



UNIVERSITY OF THE
WEST of SCOTLAND

UWS

University
Senate

Student Code of Conduct and Procedures for Student Discipline

2025/2026

Student Code of Conduct and Procedures for Student Discipline

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Procedure Author – Dr Alison Gilmour, Director of Learning and Teaching Enhancement

Procedure Owner – Professor Rachel Cragg, Pro Vice Chancellor Learning, Teaching and Student Success

Parent Policy Statement – Learning, Teaching and Student Success Policy Statement

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Changes and Reason for Changes – The Student Code of Conduct has been developed to bring together a number of existing Procedures: Student Discipline; Student Academic Integrity; Conduct, Competence and Fitness to Practise; Student Suspension; Criminal Convictions and Charges; and Student Conduct in Examinations.

Student Code of Conduct: Overview

The University is committed to creating an excellent student experience and enhancing opportunities for students to achieve success. Students are representatives of the University and are expected to behave in a way that enhances our reputation and allows us to meet our commitment to student success.

All students are expected to:

- conduct themselves in an appropriate manner, at all times, on and off campus in their interactions with staff, other students and visitors to the University;
- co-operate with all members of staff, including those responsible for the safety and security of the University community;
- uphold the values of academic integrity throughout their studies;
- comply with the expectations and commitments set out in the [Learning, Teaching and Student Success Policy Statement](#).

Six procedures sit under this Student Code of Conduct in the following chapters 1-6. These outline the expected conduct and possible disciplinary action for breaches of the Code for both academic and non-academic misconduct.

- Procedure for Student Discipline (Chapter 1)
- Student Academic Integrity Procedure (Chapter 2)
- Conduct, Competence and Fitness to Practise Procedure (Chapter 3)
- Student Suspension Procedure (Chapter 4)
- Criminal Convictions Procedure (Chapter 5)
- Student Conduct in an Examination (Chapter 6)

Chapters 1, 2, 4, 5 and 6 of this Student Code of Conduct apply to all UWS students, except where they are otherwise outlined in an approved collaborative or other formal partnership agreement.

The University provides several programmes that lead to entry into a profession or additional professional qualification for which academic criteria alone are not sufficient. The University, in conjunction with other professional bodies, has a duty of care to ensure that students are fit to practise in their chosen profession. Being fit to practise means having the skills, knowledge, good character and good health to do the job safely and effectively. Students on these programmes are subject to conduct, competence, or fitness to practise requirements. These are considered under the Conduct, Competence, and Fitness to Practise Procedure (see Chapter 3). After proceedings under this Conduct, Competence and Fitness to Practise Procedure have been carried out, students may be referred to Senate Disciplinary Committee under the Procedure for Student Discipline (see Chapter 1).

Records and publication

When there are breaches of the Student Code of Conduct that lead to the implementation of any of the above Procedures, students may then be referred to the relevant Committee/Panel. A record of cases (and outcomes) is maintained by the Secretary of Committees/Panels who hear cases of student conduct and an annual report is considered at Senate.

Appeals

An appeal is a request to review a University decision on student engagement, assessment, progression, award, withdrawal from a programme, and student disciplinary cases. Students are allowed to appeal a decision of:

- The Senate Disciplinary Committee
- A Conduct, Competence and Fitness to Practise Committee
- A Doctoral College Review Board
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School panel (for engagement/attendance)
- A Student Academic Integrity Panel
- An Extenuating Circumstances deadline
- Any other Committee, Board or Panel of the University that makes decisions on the matters listed above.

For further information on the Appeals process, see chapter 6 of the Regulatory Framework and the [Student Appeal Procedure](#).

Chapter 1: Procedure for Student Discipline

Introduction

The University is committed to creating an excellent student experience and enhancing opportunities for students to achieve success. Students are representatives of the University and are expected to behave in a way that enhances our reputation and allows us to meet our commitment to student success. All students of the University are expected to:

- conduct themselves in an appropriate manner, at all times, on and off campus, in their interactions with staff, other students, and visitors to the University;
- co-operate with all members of staff, including those responsible for the safety and security of the University community;
- uphold the values of academic integrity throughout their studies;
- comply with the expectations and commitments set out in the Learning, Teaching and Student Success Policy Statement.

This procedure applies to all students. Additionally, Students on programmes subject to conduct, competence, or fitness to practise requirements are considered under the Conduct, Competence, and Fitness to Practise procedure (see Chapter 3).

Definitions of misconduct

The University recognises two categories of misconduct: academic and non-academic. Appendix A sets out what constitutes misconduct and provides a non-exhaustive list of examples. This Procedure also applies to students who assist other students to commit misconduct.

Allegations of misconduct

The University considers allegations of misconduct from members of University staff, students, external examiners, members of the public, or by the host institution when a student is on placement or exchange. Allegations must be referred to the appropriate Authorised Officer without delay.

Authorised officers

The nature of the allegation determines which Authorised Officer considers the allegation:

Context	Authorised Officer	Details
Academic Misconduct		
Academic practice	Dean of School	Alleged misconduct occurring in academic activity except for submission of assessment.
Submission of assessment	Chair of Student Academic Integrity Panel	Alleged breaches of academic integrity in the completion of assessment.
Non-academic Misconduct		
University Departments and Services	Relevant Head of Department or Service	Alleged misconduct relating to, for example:

		The library Use of University IT and the computer network Any activity taking place elsewhere on University premises Student Residences
Outside of the University	Pro Vice-Chancellor (Learning, Teaching and Student Success)	Alleged misconduct taking place outside the University.
Students' Union	Chief Executive of the Students' Union	Alleged misconduct occurring in or relating to the use of Students' Union premises or any other area under the control or direction of the Students' Union.
Partner Institution (International Exchanges)	Lead Contact as identified in the collaborative agreement or partnership agreement	Any alleged misconduct that takes place while the student is studying at a partner institution overseas.
Placements	Dean of School	Alleged misconduct occurring while a student is on placement.

In cases where the Dean of School is not acting as the Authorised Officer, the Dean is informed of the allegations.

The Authorised Officer may report to the Police any allegation that a criminal offence has been committed. Students who are victims of alleged criminal activity are encouraged to report this to the Police.

Investigation

The Authorised Officer appoints a UWS Investigating Officer who investigates the alleged misconduct and prepares a report detailing the findings. This report is presented to the Authorised Officer for consideration.

Cases of academic misconduct relating to submission of assessments are reviewed through the Student Academic Integrity Procedure (see Chapter 2).

Investigation and Precautionary Suspension

At times, as a precautionary measure, the University may need to suspend students to protect staff and students of the University or members of the public. Such suspension is applied under the Student Suspension Procedure (see Chapter 4). Students are then subject to the procedure below.

The Dean of School (alleged academic misconduct) or Pro Vice-Chancellor (Learning, Teaching, and Student Success) (non-academic misconduct) appoints a UWS Investigating Officer.

The Investigating Officer investigates the alleged misconduct and prepares a report detailing findings. This report is presented to the Dean of School or the Pro Vice-Chancellor (Learning, Teaching, and Student Success) for consideration.

In cases where the suspension relates to ongoing criminal investigation, the University's investigation is normally delayed until the outcome of a criminal investigation or trial is known.

At the end of legal proceedings, the following applies:

- If there is no conviction, for example, a verdict of not guilty or not proven, or the case is timed out, the Dean of School or Pro Vice-Chancellor (Learning, Teaching, and Student Success) appoints a UWS Investigating Officer who investigates the alleged misconduct and prepares a report detailing findings. This report is presented to the Dean of School or the Pro Vice-Chancellor (Learning, Teaching, and Student Success) for consideration.
- If there is a criminal conviction, the case is referred to the Criminal Convictions Panel under the Criminal Convictions and Charges Procedure.

Referral to the Senate Disciplinary Committee

After reviewing the investigation report, the Authorised Officer, Dean of School or the Pro Vice-Chancellor (Learning, Teaching, and Student Success) either refers the case to the Senate Disciplinary Committee for action or takes no further action.

Students are informed of this decision in writing by the Authorised Officer, Dean of School or the Pro Vice-Chancellor (Learning, Teaching, and Student Success).

For cases considered under the Student Academic Integrity Procedure, students may be referred to the Senate Disciplinary Committee.

The Senate Disciplinary Committee

The Senate Disciplinary Committee has the membership and remit as prescribed in the University Senate Committee Framework.

The process set out in Appendix B at the end of this chapter is followed by Senate Disciplinary Committee when considering a case of alleged misconduct.

As an exception, the Chair of Senate Disciplinary Committee has the authority to consider a case via Chair's action rather than referring the case to a full Senate Disciplinary Committee. This is at the discretion of the Chair, following an evaluation of the case and discussion with the Secretary to the Committee.

When determining proportionate action, the Senate Disciplinary Committee (or Chair via Chair's action) considers the scale and severity of the misconduct and any extenuating circumstances.

Where students have been sentenced by a criminal court in respect of the alleged misconduct, the Court's sanction is also considered.

Senate Disciplinary Committee decisions:

Decisions	Action
No case to answer	None
Reprimand	Students receive a warning advising them of the consequences of similar future conduct.
Failure of component of assessment or whole module, with loss of attempt	• If academic misconduct is found, the Committee decides whether a component(s) of a module or the whole module is failed. • If this sanction is applied, the academic result for the individual component of assessment, or module, is reduced to zero. Students lose an assessment attempt. Students are allowed any remaining re-assessment opportunities that apply to that component of assessment or module. • If the above results in failure of the module - after a third and final attempt (Undergraduate) or second and final attempt (Postgraduate) - students have no further attempts at the module and are not allowed to repeat it.
Suspension for a specific period	• Students are suspended from attending the University or Partner Institution for a period not exceeding one academic year. • A suspension requires the approval of the Pro Vice-Chancellor (Learning, Teaching and Student Success).
Expulsion	Students are expelled from the University with immediate effect. • As part of this sanction, the Committee may decide that students have no further rights of application and enrolment to the University. • An expulsion requires approval from the Pro Vice-Chancellor (Learning, Teaching and Student Success). • Where the student is subject to UK immigration legislation the University reports the expulsion to UKVI.

In addition to the above outcomes, the Senate Disciplinary Committee may identify other actions.

Chapter 1 - Appendix A

Examples of misconduct

The University recognises two categories of misconduct - Academic and Non-academic misconduct.

Academic Misconduct

Students are required to uphold the values of academic integrity. Academic integrity means a commitment to, and upholding of the values of honesty, trust, fairness, respect, responsibility and courage in learning, teaching, research and engagement with the University community. Breaches of academic integrity are considered as academic misconduct. Academic misconduct is any type of cheating in any assessment to obtain an unfair advantage, for example:

- **Collusion** – defined as two or more students working together without the prior authorisation of appropriate academic staff to produce the same or partially the same piece of work, and then attempting to present this work as their own;
- **Contract cheating** – defined as commissioning academic work, including the use of essay mills or purchasing of work;
- **Falsification of data / results** – defined as the misrepresentation of the results of experimental work or the presentation of fictitious results;
- **Subversion** of, or attempts to circumvent, similarity software and other anti-cheating protocols;
- **Bribery** – defined as the paying, offering or attempted exchange of inducement for information or material intended to advantage the recipient in an assessment;
- **Personation** – defined as a substitute taking the place of a student in an examination, preparing coursework for assessment on behalf of another student or submitting coursework for assessment that has been prepared by someone other than the student to whom the resulting grade would be attributed;
- **Submission of material generated by artificial intelligence** where such material has not been specifically deemed appropriate for that assessment item;
- **Cheating in an examination** by accessing unauthorised material before or during an examination;
- **Failure to obtain appropriate ethical approval** for research or data collection activities; and
- **Plagiarism** - by attempting to gain credit through using the work of another person including the use of the work of other students (past or present), unacknowledged use of published material presented as own work, or reusing work previously submitted for assessment (self-plagiarism), unless approved

by the programme team through deliberate programmatic design.

Plagiarism includes the following:

- the extensive use of another person's material without reference or acknowledgement and the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
- the substantial and unauthorised use of the ideas of another person without acknowledgement;
- copying other students' work with or without their knowledge or agreement; and
- the unacknowledged quotation of phrases from another's work.

Non-Academic Misconduct

Non- academic misconduct includes:

- a) **Bringing the University or an associated professional, statutory and/or regulatory body into disrepute**
- b) **The intentional or reckless damage or defacing of University or third party property.** This also includes the unauthorised occupation of University land or premises.
- c) **Inappropriate Conduct** such as:
 - Endangering the safety or wellbeing of others.
 - Violent, indecent, disorderly, threatening or offensive behaviour towards any student, member of staff or visitor to the University.
 - Violent, indecent, threatening or offensive language (whether spoken or in writing, including electronically) whilst on University premises or engaged in any University activity, including the use of University IT systems while off campus.
 - Improper interference with the functions or activities of the University or any student, member of staff or any visitor to the University.
 - Misappropriation or misuse of University funds or assets.
 - A breach of the University's IT Acceptable Use Statement.
 - Distributing or publishing material, electronically or otherwise, that is offensive, intimidating, threatening, indecent or illegal.
 - Failure to disclose any relevant criminal charges or convictions as required by the Criminal Convictions Procedure.
 - Possession, use, or sale of controlled substances.
 - Criminal misconduct that:
 - takes place on University premises; or
 - affects or concerns other members of the University community; or

- damages the good name of the University; or
 - brings into question issues of professional practice.
- Failure to comply with a previously-imposed penalty under this Code.
- Dishonesty where the student holds an office of responsibility in the University.

Chapter 1 - Appendix B

Procedure for Each Stage of the Senate Disciplinary Committee Process

Procedure	Senate Disciplinary Committee
Informing students	• In cases where the alleged misconduct involves more than one student, the Senate Disciplinary Committee considers all of the cases at the same time. • Students are notified of the date and time of the disciplinary meeting by email (UWS student email account) with at least 10 working days' notice. • Students are required to confirm their attendance a minimum of five working days before the date of the meeting.
Location of the meeting	• The meeting of the Senate Disciplinary Committee is held online.
Prior to the meeting	• Students with additional support requirements may arrange this, e.g., a BSL interpreter, in advance of the meeting. • Students are expected to inform the Secretary to the Senate Disciplinary Committee at least five working days before the meeting of the name and status of any representative, or witnesses who will be present. • Students have the opportunity to review any documents that are considered by the Committee. • Students are allowed to send any documents that they wish to be considered to the Secretary to the Senate Disciplinary Committee. Such documents must be sent at least five working days before the meeting.
Membership of the Committee and attendance at the meeting	• The Senate Disciplinary Committee has the right to invite any relevant internal/external staff or witnesses to attend the meeting. • Minimum attendance for academic misconduct includes one Co-Chair, a student representative, and another member of the Senate Disciplinary Committee. • Minimum attendance for non-academic misconduct includes one Co-Chair, a student representative, and three members of the Senate Disciplinary Committee. • Exceptionally, a member of the Committee may need to send their apologies to the meeting once

	the date has been confirmed. In such cases they submit their considerations to the Chair.
Student attending the meeting	- Students are allowed to be accompanied by a supporter, such as: - An advice worker from Students' Union; - A friend; - A relative - And any further support required under Equality legislation. - Accompanying supporters must not be legal representatives. - Where students fail to attend, the Senate Disciplinary Committee proceeds with the meeting considering the case and reaching a decision.
Hearing the case	- The Chair outlines the case, and the student presents written or oral evidence to support their case. - The student is allowed to question any witnesses only through the Chair. - Any member of the Senate Disciplinary Committee has the right to question those in attendance, with the exception of student supporters.
Reaching a decision	The Senate Disciplinary Committee considers the case and the evidence presented and reaches its decision in private.
Communicating the decision	- The Secretary to the Senate Disciplinary Committee communicates to students the decision and any penalties imposed by email within five working days of the meeting. - The communication of the decision gives reasons for the decision and advises students of the right of appeal. - The decision is reported to the School.

Chapter 2: Student Academic Integrity Procedure

Introduction

All UWS students are expected to uphold the values of academic integrity. This chapter outlines the University's approach to detecting, investigating and, where appropriate, disciplining incidences of breaches of academic integrity, including plagiarism.

Definitions

A breach of academic integrity is defined as any attempt to gain an unfair advantage and includes but is not limited to:

- Collusion – defined as two or more students working together without the prior authorisation of appropriate academic staff to produce the same or partially the same piece of work, and then attempting to present this work as their own;
- Contract cheating – defined as commissioning academic work, including the use of essay mills or purchasing of work;
- Falsification of data / results – defined as the misrepresentation of the results of experimental work or the presentation of fictitious results;
- Subversion of, or attempts to circumvent, similarity software and other anti-cheating protocols;
- Bribery – defined as the paying, offering or attempted exchange of inducement for information or material intended to advantage the recipient in an assessment;
- Personation – defined as a substitute taking the place of a student in an examination, preparing coursework for assessment on behalf of another student or submitting coursework for assessment that has been prepared by someone other than the student to whom the resulting grade would be attributed;
- Submission of material generated by artificial intelligence where such material has not been specifically deemed appropriate for that assessment item;
- Cheating in an examination by accessing unauthorised material before or during an examination;
- Failure to obtain appropriate ethical approval for research or data collection activities; and
- Plagiarism - by attempting to gain credit through using the work of another person including the use of the work of other students (past or present), unacknowledged use of published material presented as own work, or reusing work previously submitted for assessment (self-plagiarism), unless approved by the programme team through deliberate programmatic design. Plagiarism includes:
 - the extensive use of another person's material without reference or acknowledgement and the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
 - the substantial and unauthorised use of the ideas of another person without acknowledgement;
 - copying other students' work with or without their knowledge or agreement; and
 - the unacknowledged quotation of phrases from another's work.

Where students are suspected of breaching the University's expected standards of academic integrity, there is an investigation, and students may face disciplinary action.

Poor academic practice, e.g., weak referencing or lack of understanding of proper practice, does not in isolation represent a breach of academic integrity. However, repeated acts across multiple submissions may be considered a disciplinary matter depending on the severity.

Detecting plagiarism and other breaches of academic integrity

To support detection of breaches of academic integrity:

- All written assessments must be submitted electronically as Microsoft Word documents, unless another format has been requested by or agreed with the module co-ordinator/PGR supervisor¹;
- The University's plagiarism detection software is used in conjunction with other means of detection to analyse assessment submissions in all modes where text-based plagiarism may be an issue;
- Where it is suspected that students submit work that is not their own, e.g., contract cheating, use of material generated by artificial intelligence where such material has not been deemed appropriate that assessment item, the module co-ordinator/PGR supervisor (or nominee) may take approaches to verify students' work such as requesting plans and draft work, or interviewing students to form a judgement on whether or not students produced the work themselves.

For other breaches of academic integrity, any relevant evidence from the module co-ordinator/PGR supervisor (or nominee) may be provided, including email correspondence and testimony, and the outcomes of any interview to determine the provenance of the work. The Student Academic Integrity Panel has the authority to ask students questions to investigate any alleged improper conduct or reports of academic misconduct.

Academic Integrity Panel

Any suspected case of breach of academic integrity standards is referred in the first instance by the module co-ordinator/PGR supervisor (or nominee) to the Chair of the Student Academic Integrity Panel in the relevant School.

The Dean of School is responsible for the appointment of Chairs of Student Academic Integrity Panel in their School. Each School determines the specific membership of its Student Academic Integrity Panel with the expectation that each Panel consists of a minimum of:

- Chair or co-Chairs, approved by the Dean of School; and
- Two members of academic staff from the School, appointed by the Student Academic Integrity Panel Chair.

Schools may retain a wider active pool of chairs and panel members to provide sufficient staffing for panels throughout the academic year.

Where possible, the Panel membership is reflective of the diversity of the School. It is recommended that Schools convene a minimum of two Panels per term to allow for fast resolution of allegations and communication of outcomes to students.

The referrer of a suspected breach of academic integrity does not serve as a member of that Panel for the purpose of considering the case, but, where requested, attends the Panel for the purpose of presenting evidence.

It is the responsibility of the module co-ordinator/PGR supervisor (or nominee) to collect and present evidence to the Student Academic Integrity Panel. Where appropriate, e.g., cases where a similarity report does not adequately capture alleged academic integrity breach, the Panel may seek additional information from the student and relevant staff through a conversation.

The Appendix at the end of this chapter outlines the process for the operation of Student Academic Integrity Panels within Schools. The Panel meets to review referrals and may meet the module co-ordinator/PGR supervisor (or nominee.) The Panel determines whether there is a case to answer.

- Where there is no case to answer, the referrer is notified, and the process is at an end.
- Where there is a case to answer, and it is a first referral, the Panel reaches an indicative decision (decision 2, 3 or 4). The indicative decision is sent to students. Students are required to respond within five working days to accept the indicative decision. The Panel then confirms the final decision in writing. If students do not respond or do not wish to accept the indicative decision, students are requested to attend the Student Academic Integrity Panel for the case to be considered.
- Where there is a case to answer, students are requested to attend the Student Academic Integrity Panel when it is a second referral or the indicative decision has not been accepted.

The Panel Chair informs the students in writing of the alleged breach of academic integrity and invites students to attend the Panel in support of their case. Students have the right to be accompanied to the Panel by a supporter. The person nominated cannot be a solicitor or speak on behalf of students. The main aim of allowing students to have someone with them is to support them through the process. Students have the option to submit a written statement and any other additional information to the Panel in lieu of attending the Panel meeting. The final decision is then confirmed, in writing, after the meeting.

The Panel determines whether there has been a breach of academic integrity and, if so, the appropriate action required. The Student Academic Integrity Panel has the power to choose from the following outcomes and actions. Outcomes are communicated by University student email in a timely manner.

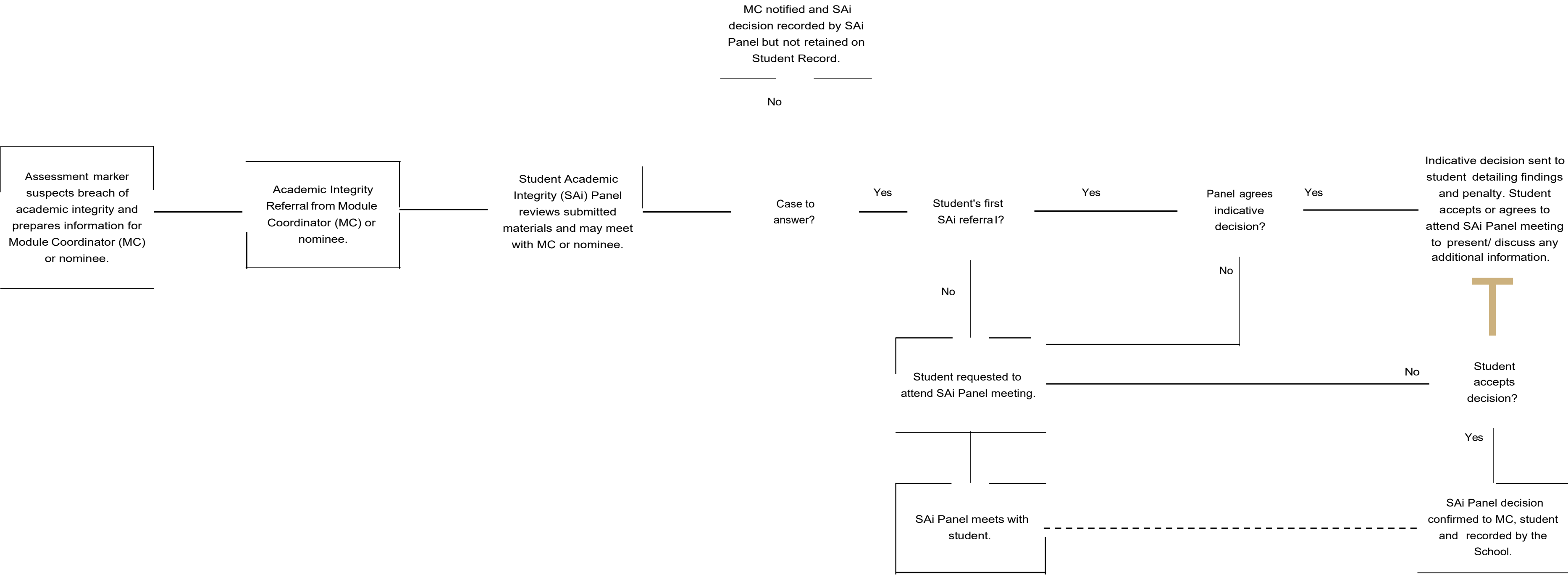
Class	Decision	Penalty/Action	Additional guidance
1	No case to answer	No penalty.	No finding. No record is retained.
2	Poor academic practice	Clear feedback is given to students to improve the academic integrity of their work.	If poor academic practice is evident, the Panel may recommend additional engagement with academic training and support. Record of decision is kept by School.

3	Minor	Students receive a formal written warning that they have breached the University expectations for academic integrity.	The original assessment is not assessed and students are required to resubmit. The Panel may require resubmission with loss of attempt and/or the resubmission grade capped at the threshold mark of the module. The Panel may ask students to undertake remedial activity, such as development of academic skills. Record of decision is kept by School.
4	Major	The disciplinary process is invoked. This may result in penalties including reprimand, suspension, or expulsion from the University.	Students are referred to the Senate Disciplinary Committee.

Students have the right to appeal decisions of the Panel (see introduction.)

Where appropriate, students may also be subject to the Conduct, Competence and Fitness to Practise Procedure (see Chapter 3).

Students are encouraged to seek support during this process by contacting Students' Union Advice Workers (<https://www.uwsunion.org.uk/advice/>)



Chapter 3: Conduct, Competence and Fitness to Practise Procedure

Introduction

The University provides a number of programmes that lead to entry into a profession or additional professional qualification for which academic criteria alone are not sufficient. The University, in conjunction with other professional bodies, has a duty of care to ensure that students are fit to practise in their chosen profession. Being fit to practise means having the skills, knowledge, good character and good health to do the job safely and effectively.

This Procedure sets out the way in which cases involving professional issues, which affect competence, conduct and fitness to practise are managed by the University.

Scope of this Procedure

This Procedure applies to programmes that are accredited by professional or regulatory bodies and are subject to conduct, competence or fitness to practise codes or standards. Schools and programme leaders ensure that students are aware of the relevant codes via the student programme handbook and other means of communication.

The student programme handbook provides more detail on the role, function and requirements of the relevant professional, statutory or regulatory body. All students taking programmes covered by Fitness to Practise must sign an undertaking to comply with expected professional standards before starting their programme of study.

All Schools with programmes that are covered by this Procedure appoint a designated member (designated person) of staff to co-ordinate and be responsible for the implementation of this procedure.

Concerns, Complaints and Referrals

The University has a responsibility to investigate complaints, allegations and potentially adverse information about students enrolled on any programmes covered by Fitness to Practise. This Procedure applies to any complaints, allegations or information, from whatever source, that relate to:

- behaviour that could put students or others at risk;
- conduct that is incompatible with the desired characteristics of a professional practitioner, ranging from minor to serious misconduct;
- conduct that is considered to be 'misconduct' under the University's Student Code of Conduct;
- relevant criminal charges or convictions; and
- competence issues, including a lack of capability, that could prevent students from performing their chosen profession safely and effectively.

(note: this list is not exhaustive.)

Procedure for Student Discipline

The Student Code of Conduct applies to all students. After proceedings under this Conduct, Competence and Fitness to Practise Procedure have been carried out,

students may be referred to Senate Disciplinary Committee under the Procedure for Student Discipline (see Chapter 1).

Communication with professional and regulatory bodies

Schools make students aware that proceedings under this Procedure may be reported to the relevant professional or regulatory bodies. Such reports do not prevent the University from dealing with the matter under this Procedure.

Suspension from studies or practice

At times, as a precautionary measure, the University may need to suspend students to protect staff and students of the University or members of the public. Such suspension is applied under the Student Suspension Procedure (see Chapter 4). Students are then subject to the procedure below.

Protocol: Stage 1

Investigation

Schools bring complaints, allegations and information about students enrolled on a professional programme to the attention of the relevant Programme Leader and designated person for the purposes of this Procedure.

The initial outcomes are:

- No further investigation or action required
 - The Programme Leader and the designated person may agree that the matter is dealt with informally and does not merit further investigation.
- Further investigation required
 - Where it is agreed that further investigation is required, students are informed in writing by the designated person and invited to attend a Stage 1 meeting.

Stage 1 meeting – notification and procedure

The Stage 1 meeting is scheduled as soon as practicable following the investigation, and not more than ten working days since the matter was first identified. Students attend meetings on their home campus or via video conference.

The letter inviting students to a Stage 1 meeting includes:

- the nature of the concern;
- the date, time and location of the Stage 1 meeting (note: students are normally given at least five working days' notice of the meeting);
- the meeting attendees. Normally, the meeting is chaired by the designated person and observed by another member of University staff;
- confirmation of students' right to be accompanied at the meeting by a friend, relative, a sabbatical officer or a student representative from the Students' Association (not a legal representative);
- students' right to provide a written or oral statement at the meeting;
- students' right to review documents in advance of the meeting;
- students' right to submit documents in advance of the meeting
- the potential outcomes of the Stage 1 meeting; and

- a copy of this Procedure.

Students with additional support requirements may arrange additional representation, e.g., a signer if they have a hearing impairment, for the meeting.

If the proposed date or time of the meeting are not suitable for students or their companions, the re-arranged meeting takes place no later than five working days after the original date. Where students fail to attend without advance notification, the designated person proceeds with considering the matter and reaching a decision.

Repeat professional issue

Matters that concern repeat professional issues are referred directly to Stage 2 of this Procedure. This approach is taken where students have previously had a sanction imposed at Stage 1 of this Procedure and a further referral is made for a similar repeat professional issue.

Stage 1 Conduct of meeting

At the Stage 1 meeting, the designated person sets out the nature of the allegation complaint or information. Students are made aware of the potential outcomes of the meeting. These are:

- no further action or remedial action may be taken;
- a sanction as set out in section 2 of Stage 1 Outcomes may be imposed;
- the case may be referred to Stage 2 of this Procedure.

Stage 1 Report

The details and outcome of the meeting are recorded (Stage 1 Report) and signed by the designated person. Students are sent a copy of this report by email within five working days of the meeting. A copy of the report is retained in students' personal files for the duration of the programme.

Stage 1 Outcomes

There are three possible outcomes of the Stage 1 meeting.

1. **No further action:** where the designated person determines that the matter does not
 - breach the relevant professional code;
 - demonstrate behaviour that poses a threat to the reputation of the profession;
 - represent an ongoing behavioural concern;
 - contravene health and safety regulations or present a potential risk to others;
2. **Sanctions may be imposed:** where the designated person determines that the matter
 - breaches the relevant professional code;
 - demonstrates behaviour that poses a threat to the reputation of the profession;
 - represents an ongoing behavioural concern;
 - contravenes health and safety regulations or presents a risk to others;

One or both of the following sanctions may be imposed on students:

- A period of close monitoring of their performance and/or conduct as detailed within the report;
- A formal reprimand to remain on their record for the duration of their study at the University.

3. Referral to Stage 2 of this Procedure

The designated person may decide not to impose a sanction and instead to refer students to Stage 2 of this Procedure if the matter is sufficiently serious to call into question their fitness to practise or if it is a repeat of the same professional issue (see paragraph Repeat professional issue).

Right to review outcome of Stage 1

Students have the right to request a second review against the decision of the Stage 1 meeting by referring their case to Stage 2 of this Procedure. Any application to review must be made in writing to the Dean of School within 14 days of the decision of the Stage 1 Meeting, or five days in the case of a repeat professional issue (see paragraph Repeat professional issue).

Protocol – Stage 2 (including immediate referral to Stage 2 meeting)

The Stage 2 meeting is normally convened as soon as reasonably practical after completion of Stage 1 of this Procedure. Students attend meetings on their home campus or via video conference. Students are normally invited to the Stage 2 meeting within 15 working days following the date of the Stage 1 Report.

The Stage 2 letter includes:

- the nature of the concern and information contained within the Stage 1 Report;
- the date, time and location of this meeting (note: students are normally given at least five working days' notice of this meeting);
- the members of the Fitness to Practise Committee and other Stage 2 meeting attendees (see below);
- confirmation of students' right to be accompanied at this meeting by a friend, relative, a sabbatical officer or a student representative from the Students' Association (not a legal representative);
- students' right to provide a written or oral statement at the meeting;
- students' right to review documents in advance of the meeting;
- students' right to submit documents in advance of the meeting;
- the University's and students' right to call and question witnesses;
- how the meeting is conducted – case laid out, questioning of witnesses, consideration of evidence, deliberations in private;
- the potential outcomes of the Stage 2 meeting; and
- a copy of this Procedure.

Students with additional support requirements may arrange appropriate representation, e.g., a signer if they have a hearing impairment, for the meeting.

Where students fail to attend without advance notification, the designated person proceeds with considering the matter and reaching a decision.

Fitness to Practise Committee composition

The Committee normally comprises:

- the designated person (Chair);
- a member of the School from the same professional group or practice setting. Any specific professional body requirements in relation to the role or seniority of the member of staff are taken into account, e.g., in midwifery programmes it would be the Lead Midwife for Education;
- a member of University staff, independent of the School and not directly connected to the students; and
- representative from professional practice and, where appropriate and if feasible, a service user/carer.

At least one member of the Committee is normally trained in disability equality in order to advise other members of the panel on disability issues that may arise.

Members of staff who (a) have been involved in the Stage 1 Procedure or (b) reported the allegation, complaint or information being considered or c) is the student's personal tutor, are not allowed to sit on the Committee at Stage 2.

A member of School Administration attends to take an accurate record of the meeting.

A nominated representative of the University may attend the Committee as an observer.

Outcomes of Stage 2

The Committee decides the following for students under consideration:

1. Considering the evidence put before it, has the allegation, complaint of information been proven on the balance of probabilities; and
2. Whether the facts proven call into question their fitness to practise by reference to the relevant and current Code (insofar as they relate to their programme of study.)

Reasons are given for the determination reached at both stages. Where the Committee decides that students' fitness to practise is called into question, it hears evidence in mitigation and/or any testimonial evidence before deciding which sanction to impose.

The Committee may impose one or more of the following sanctions on students:

- close monitoring of their performance and conduct;
- a formal reprimand to remain on their record, for the duration of their study at the University;
- a defined period of retraining;
- exclusion from the University for a period not exceeding one academic year (in this case the Chair will notify Student Administration immediately); or
- removal from the programme.

Recording and communication of decisions

The decisions reached and reasons for these are recorded in a Stage 2 Report. Students are sent a copy of this report by email within five working days of the meeting. A copy of the report is retained in their personal file. Students are informed of how long this remains on their file (normally for the duration of the programme.)

Chapter 4: Student Suspension Procedure

Introduction

This chapter sets out the steps that the University takes when it is considered necessary to suspend students. The primary purpose of suspending students is a precautionary measure, to protect staff and students of the University, including the students themselves, or members of the public.

Scope

Suspension may be appropriate in any of these circumstances:

- An allegation of misconduct has been made against a student and is being dealt with under the Procedure for Student Discipline (see Chapter 1).
- An allegation of misconduct or concerns about a student's competence or fitness to practise are being addressed under the Conduct, Competence and Fitness to Practise Procedure (see Chapter 3).
- When student disciplinary or fitness to practise processes are not the appropriate action due to the detrimental effect that they may have on the student's wellbeing, the [Procedures for Supporting Students in Distress](#) will be followed to consider a Wellbeing Suspension.

Student Suspension Procedure

After being made aware of the alleged misconduct or concerns about the student, the appropriate member(s) of staff decide if suspension is necessary through a meeting of the Suspension Review Committee or information from a Wellbeing Suspension Review meeting depending on the nature and circumstances of the alleged misconduct or behaviour. The appropriate member(s) of staff are:

- Procedure for Student Discipline: the Authorised Officer, as set out in the Procedure.
- Conduct, Competence and Fitness to Practise Procedure: the Programme Leader and Designated Person, as set out in the Procedure.
- Wellbeing Suspension (under the Procedures for Supporting Students in Distress): the Pro Vice-Chancellor (Learning, Teaching, and Student Success).

If suspension is considered necessary, the appropriate member of staff refers the instance for action as follows:

Procedure	Who suspends?	If unavailable
Procedure for Student Discipline (Academic misconduct)	Dean of School	Deputy Dean or Pro Vice-Chancellor (Learning, Teaching, and Student Success)
Procedure for Student Discipline (Non-academic misconduct)	Pro Vice-Chancellor (Learning, Teaching, and Student Success)	Dean of School
Conduct, Competence and Fitness to Practise Procedure	Dean of School	Deputy Dean or Pro Vice-Chancellor

		(Learning, Teaching, and Student Success)
Procedures for Supporting Students in Distress	Pro Vice-Chancellor (Learning, Teaching, and Student Success)	Vice-Principal People and Student Wellbeing

The student is informed of the suspension in writing via the student's UWS email account by the Secretary to the Suspension Review Committee or, for a Wellbeing Suspension, by a member of Student Services. This communication specifies the activities from which the student is suspended.

In cases where the Pro Vice-Chancellor (Learning, Teaching, and Student Success) or the Vice-Principal People and Student Wellbeing suspends a student, the student's Dean of School (or their nominee) is informed at the earliest opportunity.

In taking a decision to suspend a student's studies, where the student is subject to UK immigration legislation, a change in a student's enrolment status is reported to UKVI.

Emergency suspension

In cases of great urgency, the Principal (or nominee) is empowered to suspend a student with immediate effect.

Type of Suspension

The suspension of a student may be:

- Full: a total prohibition on attendance at, or access to, the University, its resources and facilities, and on any participation in University or Students' Union activities or at any placement or host organisation; or
- Partial: a selective restriction on attendance at, or access to, the University, its resources and facilities, and on any participation in University, or Students' Union activities or at any placement or host organisation. This may include other precautionary measures such as a requirement that the student does not contact a named person.

Suspension Review Committee

The Secretary to the Suspension Review Committee arranges meetings to initially consider a suspension case to determine details of the suspension. Further meetings are arranged as and when evidence is received regarding altered circumstances. The Pro Vice-Chancellor (Learning, Teaching, and Student Success), Vice-Principal People and Student Wellbeing, or the Dean (or nominee) chair meetings, with relevant colleagues invited to attend on a case-by-case basis. This enables the Committee to review suspensions regularly and act accordingly. The membership of the Committee is determined by the Chair. A quorum is met if three members of the Suspension Review Committee are present.

Suspensions are only reviewed by the Suspension Review Committee on receipt of evidence from the student or relevant School or Department of altered circumstances. However, the Secretary of the Committee reviews cases no less

frequently than monthly to ensure that files are up-to-date and communication actioned when appropriate.

Students are allowed to put forward new evidence or to make representations to the Committee in writing. This is done by sending an email to: suspension@uws.ac.uk.

The Suspension Review Committee may recommend that a student's suspension is lifted or that the type of suspension is changed at any stage. In these circumstances, the matter is referred to the Pro Vice-Chancellor (Learning, Teaching, and Student Success) or Vice Principal People and Student Wellbeing, or Dean of School (or nominee) for action. The Secretary to the Suspension Review Committee ensures that any appropriate actions are taken.

If a case has already been referred to the Senate Disciplinary Committee or a Fitness to Practise Committee, the decision of whether to lift a student's suspension rests with that committee.

Procedures for Wellbeing Suspension meetings are set out in the [Procedures for Supporting Students in Distress](#).

Chapter 5: Criminal Convictions and Charges Procedure

Introduction

The University is committed to ensuring that all individuals who have accepted an offer to study with us (in this procedure we refer to these individuals as 'offer holders') and our enrolled students who declare a relevant criminal conviction or pending charge are treated fairly and transparently.

The University has a duty to protect the safety and welfare of our students, staff, visitors and third parties with whom we work. We have to consider the impact of any relevant criminal convictions or charges declared to us by offer holders and our enrolled students.

Scope

This Procedure applies to all offer holders and enrolled students, including those on taught and research degree programmes.

Information provided as part of this Procedure is considered objectively, assessing any risk to University staff, students, visitors and other third parties with whom we work.

Information disclosed by individuals who have accepted an offer to study with us or enrolled students is processed in line with the UK GDPR and Data Protection Act 2018.

Applicants to programmes that involve contact with vulnerable people, such as teaching, social work and nursing, are required to register with the PVG Scheme (Protection of Vulnerable Groups). These programmes are exempt from the Rehabilitation of Offenders Act 1974. There is a separate process for these programmes. It is managed by the relevant academic school.

Procedure

Criminal Convictions and Pending Charges – What must be declared

Offer holders and enrolled students who fall within the categories listed in the paragraph below of this Procedure are required to disclose relevant criminal convictions and pending criminal charges.

For the purposes of this Procedure, relevant criminal convictions and pending charges are those that relate to the following:

- Offences of violence.
- Sexual offences.
- Offences of harassment/stalking.
- Hate crime.
- Offences of terrorism.
- Offences of theft and other forms of dishonesty.

- Offences of involvement with controlled substances and/or firearms/explosives (drug offences only involving possession and **not** leading to a custodial sentence do not require to be disclosed)
- Offences of arson and/or wilful damage to property.
- Offences involving the misuse of information and communications technology (computer misuse)
- For the purposes of this procedure, criminal convictions or pending charges include cautions, admonitions, reprimands, final warnings, bind over orders or similar.

International and EU applicants to the University can find out information about what to declare on our webpage ([Criminal Convictions Disclosure | UWS | University of the West of Scotland](#)).

All offer holders and all enrolled students must declare any relevant criminal convictions and pending charges (irrespective of their mode of learning or programme of study).

Disclosing Convictions and Pending Charges – Offer Holders

Once individuals have accepted an offer of a place at the University, our Admissions team contacts them and asks them to declare all relevant criminal convictions and pending charges.

Disclosure of convictions or charges by individuals would not ordinarily put their place at the University at risk. Individuals with unspent criminal convictions or charges are not prevented from attending the University. Our review of criminal convictions declaration information is entirely separate from any decision we make about an applicant's academic suitability. We do not make individuals subject to disproportionate restrictions. It is only where there are no appropriate mitigations, after undertaking a risk assessment in light of the information disclosed to us, that we may need to withdraw an offer of a place or to terminate the student contract.

Disclosing Convictions and Pending Charges - Students

Each year at enrolment, students are asked to declare any relevant criminal convictions or pending charges.

Enrolled students are required to inform UWS of any relevant criminal convictions or pending charges during their time as students at the University. Declarations need to be made without delay.

Students need to provide this information by completing and returning the 'Criminal Convictions and Charges Declaration Form', available from confidential@uws.ac.uk.

Failure to Disclose

Where offer holders or students fail to disclose relevant criminal conviction(s) or pending charges, this may lead to their offer being later withdrawn for non-declaration or partial disclosure (offer holders) or the matter being referred to the Senate Disciplinary Committee (students).

Programme Requirements

A number of programmes (such as Teaching, Nursing) are subject to the admissions policy of an external professional body in relation to accepting applicants with criminal convictions.

Successful completion of certain programmes (such as Accounting, Psychology etc.) leads to application for registration with professional bodies. Applicants and students applying for such programmes are encouraged to seek advice from such professional bodies, regarding the impact of criminal conviction(s) on their chosen career.

While UWS may be willing to admit applicants on programmes of study or allow current students to continue, it is not a guarantee that, when they successfully complete the programme, students will be able to join the related profession. Students and offer holders need to be aware that, if accepted on to the programme, they are also required to declare all relevant convictions on any application for registration to the professional body.

Procedures Following Disclosure of Convictions – Offer Holders

Upon receipt of a criminal conviction(s) or pending charge(s) disclosure from an offer holder, a member of our Admissions team contacts the individuals to verify the accuracy and relevance of the disclosure in terms of our requirements and to request any additional information needed.

If the Admissions team determines that the disclosure is relevant in terms of this Procedure, the matter is referred to the Criminal Convictions Panel for consideration.

Procedures Following Disclosure of Convictions – Students

Upon receipt of a criminal conviction(s) or pending charge(s) disclosure from a student (either at enrolment or during the academic year), a member of Registry contacts the student to verify the accuracy and relevance of the disclosure in terms of our requirements and to request any additional information needed.

If Registry determines that the disclosure is relevant in terms of this Procedure, the matter is referred to the Criminal Convictions Panel for consideration.

Criminal Convictions Panel (CCP)

The membership and remit of the CCP is set out in the appendix at the end of this chapter. The CCP considers all cases referred to it. In doing so, the CCP takes into account the individual circumstances, the University's duty of care to others, and the requirements of fairness.

Offer holders and enrolled students who are referred to the CCP are given the opportunity to provide written representations. All information provided is treated as confidential.

The CCP considers all information provided and undertakes a risk assessment to determine whether the declared relevant conviction(s) or pending charges pose any risk to UWS staff, students, visitors or third parties we work with. The CCP also considers what support the University needs to provide to the individual who has

made the disclosure, or any other members of the University community who might be affected.

The CCP considers if the conviction(s) or pending charges affect any aspect of the individual's programme of study or could bring the University into disrepute. This includes consideration of any relevant Codes of Practice and/or Government legislation.

The CCP may:

- seek advice from professional/academic members of staff or external representatives to assess the implications of the criminal conviction(s) or pending charges on the University and the individual's programme of study or placement, and
- request additional information.

After undertaking the risk assessment, the CCP does one of the following in relation to offer holders:

- defers entry to the programme for a defined period
- advises the individuals to consider an alternative programme of study (and, if they do not wish to do so, terminates the student contract and withdraws the offer of a place)
- admits the individuals on the condition that they comply with special arrangements or conditions
- takes no further action
- terminates the student contract and withdraws the offer of a place

After consideration of the disclosed criminal conviction(s) or pending charges, the CCP does one of the following in relation to enrolled students:

- takes no further action
- completes an investigation and risk assessment on behalf of the University's Senate Disciplinary Committee for their consideration.

The CCP takes a note of decisions and reasons for the decisions. Notes are made available on request. Full minutes are not recorded. The decision of the CCP is communicated to the individual in writing. Where appropriate, the individual is also advised of any right to appeal the decision (offer holders only) (see Introduction).

Chapter 5 - Appendix

MEMBERSHIP AND REMIT OF THE UNIVERSITY CRIMINAL CONVICTIONS PANEL

Membership

- Head of Registry (or nominee)
- Head of Admissions and Student Recruitment (or nominee)
- Deputy Dean of the School (or nominee)
- Member of academic staff from the programme concerned (or the research supervisor where the matter relates to a research student)
- The Residences Services Manager (if the individual will be living in university accommodation)
- Quorum is Chair and two other members of the Panel
- The Chair is the Head of Registry (or their nominee) if the disclosure has been made by an enrolled student or the Head of Admissions and Student Recruitment (or their nominee) if the disclosure has been made by an offer holder.

Remit

- The University Criminal Convictions Panel meets when required.
- The Panel may request advice and attendance from appropriate members of University staff and where applicable external representatives.
- The Chair acts as the final arbiter in the matter after considering the opinions of all panel members.
- The Criminal Convictions Panel assesses declared convictions and changes using the University risk assessment form.

Chapter 6: Student Conduct in an Examination

Introduction

This chapter outlines the requirements for student conduct in an examination, applied to all University examinations, including those for the purposes of continuous assessment and those held outwith a UWS campus.

Prior to the examination

Articles of clothing not being worn, bags etc. must be left in the area designated by the invigilators. Students are not allowed to have any electronic devices, notebooks, textbooks, loose pages, tables or similar items on or near their desks unless specifically permitted in writing by the examiner or as specified in instructions issued by the invigilators. Any such items may be confiscated by invigilators. All draft or rough workings must be made in Examination Answer booklets or electronic equivalent where provided.

Students sitting examinations must not have sight of the question paper until the time scheduled for the examinations to begin. Students must not begin to provide their answers before an invigilator announces the start of the examination and must stop writing when an invigilator announces the end of the examination.

When authorised by the examiners, students may use certain electronic devices provided that they are portable, silent, battery operated, and not pre-programmed with any applications that would be considered to provide an unfair advantage (apart from the standard scientific functions built into the device). An electronic device not meeting the specification set by the examiner is deemed to be unauthorised and may be confiscated by an invigilator. A random check of electronic devices may be undertaken during the examination. Students using electronic devices are responsible for ensuring that they have spare batteries etc.

The use of printed English/first language dictionaries may be allowed in formal examinations for international students whose first language is not English, except where the Module Co-ordinator for the module has previously indicated in writing that dictionaries are not allowed. Dictionaries are not allowed in language examinations. Where used, dictionaries may be inspected by Invigilators. Electronic dictionaries are not allowed in any examination.

Mobile telephones and other electronic devices such as personal music players and wearable technology, e.g., smartwatches, must be switched off and left in the area designated by the invigilators.

During the examination

Students must act in accordance with any instruction issued by an invigilator. Students who wish to attract the attention of an invigilator should do so using the method prescribed by the invigilators. Students should not leave their seats without permission.

Students are not normally allowed to enter the examination room after the first hour has passed or to leave within the first hour or last half hour. If students leave the

examination before the last half hour, they need to leave the examination paper and written scripts with the invigilators.

Students place their student cards on their examination desks so that invigilators are able to verify every students' identity. Students who are not able to display a valid student ID card are required to complete a "student identification form", which is provided by an invigilator.

Students must not tear pages out of the Examination Answer books. Examination Answer books must not be removed from an examination room either before, during, after or between examinations.

No eating (with the exception of small sweets) is allowed during an examination.

If an invigilator identifies a student whose conduct is disturbing to other students and who persists in this conduct after receiving a warning, the student is required to leave the examination room.

Students must not communicate or talk in the examination room, even before or after the formal start or finish of the examination.

Students who need to leave the examination room temporarily are accompanied by an invigilator or another member of staff.

Students who are in doubt as to the meaning of an examination question write on their scripts their interpretation of the question or flag the question in an online system. Students who believe they have identified a possible error in the examination paper must raise the matter with an invigilator, who in turn seeks clarification from the Examiner.

Any student who falls ill during an examination must inform an invigilator.

At the end of a paper-based examination, all students must remain seated until the examination scripts have been collected. Students are responsible for ensuring that scripts and other material that form part of the examination are appropriately secured together as per the instructions given by the Senior Invigilator.

Where the examination has been undertaken using a computer/laptop, students are responsible for ensuring that the answers are saved, printed and secured together as per the instructions given by the Senior Invigilator.

Online Examinations

In online examinations, students' online actions may be monitored for any activity not prescribed by the Module Co-ordinator. Accessing any resources outwith those prescribed may be considered as providing an unfair advantage and result in disciplinary action.

At the end of an online examination, all students must log out of the system as directed.

After the examination

Any student whose performance may have been adversely affected by illness or other circumstances prior to or during the examination or who is prevented from attending an examination because of sickness or other valid circumstances should complete an [Extenuating Circumstances Submission](#). The form must be submitted up to 48 hours after the examination. The Extenuating Circumstances Submission is not valid if submitted more than 48 hours after the examination.

Academic Integrity

In all examinations, students are bound by the University's expectations on academic integrity (see Chapter 1- Appendix A).



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