

# Student Disciplinary Procedure

Effective from 1 September 2025

## Introduction

1. The Student Disciplinary Procedure ('**The Disciplinary Procedure**') is applicable to **all registered** students and should be read in conjunction with the [Student Disciplinary Policy](#) ('the Policy') and [any relevant investigation protocol](#).
2. The Disciplinary Procedure sets out how the University investigates reports of non-academic student misconduct.
3. Reports against admitted students not currently registered at the University will be investigated at the discretion of the Academic Registrar.
4. Newcastle University has a [Student Charter](#) that sets out the University's expectations for the standards of conduct of ALL of its students. These behavioural values are essential to the proper functioning of an academic community and include:
  - Behaving in a responsible manner that will foster mutual respect and understanding between all members of the University community;
  - Complying with all reasonable requests from University employees;
  - Being considerate to neighbours and members of the wider community, especially in relation to noise levels and rubbish;
  - Acting within the law.
5. The Disciplinary Procedure is not used for:
  - **Academic misconduct (i.e. cheating)**. Reports of academic misconduct are investigated under the [Student Academic Misconduct Procedure](#).
  - **Complaints regarding the actions of a University employee**. Concerns about the behaviour of any University employee will be investigated in line with the [Student Complaints and Resolution Procedure](#).
6. The Disciplinary Procedure includes five investigation protocols that give more information on how the following specific misconduct categories will be investigated by the University:
  - [Discrimination and Hate-Related Misconduct](#);

- [Sexual Misconduct](#);
- [Antisocial Behaviour and Noise Nuisance](#);
- [Dangerous Behaviours at Organised Student Socials \(including dangerous initiations\)](#);
- [Safeguarding Issues Involving Drugs](#).

## Access, Support and Guidance

7. We understand that being involved in disciplinary proceedings can be a stressful experience. You may find it helpful to seek support and advice via the following services:
  - [Student Health and Wellbeing Service](#)
  - [Registry and Education Services](#)
  - [Student Advice Centre of the Students' Union](#)
8. Both Student Responders and any Student Reporters will be provided with a separate named contact from the Registry and Education Services, who can answer any questions relating to the procedure, and keep students informed about the progress of the case. This is in addition to any support provided by the Student Health and Wellbeing Service.
9. If you are disabled or have any additional support needs, you can request adjustments or other arrangements and the University will seek to put in place for you while your disciplinary case is being considered.
10. Additionally, you may wish to speak to your personal tutor/supervisor about submitting a [Personal Extenuating Circumstances](#) form for consideration if you feel your studies may have been/may be adversely affected by the Disciplinary investigation.
11. If you are required to attend any meetings throughout this process, you may choose to be accompanied by a friend or supporter. We strongly encourage you to access this support. Please see the [guidance on the role of a friend or supporter](#) which outlines the role your friend or supporter may take in any proceedings. Your friend or supporter may not represent you, answer questions on your behalf or cross-examine witnesses, but may be asked to contribute a statement if appropriate.

## Student Disciplinary Procedure

12. Reports of misconduct against Newcastle University students can be submitted in writing or in person. To submit a report of misconduct or to arrange a meeting, reporters should email [casework@ncl.ac.uk](mailto:casework@ncl.ac.uk).
13. Where a report has been submitted in writing, the reporter may be invited to attend a meeting to discuss the details of the report, provide clarification, and for relevant facts and evidence to be gathered.
14. There are three levels at which a student disciplinary case may be considered:

- Local Resolution (Level 1)

An Authorised Person in the Student Responder's School, service or residence may investigate the reported circumstances and decide on appropriate action to be taken.

- Formal Investigation (Level 2)

Where reports of misconduct are not minor, there is repeated or persistent misconduct, or there has been a lack of engagement with the Level 1 process, a formal investigation will take place. A Case Officer will be appointed to investigate the case and the outcome will be determined by the Academic Registrar after consideration of all the available evidence.

- Student Disciplinary Committee (Level 3)

Where the Academic Registrar determines that a case is sufficiently serious or complex, the case will be referred to a Student Disciplinary Committee for further consideration.

15. Reports of misconduct about any registered student may be investigated and determined at any level. Investigations do not necessarily need to progress through each of the levels in turn, and the case can be forwarded to a higher level if the Authorised Person feels it would be more appropriate.

### Level 1: Local Resolution

16. Most reports of minor misconduct are considered and determined by an Authorised Person in the relevant Academic Unit, service or residence.
17. Student Responders will be informed in writing of the report made against them and any available evidence and will be given the opportunity to respond to the report.
18. After considering all the evidence available to them, the Authorised Person will decide on an appropriate outcome, which may include sanctions being imposed on the Student Responder (see: [Appendix 1](#)).
19. Any Student Responder in a Level 1 disciplinary investigation will be informed, in writing, of the outcome of the case by the Authorised Person and will be given details of how to appeal the decision made.
20. Any named Student Reporter(s) will also be informed in writing of the outcome of the case and how to appeal the decision made.
21. Under some circumstances, the Authorised Person may decide it is more appropriate for the case to be referred to Level 2 of this procedure. This includes where:
- The reported misconduct is more serious than originally thought
  - The Student Responder has not engaged with the Level 1 investigation
  - There has been repeated or persistent misconduct.

## Level 2: Formal Investigation

22. Formal reports of misconduct will be dealt with centrally by the Registry and Education Services.
23. An impartial Case Officer will be appointed to undertake an investigation.
24. Student Responders will be informed in writing of the report against them and any available evidence, and will be given the opportunity to provide a written statement to inform the investigation.
25. Where the reported circumstances suggest that there may be a risk to any member of the University community, the wider community or the University's reputation, a risk assessment will be carried out and interim precautionary actions may be imposed. This is in line with the [University's Student Conduct Risk Management Procedure](#).
26. Student Responders may be asked to attend an interview to discuss the circumstances reported. This is intended as an opportunity to provide a formal response to the report(s), provide any clarification or to present any mitigating circumstances for consideration.
27. Notes will be made of any meetings held under Level 2 of the Procedure, but these will not be word for word. Notes of meetings will be shared with student attendees.
28. Meetings may not be recorded, unless this is a specific adjustment required for access reasons.
29. The Student Responder and any Student Reporter(s) will be given the opportunity to submit any additional evidence for consideration. Types of evidence may include:
  - Witness statements
  - Screenshots or copies of emails, text messages, social media posts
  - Medical notes
  - Photographs or videos
  - Bank statements or financial receipts.
30. If either the Student Responder or Student Reporter(s) wishes to submit witness statements in support of their testimony, it is their responsibility to request these statements. Witness statements should be emailed directly to [casework@ncl.ac.uk](mailto:casework@ncl.ac.uk) by the relevant witness(es).
31. Student Responders are expected to respond to the details of the report and be present in person at any interview or hearing. However, if they fail to engage or attend, without good reason, the University may proceed in their absence.
32. Level 2 investigation outcomes will be determined by the Academic Registrar or their nominee after consideration of all available information and evidence. They can determine one of the following:
  - That misconduct has not been found and no further action should be taken

- That misconduct has not been found and to provide advice and guidance to the responder and/or reporter.
- That misconduct has been found and can be dealt with appropriately under the Academic Registrar's possible sanctions at Level 2. See [Appendix 1](#) for a list of available sanctions.
- That the investigation has identified sufficient evidence of more complex, repeated or serious misconduct that the matter should be referred to a Student Disciplinary Committee under Level 3.

33. If the matter has been concluded under Level 2, the Student Responder and any named Student Reporter(s) will be informed in writing of the outcome of the investigation, associated sanctions, whether any interim precautionary actions remain in place, and their right to appeal any decisions made.

### Level 3: Student Disciplinary Committee

34. More complex, repeated or serious reports of misconduct will be considered by a Student Disciplinary Committee.

35. The Student Responder and any Student Reporter(s) will be informed in writing within 7 calendar days of the Academic Registrar's decision if their case is to be heard by a Student Disciplinary Committee.

36. The Student Responder and any Student Reporter(s) will be notified of the constitution of the Student Disciplinary Committee. If either party has any concerns about the impartiality of any member of the Student Disciplinary Committee, they should raise this within 5 working days by emailing [casework@ncl.ac.uk](mailto:casework@ncl.ac.uk) and a review of the Committee membership will be undertaken.

37. The Student Responder and any Student Reporter(s) will be given at least 7 calendar days' notice of the date of the Student Disciplinary Committee hearing.

38. If either the Student Responder, the Student Reporter(s) or their supporters is unable to attend the scheduled Student Disciplinary Committee, they may ask for it to be rescheduled and their request will be considered by the Chair of the Committee. The hearing may only be rescheduled once.

39. Any requests for additional documentation to be considered or witnesses to be present at the Student Disciplinary Committee should be made at least 5 working days in advance of the hearing date. Any requests made after this time will be considered by the Committee Chair.

40. The Chair of the Committee may then request the presence of witnesses but is unable to compel their attendance.

41. The Student Responder will be provided with all documentation at least 7 calendar days in advance of the Student Disciplinary Committee.

42. Any Student Reporter(s) will be invited to attend the Student Disciplinary Committee

as a witness to the event, to present their own evidence, and to answer any further questions by Committee members.

43. If the Student Reporter(s) does wish to attend the Student Disciplinary Committee, they will be provided with all documentation at least 7 calendar days in advance of the hearing.
44. If the Student Reporter(s) does not wish to attend the Student Disciplinary Committee, they will not be compelled to do so and may wish to submit an additional statement for the Student Disciplinary Committee's consideration.
45. Any Student Reporter(s) who does not choose to attend the Student Disciplinary Committee will not receive a copy of the committee documentation but will be informed in writing of the outcome.
46. After considering all the evidence available, the Disciplinary Committee will make a decision on an appropriate outcome, which may include sanctions, where misconduct is established. The possible outcomes available to the Disciplinary Committee are:
  - That misconduct has not been found and no further action should be taken
  - That misconduct has not been found and advice and guidance should be provided to the responder and/or reporter.
  - That misconduct has been found and an appropriate sanction should be given. The list of possible sanctions at this level is provided in [Appendix 1](#). These are also given under the four protocols that accompany this procedure.
47. The Student Responder will be informed of the outcome of the Student Disciplinary Committee in person if possible and in writing after the hearing. A letter stating the full reasons (the '**Statement of Reasons**') for the decision will be sent via email, usually within 14 calendar days.
48. Any Student Reporter(s) will also receive written notification of the outcome and a copy of the Statement of Reasons.
49. Both the Student Responder and any Student Reporter(s) will have the right to appeal against the outcome of the Student Disciplinary Committee.

#### [Risk assessment and precautionary measures](#)

50. If the reported misconduct relates to behaviours that could pose a risk to the safety or security of any member of the University community, or to the University's reputation, a Risk Assessment will be carried out, in line with the [Student Conduct Risk Management Procedure](#).
51. Information relating to the personal circumstances of the Student Responder and any Student Reporter(s) will be gathered by the Case Officer before or during the initial meetings and will be forwarded to a Risk Assessment panel who will decide whether any precautionary measures should be put in place to mitigate against

identified risks.

52. Any precautionary measures imposed will be subject to regular review by the Risk Assessment Panel, and do not imply that the University has prejudged the case.
53. The Student Responder and any Student Reporter(s) will have the right to appeal against any precautionary measures imposed, or to request a review of the Risk Assessment Plan.

## Appeals

54. Student Responders and any Student Reporters have the right to appeal against any decision made as part of the disciplinary investigation or associated risk assessment process.
55. Appeal requests must be submitted in writing to [casework@ncl.ac.uk](mailto:casework@ncl.ac.uk) within 21 calendar days of the date of the Decision Letter and should include a clear rationale for the appeal, including the relevant grounds.

### Appeals against interim precautionary measures

56. Appeals against interim precautionary measures must meet one or more of the following grounds:
- Procedural irregularity during the risk assessment process
  - The precautionary action is disproportionate to the reported circumstances
  - Bias or prejudice on the part of the risk assessment panel.
57. Appeals against interim precautionary measures will be considered by the Academic Registrar (or appropriate nominee). The outcome of appeals against interim precautionary measures will be provided in writing, normally within 7 calendar days of the receipt of the appeal.

### Appeals against disciplinary decisions or sanctions

58. Appeals against disciplinary decisions or imposed sanctions must meet one or more of the following grounds:
- New material evidence is available that was not previously reasonably available;
  - Procedural irregularity;
  - Bias or prejudice;
  - Excessive or inappropriate sanction;
  - The decision was one that no reasonable person/committee could have reached on the evidence available.
59. Appeals against disciplinary decisions or imposed sanctions will be considered by the University Disciplinary Convenor. If they admit an appeal for reconsideration, it will be considered as follows:
- Appeals against Level 1 and 2 outcomes - the Disciplinary Convenor will appoint a member of the Disciplinary Panel who was not involved with the original case to consider the appeal. They may consider the appeal based on written



submissions and copies of the relevant case documentation only, or they may call a Disciplinary Appeal Committee hearing if they believe this would give more appropriate consideration to the case.

- Appeals against Level 3 outcomes - the appeal will normally be considered by a Disciplinary Appeal Committee. This may either be via a full appeal hearing, or via a consideration of the case documentation and any written submission alone. The Disciplinary Convenor will decide whether a full re-hearing is required or only a reconsideration of the sanction.

60. The arrangements for a Disciplinary Appeal Committee hearing are the same as for a Student Disciplinary Committee hearing, although with new committee members. The decision of the appeal may confirm, change or remove the original disciplinary decision or sanction.

61. Where there has been a full re-hearing of the case, as if for the first time, the appeal options are still available for either the Student Reporter or Student Responder, as before.

62. Where the case has just reconsidered the sanctions imposed, or where the Disciplinary Convenor determines that there are no grounds to your appeal, the appeal request will be dismissed. The decision of the Disciplinary Convenor or Disciplinary Appeal Committee is final. At that point the procedures of the University will be exhausted and you will be issued with a Completion of Procedures ('**CPL**') letter.

63. If you are dissatisfied with the outcome offered by the University, you can seek an external review by submitting a complaint to the External Ombudsman, the Office of the Independent Adjudicator for Higher Education ('**the OIA**') via the [OIA website](#). Complaints to the OIA must be submitted within 12 months of the date of the CPL.

64. The original decision will remain valid while an appeal is being considered.

### Confidentiality

65. The University operates under the principles of natural justice. As such, the Student Responder has the right to be made aware of any report submitted against them and all available accompanying evidence. If any document includes personal or sensitive information, redactions may be made prior to sharing.

66. The University will not normally investigate reports made about another student anonymously. However, where a report is made in confidence, the University may consider whether it is appropriate for the Reporter's name any other identifying details to be removed from the report before it is shared with the Student Responder.

67. The Student Disciplinary Procedure is an internal and confidential process. All parties – including any friends or supporters – should respect this confidentiality and treat all information as confidential, especially with regard to the date of other people.



Where confidentiality is breached, this may be treated as an act of misconduct.

68. Sometimes it is necessary to share details of the Disciplinary investigation with other University employees so that appropriate processes can be followed and support can be offered to all affected parties. In these instances, case details will be limited and the information will be shared in confidence, in line with General Data Protection Regulations.
69. If, during the course of the investigation, any safeguarding issues are identified or if the University believes that any person is at serious risk of harm, we have a legal duty to follow safeguarding procedures and refer the matter to the Student Health and Wellbeing Service in the first instance.

### Concurrent criminal investigations

70. If the reported misconduct is also being investigated by the Police or the criminal justice system, the University may decide to put its internal investigation on hold until the external proceedings have reached a conclusion.
71. Precautionary actions, such as no-contact instructions or temporary suspensions, may still be taken whilst a University case is on hold. The Student Responder may request an interruption of studies whilst a Police investigation is carried out, but will be required to engage with the Student Disciplinary Procedure before re-commencing with their studies.
72. The University is not bound by the outcome of any police or criminal proceedings, but it may choose to take these into account when determining the outcome of the case.

Document control	
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## Appendix 1: Examples of misconduct and possible outcomes

Please also see the following investigation protocols for further specific examples of misconduct considered under this procedure:

- [Anti-Social Behaviour and Noise Nuisance](#)
- [Dangerous Behaviours at Organised Student Socials \(including dangerous initiations\)](#)
- [Discrimination and Hate-Related Misconduct](#)
- [Safeguarding Issues Involving Drugs](#)
- [Sexual Misconduct](#)

### A: Possible disciplinary sanctions

Sanction	Level 1	Level 2	Level 3
No further action	X	X	X
Advice and guidance given – no misconduct	X	X	X
Minor misconduct noted on record	X	X	X
Antisocial fine	X	X	X
Written warning	X	X	X
Final written warning		X	X
Suspension			X
Deferred expulsion			X
Expulsion with immediate effect			X

### B: Examples of misconduct and indicative levels of the procedure

Example of misconduct	Indicative level of procedure
Disruption or interference with University activities whether on University premises or elsewhere, including the illegal or obstructive occupation of University premises	1
Intentional or reckless damage to the property of the University or members of its community.	1

Misuse or unauthorised use of University premises, facilities or property.	1
Obstruction of, or improper or fraudulent interference with, attendance monitoring of any student by the University.	1
Using another student's smartcard to provide a false identity.	1
Failure to treat others fairly and with respect. This applies to all communication methods both online and offline.	1 or 2
Behaviour which brings the University into disrepute.	1 or 2
Failure to comply with a previously- imposed Disciplinary sanction, or failure to cooperate with a University disciplinary investigation when requested to do so.	2 or 3
The use of inappropriate behaviours or language directed towards another person. Examples include being violent, threatening, coercive, indecent, abusive, aggressive, humiliating, inconsiderate or disrespectful whether in person or via text, telephone, email or social media.	2 or 3
Conduct which constitutes or may constitute a criminal or unlawful offence.	2 or 3
Physical violence towards another person.	2 or 3
Gaining admission to a programme of study by providing materially false or misleading information, or not disclosing information that may have materially and adversely affected the success of an application.	N/A – Following investigation, Academic Registrar may withdraw registration
Harassment of any student, employee, or visitor to the University. This includes bullying, hate-related incidents and discrimination related to a person's actual or perceived age, disability, gender, race or ethnicity, religion or belief, pregnancy or maternity, sex, sexual orientation.. See: <a href="#">Investigation Protocol for Discrimination and Hate-Related Misconduct</a>	
Anti-social behaviour and/or noise nuisance, including noise disturbance in the local community: see: <a href="#">Investigation Protocol for Antisocial Behaviour</a>	

<a href="#">and Noise Nuisance</a>	
Dangerous behaviours at organised student social events: see: <a href="#">Investigation Protocol for Dangerous Behaviours at Organised Student Socials (including Initiations)</a>	
Safeguarding issues involving drugs: see: <a href="#">Investigation Protocol for Safeguarding Issues involving Drugs</a>	
Any sexual misconduct, including harassment, stalking, assault, or violence: see <a href="#">Investigation Protocol for Harassment and Sexual Misconduct</a>	

## Appendix 2: Glossary of Terms

The **Academic Registrar**, or nominee, is a senior member of staff in the University with responsibility for considering and determining reports of student misconduct.

**Authorised Person:** an employee of the University who is authorised to undertake disciplinary investigations. This is usually a Head of School or Accommodation Manager (or nominee) for Level 1 cases, and a member of Registry and Education Services for Level 2 cases.

**A Case Officer:** is a member of Registry and Education Services authorised to undertake Level 2 student disciplinary investigations on behalf of the University.

**Disciplinary Appeal Committee:** a Committee made up of two independent senior University employees, appointed by the University Disciplinary Convenor and who were not involved in the original investigation, and a Students' Union Sabbatical Officer, whose role is to assess an appeal against a Disciplinary decision or sanction.

**Registry and Education Services**, are appointed by the Academic Registrar to act on the Academic Registrar's behalf to investigate student disciplinary cases.

**Sanction:** a penalty that is imposed on a student when it is decided that there has been behavioural misconduct. See [Appendix 1](#) for a list of examples of misconduct and their indicative sanctions.

**Student Disciplinary Committee:** a Committee made up of one or three impartial senior University employees, chosen by the University Disciplinary Convenor, whose role is to assess evidence presented to them and decide on an outcome and any related sanctions. Members of Student Disciplinary Committees are appointed by the University Education Committee and undergo extensive training on numerous topics relating to disciplinary cases.

**Student Reporter:** a student who makes a report of misconduct about another student.

**Student Responder:** the student who is the subject of a report of misconduct.

**University Disciplinary Convenor:** A senior academic employee appointed by the University Education Committee (UEC) to convene Student Disciplinary and Disciplinary Appeal Committee hearings. The Disciplinary Convenor is supported by a Deputy Disciplinary Convenor.