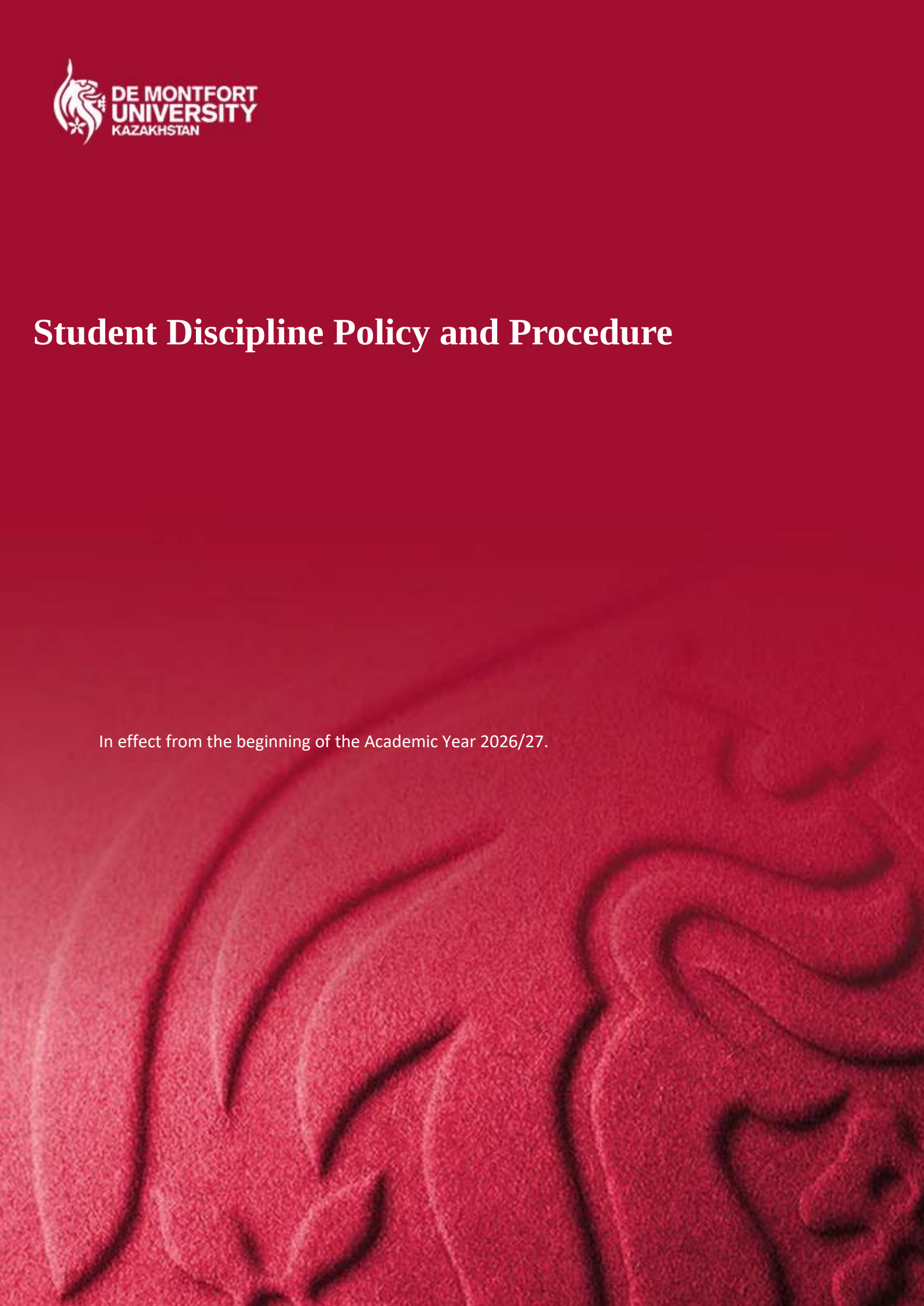
DE MONTFORT UNIVERSITY KAZAKHSTAN

Student Discipline Policy and Procedure

In effect from the beginning of the Academic Year 2026/27.



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1. Introduction

1.1. The University (De Montfort University Kazakhstan - DMUK) is committed to the values and behaviours to provide all students with a considerate, inclusive and safe environment. The Student Charter can be found on the University's website.

1.2. This policy sets out behaviours that we define as student misconduct and actions that we may take in response through the Student Misconduct and Disciplinary Procedure.

1.3. There is a separate policy and procedure to investigate cases of alleged academic misconduct.

1.4. This policy covers misconduct that occurs in-person or online, including through social media and all other forms of technology. Students are expected to behave online in the same manner as they would in face-to-face situations. Any complaints of unacceptable online conduct will be investigated in accordance with this policy or any other relevant policy, such as the Sexual Misconduct and Harassment Policy.

1.5. There is a separate policy related to allegations of sexual misconduct and harassment, which should be referred to for details of how such cases are investigated. The policy can be found on the University website. It contains details of support available if you are reporting alleged sexual misconduct or harassment, or are the responding student, or a witness to such behaviour.

2. Scope

2.1. The policy applies to all students registered at De Montfort University, Leicester. Since DMUK is a branch campus of De Montfort University, this policy also applies to all students registered at DMUK. The specifics of the Student Misconduct and Disciplinary Procedure may vary depending on the local context of the DMUK campus, and any differences will be outlined in your Programme Handbook. In cases of variation, De Montfort University Leicester is responsible for ensuring that the principles of the partner institution’s procedures align with the requirements of De Montfort University Leicester.

2.2. All students should familiarise themselves with other University policies that set out in more detail the behaviours that we require of you and what constitutes misconduct. These include, but are not limited to:

- Policy on Dignity and Respect

- No Space for Hate
- Sexual Misconduct and Harassment Policy
- Unacceptable Behaviour Policy (when communicating with staff)
- Smoking on Campus Policy
- Social Media Policy
- IT policies, including Principal Information Security Policy, Use of Information Systems Policy, Network Management Policy, and acceptable use guidelines

3. Glossary

3.1. The Glossary sets out definitions of terms used in DMU policies and regulations.

3.2. Misconduct is defined by the University as inappropriate behaviour, including but not limited to the following:

- Towards other people: behaviours that negatively affect the working and learning environment of others; violent, threatening, abusive or anti-social behaviour or language; physical misconduct; coercion, sexual misconduct; harassment; bullying; victimisation; making malicious complaints or allegations; breach of the DMUK Equality, Diversity and Inclusion Policy; use of weapons; hate crimes; distributing or publishing information that is offensive, threatening or illegal; initiation ceremonies or associated behaviors.
- Behaviours towards other people include abuse or misuse of power, position or knowledge through means intended to undermine, humiliate, denigrate or injure the recipient. It may occur in public or in private and may arise from the combination of an authoritarian personal style in the aggressor and a lack of assertiveness and self-confidence in the person victim.
- The rationale for the inclusion of this is due to the DMUK description of bullying, being ongoing, when the misuse of power could be a one-off occurrence.
- Towards the University or its community: damage to University property; unauthorised use of University property including IT networks; theft, fraud, deceit, deception and bribery; creating an obstruction that prevents a person or the University from operating normally; causing a

potential or actual health and safety incident; possession, supply and production of psychoactive substances (including drugs) -; causing unreasonable reputational damage to the University or to a member of the University; failure to comply with a penalty issued for previous misconduct; failure to produce ID or comply with a reasonable request from a member of staff; unauthorised possession of an offensive weapon.

- In professional settings connected to your programme for which there may be additional and specific codes of conduct with which you need to comply.

4. Responsibilities

4.1. The University Senior Management: The University Senior Management is responsible for ensuring the Student Misconduct and Disciplinary Policy is in line with De Montfort University, Leicester.

4.2. Head of Departments: The Head of Departments and line managers have a day-to-day responsibility for overseeing the implementation of this policy and ensuring all members of the University community are supported in disclosing and reporting incidents of alleged unacceptable conduct by students.

4.3. Students: Students are responsible for familiarising themselves with this policy and reporting unacceptable conduct of other students when it occurs.

5. Penalties

5.1. A penalty will usually be given if an allegation of misconduct is proven. The penalty will depend on the nature of the misconduct and its impact, and will typically range from a warning to expulsion from the University. Examples of misconduct and associated penalties are provided below. Suppose the responding student is studying on a programme that leads to a qualification that includes the right to practise in a particular profession (e.g., nursing) and a case of misconduct against them is upheld. In that case, the penalty may include preventing them from practising in that profession.

5.2. An Authorise(Head of Student Development) may impose one or more of the penalties set out below for a minor breach of this policy:

- A verbal warning as an informal resolution.

- That the Student is prevented from undertaking certain University activities (including the Global trips and other events and Sport activities, representing DMU). This penalty will only be imposed after consultation with the Academic Director.

- A formal reprimand (verbal warning), confirmed in the form of a written note, which will be kept on the Authorised Officer's file for three full terms. This penalty will be most appropriate in cases that can be resolved relatively informally, where the responding student admits the charge, expresses genuine regret for having committed the offence, and where the complainant is satisfied that the matter has been satisfactorily resolved. A written warning which will be kept on the Authorised Officer's file and the student's university record for a period of one academic year. A formal reprimand will be issued only once. Any further breaches of the Student Misconduct and Disciplinary Policy will likely result in a more severe disciplinary penalty or referral to a disciplinary committee.

- A requirement that the student make an apology to any person or persons named (usually the reporting student). This may be made in writing or verbally, depending on the circumstances of the case, and the Authorised Officer must approve the wording.

Notwithstanding any penalty imposed by the Authorised Officer, the Authorised Officer may also order a student found to have committed a disciplinary offence to reimburse the University for any costs reasonably incurred by the University in carrying out any necessary repairs or replacing any items requiring replacement arising from any damage caused by the student or for which the student is responsible.

5.3. Where a responding student is found to have committed a major breach of this policy, the Chair of the Disciplinary Committee (President or Executive Director) may impose one of the following penalties or requirements:

- Formal Written Warning

- Formal Reprimand

- A requirement to provide conclusion / medical evidence from a psychotherapist

- Partial ban from the University campus and/or buildings

- Scholarship/discount suspension

- The Disciplinary Committee may resolve to create a unique sanction(s)

for the student to learn from their experience.

- Permanent expulsion from the University

5.4. The Disciplinary Committee may, upon a student giving a firm undertaking to fulfil a condition or conditions, suspend the imposition of a penalty for so long as the student satisfies the condition or conditions. This will enable the Disciplinary Committee to consider any welfare or pastoral issues the student is experiencing and direct them to seek appropriate assistance. This may be achieved by arranging an interview with a member of the Student Development Staff, who can then refer the student to the appropriate aid. Any failure by the student to fulfil such condition(s) shall be treated as a major offence and referred to the Disciplinary Committee.

5.5. The University has a statutory duty to refer a student to the Independent Safeguarding Authority where that student has been terminated from training because their behaviour is believed to pose a risk of harm to children and/or other vulnerable people. Only the Designated Senior Member of Staff may make such a referral on the recommendation of the Disciplinary Committee.

5.6. The University will, where possible, share relevant investigation findings, the reasoned determination and relevant sanctions with the complainant and witnesses. 'Relevant' investigation findings and sanctions are those which have a direct impact on the complainant or witness.

6. Support

6.1. Support will be provided to all students (reporting, responding and any witnesses) involved in an allegation of misconduct. Confidential support about the process is available from Student Development Services. It is important to seek support if the situation is negatively impacting your well-being or mental health. The Wellbeing Team offer mental health support to students at DMUK.

7. Identification and reporting of alleged or actual student misconduct

7.1. The University is committed to providing support and protection to those in the greatest need, and wherever possible, students with the most challenging circumstances are afforded that protection. Through this policy, we aim to assist students in identifying and accessing resources and support which will guide them through what can be a difficult and distressing time.

7.2. All students, including the reporting student, the responding student and any witnesses, are supported by the university through plans which are made as part of this process, for example, a risk assessment and access to Mental Health support via the Wellbeing Team. There will be an expectation that all reasonable efforts are made to commit to any plan from both the university and the students.\

7.3. All students can let us know/choose to report something that has happened. Any report that is logged will be triaged so that the appropriate points of escalation, resources and support are put in place for the reporting student, the responding student and any witnesses.

7.4. Students can disclose something that has happened anonymously. Choosing to submit a report anonymously means that we will be unable to contact you, and therefore, we cannot support you.

7.5. If you would like to speak to someone or need direct support or guidance, please contact the Student Development team at sds@dmuk.edu.kz or Reception desk.

7.6. Anonymous disclosures will enable us to monitor trends and build a picture of issues across DMUK where people do not feel able to reveal personal information. This will inform support and prevention work across DMUK on tackling bullying, harassment and sexual misconduct.

7.7. DMUK will not generally take steps such as investigating the complaint, initiating disciplinary or other formal proceedings or passing information on to third parties to take the report further, unless you have chosen to report with contact details (and you agree to this action).

7.8. However, there are certain circumstances in which DMUK may take steps such as those listed above, even where an anonymous disclosure is received (in which case action will be taken on a 'no names' basis). This is usually where concerns arise for your safety or the safety of another person. Your privacy, your rights – data protection at DMUK, together with our separate guidance notes on duty of care and confidentiality, for further information.

7.9. A report of alleged misconduct may be submitted by:

- Another student
- A member of staff
- A visitor to the University community
- A person external to the University whose behaviour impacts the reputation of the University and/or could harm members of the public or

the University community.

7.10. The University will not disadvantage the reporting student for reporting the alleged or actual misconduct of another student, other than if the reporting student makes a report on malicious grounds. We strongly encourage the reporting student to talk to a member of staff or the DMUK Students' Union if, despite this assurance, you have a misconduct allegation that you do not feel you can raise without doing so anonymously.

You should also contact the appropriate emergency services to report a serious incident.

8. Confidentiality

8.1. The University aims to manage misconduct allegations confidentially. It will be necessary for a limited number of people to be aware of the details of the allegation for the investigation to proceed. Depending on the stage of the Student Misconduct and Disciplinary Procedure, these people will include staff who administer and manage the allegation, who undertake the investigation, are named in the allegation, are witnesses to the matters it raises, are part of a panel that considers the allegation or who are asked to review an appeal against a misconduct outcome.

8.2. Where an allegation of misconduct is concluded, the reporting student will be notified and, if the responding student's behaviour is found to have had an adverse impact on the reporting student, the University will offer a remedy for that impact. It is not always possible to advise the reporting student of all the outcome details; however, where a non-contact or similar agreement is put in place, or where the student against whom the allegation has been upheld has been excluded from the University, this will be communicated to the reporting student.

9. Dignity and Respect

9.1. All students and staff engaging in the Student Misconduct and Disciplinary Procedure must behave with dignity and respect for each other. The process may be halted in cases of unreasonable behaviour. The University may further utilise the Student Misconduct and Disciplinary Policy in cases where behaviours constitute misconduct.

10. Student Misconduct and Disciplinary Procedure

10.1. This Procedure will be used to investigate and respond to any reports of misconduct, noting that there is a separate policy for reports of sexual misconduct and harassment.

10.2. If you plan to submit an allegation of misconduct, or if an allegation of misconduct has been made against you, please read the Student Misconduct and Disciplinary Policy and this Procedure so that you understand the process.

10.3. The DMUK Students' Union is available to provide students with independent advice. Mental Health support is available from the Wellbeing Team.

10.4. If you decide to make an allegation of student misconduct, we ask that you do so normally within three months of the incident occurring, unless there are exceptional circumstances, so that we can engage with the matter swiftly. Reports of sexual misconduct and harassment are not time-limited.

10.5. This Procedure sets out the expected timescales for each stage of the process. We will always notify you if we are unable to meet the published timescale and provide the reason why.

10.6. The reporting student will not be disadvantaged in their studies or in any other way if you make an allegation of misconduct. The only exception to this position is when you make an allegation on malicious grounds, in which case we may take disciplinary action against you. The responding student will not be disadvantaged if the case is not proven.

10.7. Staff involved in the management of responding to a report of alleged misconduct, including the investigation, hearing and appeal stages, will have appropriate experience and/or training. Measures will also be put in place by the University to ensure that any member of staff involved in the process does not have any conflict of interest.

10.8. The responding student's fitness to study will be considered if there is evidence to suggest that they are potentially not fit to engage with their programme at this time. The Student Misconduct and Disciplinary Procedure will normally be suspended temporarily if the University decides that fitness to study needs to be addressed first through the Students of Concern Policy. The University may still implement Temporary Precautionary Measures.

Consequences of Non-compliance

10.9. Failure to act in accordance with this policy or to comply with any arrangements put in place to receive, investigate, monitor and respond to a report of alleged student

misconduct will be considered a serious matter, and shall be dealt with under the relevant Disciplinary Procedure for students and staff.

10.10. If a student has any concerns about a potential breach of this policy, they should submit a report of their concerns initially and without delay to the Senior Management of the University, who will allocate it to an appropriate member of staff for investigation. their line manager or Dean or Director.

11. Reporting misconduct

11.1. Reports of alleged misconduct may be made to any staff member who will then remit it urgently to the Student Development Services or the Security team when outside of normal working hours. The staff member will need your name, name/s of the student/s you are reporting and general information about the alleged misconduct. If you have been the victim of behaviour which may constitute a criminal offence, you are strongly advised to report it to the police as soon as possible.

12. Initial assessment of the misconduct report

12.1. On receipt of a report of alleged misconduct, the Student Development services in receipt of the report will assess whether the alleged misconduct is major or minor and determine the process to be adopted. The case may be considered under a different policy, if appropriate.

12.2. Where a case is considered to be serious misconduct, a risk assessment will be completed and reviewed within 2 working days of the full details of the alleged misconduct being received (refer to section 16 part 1, below, for more details).

13. Acknowledgement of the misconduct report

13.1. Within 5 university working days of the University receiving a report of alleged misconduct, we will:

- Provide a written acknowledgement to the person making that report.
- Notify the student/s about whom the alleged misconduct report has been made.

- This will include what the allegation is,
- Explain how the allegation will be considered under the Student Misconduct and Disciplinary Procedure or other relevant procedure,
- Consider the seriousness of the allegation and any Police involvement,
- Confirm the need for confidentiality to enable a fair process, and
- Allocate an investigator appropriate to the allegation and the students involved.

14. Investigating alleged minor

14.1. Following the acknowledgement process, a minor misconduct case will be investigated by a member of staff who is either and be appointed by the President:

- Head of Student Development Services (The Authorized Officer)
- From your Faculty, the Head of Department
- The Security Manager for incidents which occur on university premises.

14.2. The member of staff will investigate the alleged misconduct and will gather any supporting evidence. The process typically involves meeting with the reporting student and any witnesses, as well as reviewing any relevant evidence.

14.3. As part of the process, the responding student will then be invited to attend a meeting to discuss the allegations and to provide their response, including any mitigation. The responding student may be accompanied to this meeting by a Student Companion. They will be given 5 university days' notice of the meeting, which may be held in person or online via one of the University's approved online platforms. They will also be provided with any supporting evidence that has been collected by the member of staff relating to the allegation as set out below.

14.4. We strongly advise the responding student to attend the meeting. However, they may choose (i) not to attend the meeting and/or (ii) to make written representations, including any mitigation they consider relevant. If they choose not to attend, consideration of their case will proceed in their absence, and a conclusion will be reached.

14.5. The Authorised Officer investigating the alleged misconduct may be accompanied to the meeting by another member of staff with whom they will form a judgement on

the case after meeting or having considered any representations they make.

14.6. Within 10 university working days of that meeting, the outcome will be confirmed in writing. The outcome of the meeting will be one of the following:

- There is insufficient evidence to show on the balance of probabilities that misconduct occurred.
- The responding student admits misconduct
- Exceptionally, and in response to matters raised in the meeting with the responding student by the University, further investigation is required, and a follow-up meeting will be held once that investigation has concluded. This follow-up process will normally conclude within 5 working days and the responding student will receive a further written outcome.
- The case will be referred to a Disciplinary Committee because there is now new evidence to suggest that the alleged misconduct is major.

15. The right to appeal against a penalty imposed by an Authorised Officer

15.1. If the responding student disagrees with the outcome or penalty imposed by an Authorised Officer, they may appeal the decision on the following grounds:

- The procedure has not been followed appropriately, or;
- The decision is unreasonable and/or a disproportionate penalty has been imposed; or
- There is new information/evidence that was not reasonably available before.

15.2. An appeal should usually be submitted to the Head of Student Development within 10 university working days of receiving the original outcome in writing. The appeal will be considered by the Head of Student Development Services or their nominee, unless they have previously been involved in the case, in which case it will be referred to Academic Services.

15.3. An acknowledgement of receipt of the appeal will be sent within 5 university working days, and this will be followed by a review outcome within 10 university working days of the date of the acknowledgement being sent.

15.4. The Student Development Team will retain records of upheld cases of misconduct.

16. Investigating alleged major misconduct

16.1. Following the acknowledgement of the report as set out in paragraph 13, cases of alleged major misconduct will be managed in two parts: (i) Risk Assessment and (ii) Investigation and Disciplinary Committee.

Part 1: Risk Assessment

16.2. Within 2 university working days of receiving a report of alleged major misconduct, the University will undertake a risk assessment to consider if any immediate actions, in addition to investigation, need to be put in place. A Risk Assessment Panel will be set up to consider these matters which will be chaired by the Head of Student Development or the Academic Director (or their nominee) Head of Security (and any other members of staff as required (including a member of staff from the IT Team) depending on the nature of the alleged misconduct. If the risk assessment panel concludes that no additional actions are needed, the case will proceed to Part 2: Investigation and Disciplinary Committee.

16.3. There are four possible actions in addition to investigation that may arise from a risk assessment that the University will consider depending on the nature of the alleged misconduct:

- Temporary Precautionary Measures
- Engagement with a police or court process.

16.4. The Risk Assessment Panel will oversee the coordination of actions and communications if more than one action is required.

16.5. Temporary Precautionary Measures will be put in place if the University considers there is an actual or potential risk to any individuals in the University community (including the responding student) arising from the alleged misconduct. These measures may also be implemented where there is a potential or immediate risk to University premises or facilities, or to the overall reputation of DMUK. As their name suggests, the actions are neutral. They do not pre-determine the outcomes of the investigation and the Disciplinary Committee. Measures the University may take can include, but are not limited to:

- Suspending the responding student from their programme;
- Excluding the responding student from all or part of university

premises, or use of facilities.

- Establishing a non-contact agreement with another member of the University, which may include putting additional measures in place to ensure the safety of members of staff.

- In the case of an allegation against a university employee, the employee may be suspended on a precautionary basis where appropriate and in accordance with the relevant staff disciplinary procedure.

16.6. The University will inform the affected parties in writing if any of these measures will be put in place. The measures will be reviewed every four weeks, or more frequently if necessary, and the student will be provided with an update. Where non-contact agreements are put in place, the University will inform the student(s) concerned.

16.7. As part of the risk assessment, the university will also consider if the temporary precautionary measures applied will impact the responding student's studies:

16.8. Where it is determined that the responding student will have full access to relevant learning resources, the University will permit the student to continue with their studies.

16.9. Where it is determined that the responding student has partial access to relevant learning resources, the University will consider whether it is academically possible and appropriate to put in place a special scheme of study that enables them to continue their studies differently. The feasibility of this option is dependent on the nature of the programme of study.

16.10. Where it is determined that the responding student does not have sufficient access to relevant learning resources, the University will usually suspend their registration until the temporary precautionary measures have been lifted and/or the outcome of the investigation has been concluded. The purpose of this action is not to penalise the responding student, but to ensure that they are not academically disadvantaged by not having sufficient access to resources. If the temporary precautionary measures are lifted and/or if the outcome of the misconduct hearing allows them to continue with their studies, the University will consider whether it is academically possible and/or necessary to put in place a special scheme of study to support their continuation best. The feasibility of this option is dependent on the nature of the programme of study.

16.11. Suppose a student is suspended from the University for more than an entire block of study. In that case, the Student Development Team will be contacted and offered the opportunity to take a Leave of Absence, or to withdraw entirely from their

studies.

16.12. If a student is suspended for more than 12 calendar months or one entire academic year, the University reserves the right to deregister the student from their programme of study. Notice of deregistration will be given to the student, and they will have the opportunity to respond if they do not wish to be deregistered.

16.13. The faculty representative of the Risk Assessment Panel will lead the judgment about the academic feasibility of these options.

16.14. The responding student's fitness to study will be considered if there is evidence to suggest that they are potentially not fit to engage with their programme of study at this time. The Student Misconduct and Disciplinary Procedure will normally be suspended temporarily if the University determines that the student's fitness to study needs to be addressed first through the Students of Concern Policy. The University may still implement Temporary Precautionary Measures.

16.15. Any breach of Temporary Cautionary Measures will be considered a breach of the Student Misconduct and Disciplinary Policy, and, as such, the process outlined in that policy will be followed.

16.16. Our engagement with the police or court process will occur where:

- The responding student's alleged misconduct is a criminal offence against the University, and we will decide whether to report this matter or
- The University receives a report that the reported student has allegedly committed a criminal offence off University premises

We are requested to provide information about the reported student in accordance with the Data Protection Law of Kazakhstan.

16.17. Depending on the nature and impact of alleged misconduct the University may apply Temporary Precautionary Measures as set out above and will generally suspend the Student Misconduct and Disciplinary Process while criminal proceedings are in progress. Where the responding student is acquitted of a criminal offence, we may subsequently progress the Student Misconduct and Disciplinary Procedure if there is evidence that the alleged misconduct was in breach of our Student Misconduct and Disciplinary Policy.

16.18. If the alleged misconduct is a criminal offence against another individual (e.g., a student or staff member), it will generally be that individual's decision as to whether they report the matter to the police. The University will provide information to any student reporting alleged misconduct that may also be a criminal offence, on the

options and support available to them.

Part 2: Investigation and the Disciplinary Committee Hearing

16.19. Major misconduct reports will be investigated by a staff appointed by Seniour management The Investigating Officer (IO) will endeavour to complete the investigation promptly; however, there may be circumstances outside the University's control, e.g., the availability of witnesses, that delay the process. The investigation process will include the following sequence of actions:

16.20. Within 5 university working days of the University receiving a report of alleged sexual misconduct or harassment, the Investigating Officer will:

- Provide a written acknowledgement to the person making that report and explain what happens next.
- Notify the student/s about whom the report has been made, which will include what the allegation is and how the allegation will be considered under the Student Misconduct and Disciplinary Procedure.
- Provide both parties with information about support that is available through the University.Confirm the need for confidentiality to enable a fair process.

16.21. Within 10 university working days of receiving the report, the IO will arrange a meeting with all relevant parties to consider the events.

16.22. Once all parties have been consulted, the IO will draft a report of their findings and make a recommendation regarding the next steps. This may include seeking additional evidence, seeking advice from external agencies, such as the police, or referring the matter to a Disciplinary Committee Meeting. All parties will be kept informed on a regular basis of the action being taken by the University and any adjustments needed to the timescales (and the reasons for that).

16.23. Where a responding student admits in writing to an offence which would normally be put to a Disciplinary Committee, the Chair of the Disciplinary Committee will undertake a review of the written submission. The Chair alone may decide what penalty, if any, is to be imposed, taking into account any written statement of mitigation provided by the responding student. If the Chair believes the case to be sufficiently serious to require a hearing, they may decide to convene a hearing. The Chair may consult the designated senior member of staff when making a decision on penalty or other matters. The responding student has the usual right of appeal to the Disciplinary Appeals Committee.

16.24. If the responding student denies the offence, or if the Chair of the Disciplinary

Committee believes that a hearing should be convened in the case where the offence is admitted, the Clerk to the Disciplinary Committee shall arrange a hearing of the Disciplinary Committee.

16.25. If the case is to be referred to a Disciplinary Committee Meeting, a date will be scheduled and notified to all parties, giving at least 10 working days' notice.

16.26. The case file will be provided to the responding student and the panel at least 5 working days before the panel is due to meet.

16.27. The role of the Disciplinary Committee is to:

- Review the investigation report and any supporting documentation that both the responding student and the panel have received.
- Hear from the Investigating Officer who will present the case.
- Hear the responding student's response to the findings and any mitigating circumstances they wish to present
- Hear from witnesses that may be called by the responding student or by the University
- Ask questions of those present
- Determine the outcome and notify the responding student of any penalty
- Determine the outcome and notify the responding student of any penalty in their absence.

16.28. The Disciplinary Committee will comprise the following people, who must not have had any prior involvement with any of the parties involved in the case:

- A member of the Senior Management team will chair the committee.
- Academic Director or its nominee
- Head of Student Development team
- University lawyer
- A member of staff who has been trained in the misconduct process or who has experience of such cases.

16.29. The responding student is entitled to be accompanied to the Disciplinary Committee

meeting by a Student's Companion as defined in the glossary to these regulations.

16.30. If a responding student admits to misconduct and/or does not dispute the investigation findings, they may choose to waive their right to attend a Disciplinary Committee to present their case.

16.31. There are other circumstances in which the responding student may choose not to attend the Committee meeting. These include:

- They choose to submit written evidence rather than attend in person
- Their health or well-being means that it is not possible for them to do so
- They choose not to engage with the process.

16.32. If the responding student chooses not to or does not attend, the Committee will generally proceed in their absence and base its decision on the available information.

16.33. The outcome of a Disciplinary Committee will be that either the case is not upheld, and no further action will be taken, or that the case is upheld, and a penalty will be imposed. Where a penalty is imposed, the responding student will be informed of the reason for the penalty.

16.34. The responding student will normally be notified of the outcome of the Panel within 5 university working days of the hearing.

17. The right to appeal against a penalty imposed by a Disciplinary Committee

17.1. An appeal against the Disciplinary Committee decision can be submitted within 10 university working days of the responding student being notified of the outcome. An appeal can only be submitted on the following grounds:

- The University has failed to follow its procedure adequately
- A disproportionate penalty has been imposed
- The responding student has new information/evidence that was not available previously for good reason.

17.2. The responding student's appeal submission will be considered by the Head of Student Development. In cases where the responding student is registered on a

programme leading directly to a professional qualification or the right to practise a particular profession or calling, a member of the relevant practice area or profession will be consulted as part of the appeal. The outcome of a disciplinary appeal will either be:

- Dismiss the appeal
- Uphold the appeal and either (i) refer the matter to a new Disciplinary Committee or (ii) impose and alternative penalty

18. Equality, Diversity and Inclusion

18.1. This policy is underpinned by DMUK's commitment to fostering a respectful, inclusive, and equitable environment where all individuals are valued, treated with dignity, and feel safe and supported to be able to study and work to their full potential. It aims to protect students from unacceptable behaviour by other students.

18.2. In particular the policy will help students study in an environment free from harassment, intimidation or abuses of power.

19. Related policies

The following policies should be read in conjunction to this policy as many relate to student and staff conduct.

The General Regulations and Procedures Affecting Students contains all general rules and regulations that apply to all DMU students.

19.1. The Glossary sets out definitions of terms used in DMU policies and regulations.

19.2. The Sexual Misconduct and Harassment Policy explains what action will be taken when the University receives reports of alleged sexual misconduct.

19.3. The Dignity and Respect Policy sets out expectations for students' behaviours.

19.4. The No Space for Hate Policy aims to ensure students and visitors are able to challenge behaviour which does not respect the rights and dignity of others and to raise genuine complaints about hate, harassment or bullying without fear of victimisation.

19.5. Smoking policy

19.6. Student social media policy

19.7. The Unacceptable Behaviour Policy explains DMU's commitment to providing a fair, consistent and accessible service and explains what action will be taken when unacceptable behaviours are demonstrated.

19.8. The Staff to Student Relationship Policy (Oralbek Akmaral) explains that DMU prohibits members of staff from entering into any intimate relationship with a student where the relations were not pre-existing.

19.9. The Student Complaints Procedure (Mutharaju Ramapura Sunil) set out the procedures to be followed when a student is dissatisfied about something the University has or has not done.

The Academic Integrity and Misconduct Policy sets out the procedure to be followed when alleged academic misconduct has occurred.

20. Document and version control information

Version control information	Details
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Owner	Head of Student Development Services
Author	Head of Student Development Services
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