

Being investigated under the Disciplinary Code for Students

All students of UAL are expected to conduct themselves in a way that is respectful and observes the rights and feelings of fellow students, University staff and visitors. All reports of misconduct are looked into impartially and confidentially.

If you are contacted about a potential breach of the Disciplinary Code for Students it may be in relation to something you are already aware of or it could be the first you have heard about it. Either way, we will ensure you receive full details of the allegations:

- The initial email sent to you will outline the allegations in brief
- You will have to attend an investigation meeting with a Dean (or nominee) where full details will be presented. You will have a chance to ask questions and to explain your side
- In more serious cases, a hearing will be convened. You will receive the same documentation as the panel, including any evidence submitted

You will also be invited to provide any supporting evidence you wish to have taken into consideration.

Legal considerations

If the police become involved in your case, the University may pause its own disciplinary process until any legal proceedings have concluded. Whatever outcome arises following legal action, it does not preclude the University from continuing its own investigation later, nor from determining a different outcome.

It is not necessary to have legal representation at a disciplinary hearing.

If you are suspended while an investigation takes place, it means that:

- No decision has been made either way as to whether the allegations are true
- Senior staff have considered a temporary, neutral suspension is the best option for all concerned, and to ensure the investigation can be fairly conducted
- Your access to UAL may be restricted. This might include the main UAL buildings, classroom teaching and online resources, including your UAL email account.
- If site access is restricted, you will still be able to attend pre-arranged meetings with SU advisors or the UAL Counselling service.
- If class access is restricted, you will be unable to attend any classes or submit any assessments. Where possible, your Course Team will support you to retrieve any work and assessments you have missed if the suspension is later lifted.

The disciplinary procedures adhere to the principles of natural justice, which means you are entitled to an unbiased process and, if required, a fair hearing. However, a hearing panel does not need the same legal standard of proof required in a criminal court. To conclude that you have breached the Disciplinary Code, the panel will use “the balance of probabilities” rather than “beyond reasonable doubt”. This is applied on a sliding scale, with greater proof required the more serious the allegation.

Support available to you

We understand it may be difficult to go through the disciplinary process and would encourage you to make contact with the appropriate support services:

The **Students' Union Advice Service** offers independent, confidential advice on a range of issues. Advisers can accompany you to disciplinary meetings and advise you on how the UAL procedures work:

Email: advice@su.arts.ac.uk

Telephone: 020 7514 6270

Website: www.arts-su.com/advice

UAL Counselling Service offers free, confidential one-to-one counselling. You can speak to a counsellor in private, and they will listen to and support you. They can also help you access support from a range of other agencies:

Email: counselling@arts.ac.uk

Telephone: 020 7514 6251

Website: <https://www.arts.ac.uk/students/student-services/counselling-health-advice-and-chaplaincy/counselling>

Confidentiality

Any information you share with the University will be treated as confidential. The information about your case will not be shared with anyone else without your express consent.

We also usually ask that you refrain from discussing the situation more widely than necessary so that the impact is limited to those directly involved.

Disciplinary Hearing

If referred to a hearing, an independent panel of senior University staff and a student representative from the SU will meet to review your case. You will be invited to attend the meeting (usually held virtually via Teams) and can have someone in attendance with you for support.

The panel will ask you questions, and you can present your side of the case. The panel will then deliberate as to whether you have breached the Disciplinary Code for Students. If they agree that you have, they will then decide which penalties to apply. You will be invited back to hear the outcome.

You can appeal the outcome if you believe it was unfair in the circumstances.

Potential Outcomes

- The allegations may be dismissed without further action
- We may attempt to resolve things informally, for example by issuing you with a warning, asking you write a letter of apology or requesting that you agree to certain standards of behaviour in future
- In more serious breaches, you may be suspended for an extended period until a Student Disciplinary Hearing can be convened
- The Hearing Panel have the power to impose a range of sanctions, including expulsion
- If you are to return to your studies, mediation may be suggested as a way to manage your relationship with other students going forward
- You are entitled to confidentiality during the disciplinary process. The reporting student/s will be informed when the process has concluded and any considerations that may be needed for the future, but they will not hear the details of the outcome.