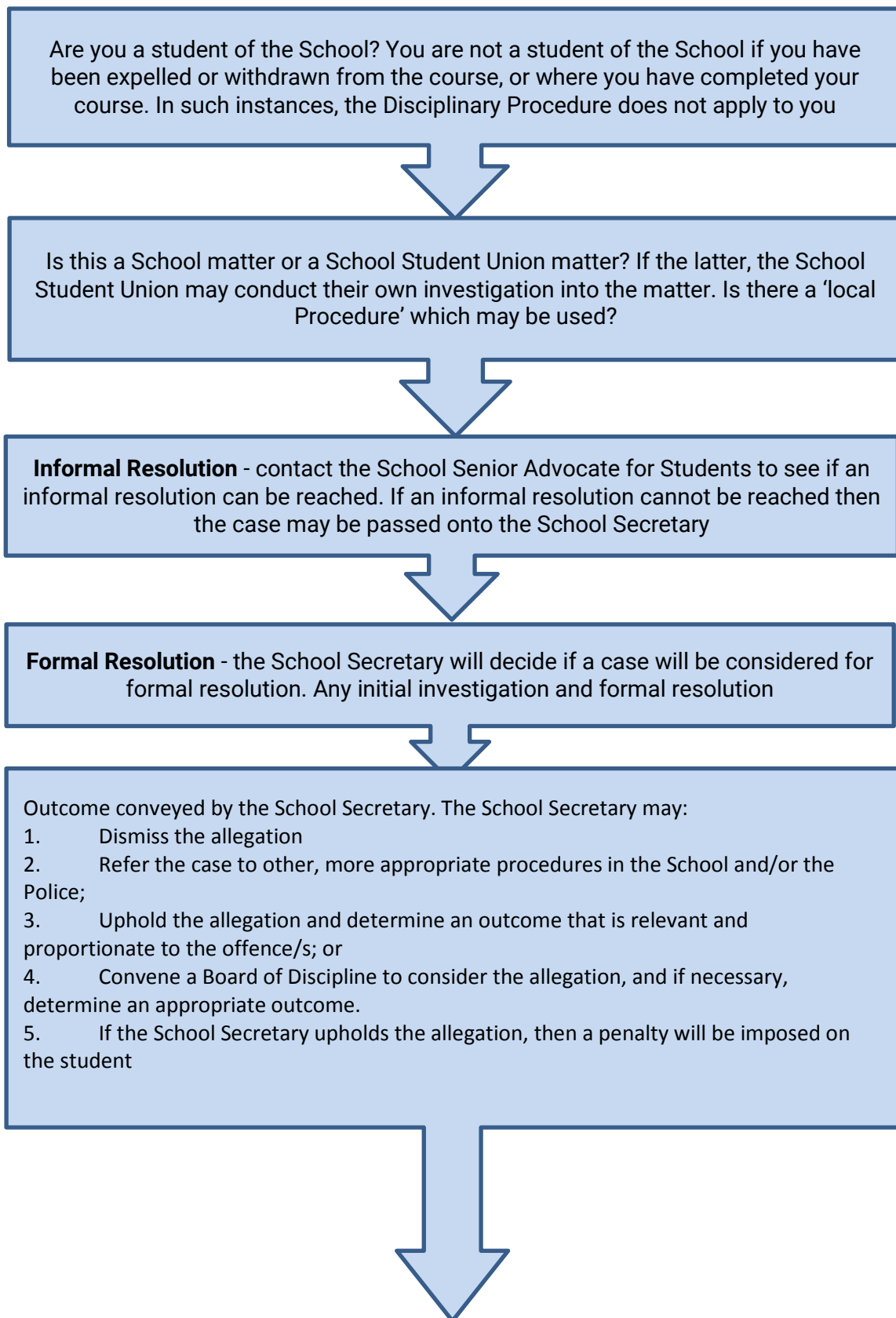
<p><b>Abusive Behaviour:</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age.</li> <li>• Threats to hurt another person</li> <li>• Acting in an intimidating and hostile manner</li> <li>• Stalking another person</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Use of inappropriate language</li> <li>• Repeatedly contacting another person (by phone, email, text or on social networking sites) against the wishes of the other person</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the Student</li> </ul> <ul style="list-style-type: none"> <li>• Formal written warning</li> <li>• Training</li> <li>• Formal written apology</li> </ul>
<p><b>Damage to Property:</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Causing significant damage to the School property or the property of other students, employees and/or visitor of the School.</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Causing minor damage to the School property, the property of other students, employees and/or visitor of the School</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the Student</li> <li>• A fine</li> <li>• A requirement to make good the cost in whole or in part of any damage caused and/or repay/make good any financial loss to the School</li> <li>• An order of Service to the School for a specified period</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Fine</li> <li>• Formal written apology</li> </ul>

<p><b>Unauthorised Taking or use of Property</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Unauthorised entry onto or unauthorised use of School Premises. This includes Halls of Residences.</li> <li>• Taking property belonging to the School, another student, employee of the School and/or visitor of the School without permission.</li> <li>• Misuse of School property including computer equipment</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Misuse of School property including computer equipment,</li> <li>• Using the School's name, address or trademarks without the Permission of the School.</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the student</li> <li>• Fine</li> <li>• Requirement to return property in the same condition it was taken repay/make good any financial loss to the School</li> <li>• An order of Service to the School for a specified period</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Formal written apology</li> </ul>
<p><b>Causing a Health or Safety Concern</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused serious harm on the School Premises or during School activities (outside of School Premises)</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Act/omission that did cause or could have caused a health and safety concern on University premises or during School activities (outside of the School Premises)</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension/Exclusion</li> <li>• Restrictions/Conditions placed on the student</li> <li>• An order of service for a specified period</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Fine</li> <li>• Formal written apology</li> </ul>
<p><b>Operational Obstruction</b></p> <p><b>Major:</b></p>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>




<ul style="list-style-type: none"> <li>• Acts/omissions/statements intended to deceive the School. Committing fraud.</li> <li>• Disruption of the activities of the School (including academic, administrative, sporting and social) on School Premises or elsewhere</li> <li>• Disruption of the functions, duties or activities of any other student, employee or visitor of the School</li> <li>• Breach of the relevant data protection legislation</li> <li>• Breach one or more of the School's terms or conditions, policies or procedures, or rules and regulations</li> </ul> <p><b>Minor</b></p> <ul style="list-style-type: none"> <li>• Improper interference with the activities of the School on the School premises or elsewhere.</li> <li>• Improper interference with the functions, duties or activities of any other student, employee or authorised visitor of the School</li> <li>• Record a lecture, meeting or other School event, or use such a recording, without the permission of the lecturer or person or group who organised the event</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Restrictions/Conditions placed on the Student</li> <li>• An Order of Service to the School for a specified period</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Fine</li> <li>• Formal written apology</li> </ul>
<p><b>Reputational Damage</b></p> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li>• Behaviour which has caused serious damage or could have caused serious damage to the reputation of the School</li> </ul> <p><b>Minor:</b></p> <ul style="list-style-type: none"> <li>• Behaviour which has damaged or could have damaged the reputation of the School</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Suspension</li> <li>• Fine</li> <li>• Restrictions/Conditions placed on the Student</li> <li>• An order of Service to the School for a specified period</li> </ul> <ul style="list-style-type: none"> <li>• Formal warning</li> <li>• Training</li> <li>• Formal written apology</li> </ul>

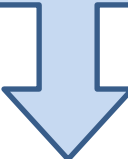
## Appendix D: Disciplinary Procedure Flow Chart



If dissatisfied with the School Secretary or Board of Discipline's decision, you can lodge an **Appeal to a specified Pro-Director** within **10 days** of receipt of the decision



**An appeal may only be requested if one or more of the following Grounds of Appeal**

1. A significant procedural flaw or irregularity that compromised the fairness of the process;
  2. New material evidence, which must be supported by an explanation of why it is being submitted at this late stage; and
  3. An outcome being unreasonable or disproportionate.
- 

## Review schedule

Review interval	Next review due by	Next review start
1 year	1/8/2019	1/5/2019

## Version history

Version	Date	Approved by	Notes
1	1/8/2018	Vice Chair of Academic Board	
1.1	15/3/2019	Legal Team	Minor updates to text at 4 and 8

## Contacts

Position	Name	Email	Notes
Legal Adviser	Refel Ismail	<a href="mailto:R.Ismail@lse.ac.uk">R.Ismail@lse.ac.uk</a>	

## Communications and Training

Will this document be publicised through Internal Communications?	<b>Yes/ No</b>
Will training needs arise from this policy	<b>Yes/ No</b>
If Yes, please give details	