



Accessibility: If you need this document in a different format, please contact Quality Assurance on qa@iis.ac.uk. If a student has difficulty at any stage of the procedure because of a disability, they should discuss the situation with Student Services as soon as possible.

The Institute of Ismaili Studies

Student Disciplinary Policy

1 Introduction and scope

1.1 The aim of this Student Disciplinary Policy is to provide a framework within which institutional staff can work with students to maintain those standards and encourage

IIS and the Academic Council are committed to ensuring that any disciplinary matter is dealt with fairly and in accordance with this policy.

1.2 Agreements with external providers who administer part, or all, of a validated programme may specify alternative arrangements for academic appeals; in some cases, the policy of the external provider shall supersede this policy. Quality Assurance can provide guidance on how to access all the aforementioned documents (email: qa@iis.ac.uk).

1.3 This policy has been designed with reference to the Office of the Independent [The Good Practice Framework Disciplinary procedures](#) core principles of **accessibility, clarity, proportionality, timeliness, fairness, independence, confidentiality** and **improving the student experience**, and aims to provide a framework to support students and staff in administering disciplinary matters.

1.4 This procedure applies to all current students at the Institute of Ismaili Studies (IIS) to deal with non-academic disciplinary matters. A current student is anyone who:

Is enrolled on a validated IIS programme

Is on temporary suspension or exclusion

Has recently left the IIS and is within the time limit for disciplinary action.

2.2 Decision-makers must make reasonable decisions, and give reasons for their decisions. For the purpose of this disciplinary policy, this means that:

Students understand any allegation against them

The student and the person bringing the allegation have a fair opportunity to present their case and to hear and respond to what the other has said

Students are given reasonable notice of any hearing and are given in advance copies of all information to be considered by the decision-maker

The burden and standard of proof are clearly explained

Decision-makers should be free from bias or any reasonable perception of bias

Reasons should be given for decisions reached and any penalty imposed

There should be a route of appeal

The investigation, any hearing, and any appeal should be carried out as quickly as possible, consistent with fairness.

2.3 In investigating disciplinary complaints against students, the principles of accessibility, fairness and independence are particularly important. Staff members making

- 3.2 Delays are likely to occur where the case is complex, the student or witnesses are not available to attend meetings or hearings, or where proceedings are put on hold because of a case, the IIS should keep the student and any witnesses informed about the progress of the investigation, and when it is likely to conclude.

4 Promoting positive behaviours

- 4.1 It is reasonable to expect that students will act reasonably and fairly towards one other and towards staff and will treat the disciplinary process with respect.
- 4.2 The IIS promotes positive behaviour among staff and students, with a view to helping each student access and grow from their own potential. Besides teaching staff and the programme team, students enjoy a wide range of support, including Academic Advisers, Research Supervisors, a dedicated Academic Skills Support Team and specialist help and guidance with concerns related to mental health.

5 Supporting the student

- 5.1 The IIS will direct students to the support services available. This applies to students who are going through student disciplinary procedures and to students who are those procedures.
- 5.2 In line with our duties under the Equality Act 2010 to make reasonable adjustments for disabled students, if a student says the behaviour giving rise to a disciplinary concern is related to a disability, we will consider carefully whether to proceed with disciplinary action, or to refer the student to support for (or fitness to) study processes.
- 5.3 We aim for our procedures to be available to all students in accessible formats. If there are adjustments we could make to improve communication, the student should inform the Department. Where needed, in disciplinary procedures we will make adjustments to the process followed in individual cases. For example, we may make adjustments for misconduct hearings, or allow a student longer to respond to allegations.
- 5.4 condition, that might mitigate the seriousness of the offence. In some cases it might be more appropriate to refer the student to support for (or fitness to) study processes than to apply a disciplinary penalty.
- 5.5 Students who have mental health difficulties will be informed about the specific support services available to them, for example counselling services, as soon as the Department is made aware of the need to do so. If a student appears unable to engage effectively with the student disciplinary process, we may suggest that the student appoints a representative. It may be appropriate to suspend the disciplinary process until the student has accessed appropriate support.

- 5.6 We will take care to ensure that students understand the options available to them when they report behaviour that may amount to a criminal offence, and support the student whatever action they choose to take. Those options might include reporting the matter to the police, asking the IIS to take disciplinary action, or taking no further action. If the student decides to report the matter to the police, the IIS should help and support the student to do so. The IIS should itself consider reporting the incident(s) to the police where the safety of students or staff may be at risk.
- 5.7 In dealing with harassment, discrimination and bullying, the following must be borne in mind:

importance

Behaviour does not have to be directed against a person or be intended, for it to amount to harassment

All students (the accuser and the accused) should be signposted to sources of advice and support from appropriately trained staff.

6 Confidentiality

- 6.1 The aim is to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All students must treat as confidential any information communicated to them or provided by them in connection with an investigation or disciplinary matters

requiring formal redress.

Serious misuse

Sexual misconduct

Being under the influence of alcohol or illegal drugs on IIS premises

rules and rules on computer use

11 Criminal allegations

11.1 Whe

- 14.2 At the Disciplinary Hearing, the Disciplinary Panel will go through the allegations against the student and the evidence that has been gathered. The student will be entitled to respond to the allegations and the case against them and present any evidence of their own. The student may be questioned directly during the hearing. The student will be able to call their own witnesses to appear at the hearing (where arrange their attendance. The student will be given the opportunity to raise points about any information provided by witnesses. Where the IIS intends to call relevant witnesses, it will give the student advance notice of this. The student may ask questions of the witnesses, although all questions must go through the Chair of the panel.
- 14.3 The Disciplinary Panel may adjourn if it appears necessary for the purpose of gathering further information or gathering further evidence. If further information or evidence is gathered during any adjournment, the student will be allowed a reasonable period of time to consider any new information prior to the Disciplinary Hearing being reconvened. The panel may seek legal advice where there is good reason to do so.
- 14.4 The student will be informed of the normally within ten working days after the conclusion of the disciplinary proceedings. policy.

15 Disciplinary action

- 15.1 Where, following a Disciplinary Hearing, the IIS establishes that the student has

15.4 **Stage 2 Final written warning.** A final written warning will usually be appropriate

disciplinary record, or misconduct that the IIS considers sufficiently serious to warrant a final written warni

record. A final written warning will contain the information given following a first written warning.

15.5 for
twelve months. After this time the final written warning will remain permanently on the

proceedings.

15.6 **Stage 3 Withdrawal of Scholarship** will usually be appropriate for:

Further misconduct where there is an active final written warning on the

Any gross misconduct regardless of whether there are active warnings on the

then confirm their decision to the student in writing. The Appeal be final.

17 External Redress

17.1

Role / Activity

Person(s) responsible

Date

