

OnCampus Student Disciplinary Policy and Procedure

July 2025

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Amendment History

Version No.	Date	Summary of Amendment	Author
2	30/1/24	To broaden scope for EU centres Explicit reference to under 18s	C Whitmore
3	21/7/25	Disciplinary Stages revised to provide more detailed guidance and standardised letters	C Whitmore
4	08/1/26	Minor reword of Student Disciplinary Procedure Poster	C Whitmore

Document Reviewers

Name	Role	Policy Responsibility
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Relevant Documents

Policy
CEG Safeguarding and Prevent Policy (including Child Protection) OnCampus Attendance Policy OnCampus Complaints Policy and Procedure OnCampus Student Harassment and Sexual Misconduct Policy OnCampus Student Charter

Approved by:	Signature	Date
OnCampus SLT	M Goodwin	

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1. Introduction

CEG is committed to ensuring that all students at OnCampus centres are provided with a safe, respectful and supportive learning environment. Students and staff are encouraged to work in partnership to uphold the principles and behaviours set out in the OnCampus Student Charter.

2. Aims of the procedure

To ensure that:

- Clear guidelines and procedures are set out for addressing behaviour which does not meet the standards of the Student Charter.
- All students are treated in a consistent manner and without bias.
- Students are provided with an opportunity to grow, providing constructive feedback and support
- Accountability is encouraged
- Problematic behaviours are addressed
- The stages for management of misconduct are outlined clearly for all members of our staff and student community.

3. Scope

This Policy will normally be applied in respect of alleged misconduct which occurs while the student is on OnCampus premises, the university campus or accommodation, or engaged in any OnCampus activity. Depending on the nature and location of the misconduct, the university's policies may take precedence. Therefore, students are advised to familiarise themselves with the university's disciplinary policies.

OnCampus reserves the right to take disciplinary action against any student in respect of any misconduct, wherever it may have taken place, if that misconduct:

- Damages the good name of CEG, OnCampus; and/or relationships with partner universities and other stakeholders, such as accommodation providers and visitors. Students are expected to always behave respectfully, whether on campus or off-site.
- Raises questions about a student's suitability for a particular course or whether a student should remain a member of OnCampus because they pose a danger or cause disruption.
- Is considered a criminal offence.

4. Definition of Misconduct

Misconduct is defined as unacceptable or inappropriate behaviour, which may also have the potential to involve harm to the student themselves or another person's health or well-being.

Students are encouraged to report any cases of misconduct where these may be witnessed, or if they have any concerns. Examples of misconduct are presented in Appendix H.

5. Disciplinary stages

This procedure has 4 stages (Appendix B):

- Stage 1: Note of Concern**
- Stage 2: Written Warning**
- Stage 3: Final Written Warning**
- Stage 4: Notice of Withdrawal**

Depending on the seriousness of the misconduct, students may enter at a higher stage e.g. Final Written Warning. In other cases, escalation should be considered from a lower to higher stage. Some students may remain on the same stage whereas others may demonstrate improvement in their behaviour and may then be 'stepped down' to a lower stage.

6. Appeals Process

Should a student wish to appeal against any of the decisions made, at any level of the Student Disciplinary Procedure, they may use the [OnCampus Complaints Policy and Procedure](#). The policy enables students to fairly present their case and allows OnCampus to make informed and fair decisions regarding disciplinary actions.

7. Education and Compliance Monitoring

Education will include:

- Educational activities for students, including personal tutorials, so they understand behaviour expectations
- Appropriate training so that all relevant staff are aware of this Policy and know how to respond appropriately

Evaluation:

We will evaluate the impact of our work through data analysis and consultation with students and staff reviews. We will review our policy and procedures in the light of this learning to ensure it remains relevant.

We will also review the outcomes of cases where complaints have been made under this policy to check that the procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes. When carrying out any reviews or monitoring, we will ensure that individual's personal data is handled in accordance with the applicable Data Protection laws

Records Management:

OnCampus will maintain a confidential central record of reported incident(s)s covered by this Policy, to engage effectively in prevention and response initiatives.

All records are maintained in accordance with the CEG Records Retention Schedule further information can be found within the CEG Privacy Notice <https://www.cambridgeeducationgroup.com/privacy-policy/> or requested via the Data Protection team DPO@ceg-uk.com



Appendix A: Student Disciplinary Procedure Poster

Student Disciplinary Procedure			
STAGE 1 – Note of Concern	STAGE 2 – Written Warning	STAGE 3 – Final Written Warning	STAGE 4 – Notice of Withdrawal
<p>EXAMPLES OF OFFENCES: Barriers to OnCampus Operations</p> <ul style="list-style-type: none">Inconsiderate, disruptive or inappropriate behaviour which may take place inside or outside of the classroomPersistent latenessInappropriate use of a mobile phoneNon-submission of courseworkFailure to follow reasonable instructions given by a member of staff <p>Abuse</p> <ul style="list-style-type: none">Inappropriate language towards another student, member of OnCampus, partner university staff or other stakeholder, such as accommodation providersWearing items of clothing with offensive slogans or images	<p>EXAMPLES OF OFFENCES: Barriers to OnCampus Operations</p> <ul style="list-style-type: none">Persistent inconsiderate, disruptive or inappropriate behaviour which may take place inside or outside of the classroomPersistent inappropriate use of a mobile phone <p>Property/damage</p> <ul style="list-style-type: none">Smoking or vaping in non-permitted areas <p>Abuse</p> <ul style="list-style-type: none">Persistent inappropriate language towards another student, member of OnCampus, partner university staff or other stakeholder, such as accommodation providersContinuing to wear items of clothing with offensive slogans or images <p>People/harassment</p> <ul style="list-style-type: none">Unwanted advances towards other students or staffFailure to meet behavioural expectations previously agreed to in Stage 1 <p>Fraud/deception</p> <ul style="list-style-type: none">Acts/omissions/statements intended to deceive OnCampus	<p>EXAMPLES OF OFFENCES: General</p> <ul style="list-style-type: none">Continuing to ignore previously imposed disciplinary/action plans <p>Property/damage</p> <ul style="list-style-type: none">Any action likely to cause injury or affect safety at OnCampus/ Partner University, including accommodation e.g. tampering with fire safety equipment, alcohol/drug misuseNon-accidental damage to or repeated misuse of OnCampus property and its reputation <p>People/harassment</p> <ul style="list-style-type: none">Continual and intentional use of offensive languageAnti-social behaviour (including online) <p>Fraud/deception</p> <ul style="list-style-type: none">Continuous acts/omissions/statements intended to deceive OnCampus <p>People/harassment</p> <ul style="list-style-type: none">Repeated unwanted advances/ behaviours towards other students or staff	<p>EXAMPLES OF OFFENCES: Barriers to OnCampus Operations</p> <ul style="list-style-type: none">Improper interference/disturbance of the functions, activities or duties of students, staff or authorised visitorsSerious disobedienceAny behaviour which has or could damage the reputation of OnCampus <p>People/harassment</p> <ul style="list-style-type: none">Sexual misconduct i.e. engaging in any sexual activity without consent e.g. kissing, touching, intercourse, sharing sexual materialsPhysical misconduct e.g. hitting, slapping, punching, kicking, pushing involving any student, member of staff, any third party or visitors to OnCampusBullying <p>Abuse</p> <ul style="list-style-type: none">Abusive behaviour including intimidation, hostility, threats of harm, stalking, harassment, abusive comments relating to an individual's protected characteristics <p>Property/damage</p> <ul style="list-style-type: none">Disregard of actions likely to cause injury or affect safety on OnCampus, University or accommodation-provider premises, for example, drug possessionCausing significant and deliberate damage to OnCampus property <p>Property/damage</p> <ul style="list-style-type: none">These will be considered on a case-by-case basis and full cooperation with the relevant authorities where appropriate
<p>NEXT STEPS</p> <ul style="list-style-type: none">Note of ConcernRemoval from classroom for remainder of sessionPersistent poor behaviour will result in referral to a senior member of the OnCampus academic or student services team	<p>NEXT STEPS</p> <ul style="list-style-type: none">Attendance to informal meetingWritten Warning issued by relevant member of senior academic or student services teamNotification to relevant representative, parents (if aged under 18) and sponsorMay need to sign a behaviour agreement or action plan as necessary	<p>NEXT STEPS</p> <ul style="list-style-type: none">Referral to Centre DirectorDisciplinary meeting to determine whether the allegation is upheld and if so, issue an appropriate penaltyFinal Written Warning issued by Centre DirectorNotification to relevant representative, parents (if aged under 18) and sponsor	<p>NEXT STEPS</p> <ul style="list-style-type: none">Notice of Withdrawal issued by the Centre Director where continued unsatisfactory conduct is provenNotification to relevant representative, parents (if aged under 18), sponsor and immigration authoritiesRemoval from OnCampus

OnCampus reserves the right not to refund fees or deposits to students who have been withdrawn in disciplinary cases.

Appendix B: Student Disciplinary Procedure - Stages

Any member of OnCampus staff may issue a behaviour warning to a student.

In exceptional circumstances, it may be that someone from the partner university or other stakeholder, such as accommodation providers, may issue a warning. Should this occur, it would be expected that the OnCampus Centre Senior Leadership Team is informed.

All behaviour concerns and warnings must be recorded on EBS with appropriate action taken.

Stage 1 – Note of Concern

Low-level incidents of misconduct may be dealt with by the member of staff responsible for the session or present at the time that the disruption occurs. This applies where the impact of the student's behaviour on others is limited. Staff may issue a Note of Concern to a student regarding their conduct, whether this is inside or outside of the classroom. Where the incident takes place within the classroom, tutors may allow the student(s) to remain in class or decide to remove the student(s) from the lesson. They should arrange a follow-up meeting with the student(s) where appropriate to ensure they understand the nature of the concern and reasons for being issued with a Note of Concern. The staff member must place a note on EBS.

*For students under the age of 18, Stage 1 notification should be sent to their parent(s) and education guardian.

Examples of Stage 1 offences include the following, and may apply both inside and outside of the classroom:

- Failure to follow reasonable instruction from a member of staff
- Inconsiderate or inappropriate behaviour impacting the learning of others
- Lateness
- Inappropriate use of mobile phone or other technology
- Interrupting the tutor or another member of the class whilst they are speaking
- Non-submittal of homework
- Inappropriate language towards another student or staff member of OnCampus, partner university staff or other stakeholder, such as accommodation providers
- Wearing items of clothing with offensive slogans or images

Stage 1	Disciplinary Procedure – Note of Concern
1.1	In all cases, the student should be encouraged to discuss the issues as it is possible they may not have realised the impact of their actions. If appropriate, this is an opportunity to provide information to the student about relevant CEG and OnCampus policies and procedures (e.g. attendance or academic misconduct policies) and support that is available locally. It should also be explained that if the concern continues to be an issue, it could result in an escalation to Stage 2 of this Procedure.
1.2	In all cases, details of the Stage 1 warning must be placed on the student's EBS record by the member of staff who has issued Stage 1 of the Procedure and ensure the appropriate member of the centre Student Services team is informed to update the student's discipline level in their Learner Log. *
1.3	In cases of serious or repeated misconduct, whether inside or outside of the classroom, the matter should be referred to a member of the Centre Senior Leadership Team who may take the issue to Stage 2 of the Procedure.
1.4	If the alleged offence, if proven, is likely to incur a penalty or penalties more severe than a Stage 2 Written Warning, the member of staff must refer to a member of the Centre Senior Leadership Team.

Stage 2 – Written Warning

Where it is found that a student has committed a second or subsequent act of misconduct, but the misconduct is minor or there are other mitigating factors, OnCampus will arrange for the student to attend an informal meeting with a member of the Centre Senior Leadership Team within 5 working days of the secondary act taking place.

*For students under the age of 18, Stage 2 notification should be sent to their parent(s), education guardian and, if applicable, their sponsor for information and support.

Examples of Stage 2 offences:

- Repeated failure to follow reasonable instruction from a member of staff
- Persistent classroom disruption i.e. inconsiderate or inappropriate behaviour impacting the learning of others such as inappropriate mobile phone use, lateness, interruption of the tutor or other students whilst they are speaking, inappropriate language

- Persistent non-submittal of homework
- Repeated inappropriate language towards another student, member of staff or visitor
- Repeated disruption outside of the classroom e.g. noisy behaviour or disturbance which disrupts the working environment
- Smoking or vaping in non-permitted areas
- Acts/statements/omissions intended to deceive OnCampus
- Failure to meet behavioural expectations previously agreed to in Stage 1

NB: the following procedure will be actioned by the agreed lead staff member.

Stage 2	Disciplinary Procedure – Written Warning
2.1	<p>The lead staff member should:</p> <ul style="list-style-type: none"> • Gather information on the misconduct. • Collate any other relevant details about the student (e.g. non-attendance, missed deadlines or other instances of misconduct). <p>Clarify what action has been taken so far, and whether the student has previously received a Note of Concern (this should have been recorded in EBS and via their Learner Log).</p>
2.2	<p>The student should be contacted via email to arrange a face-to-face discussion. A PDF of the Student Disciplinary Policy and Procedure must be included for the student to reference, along with clear information that the discussion is taking place within Stage 2.</p>
2.3	<p>Other relevant members of staff may be invited to the meeting. However, as Stage 2 is intended to be relatively informal it is recommended numbers attending are kept to a minimum. For students under the age of 18, their parents and/or education guardian may accompany them. The student should be informed which staff members will be present and the reason they will be there.</p>
2.4	<p>At the meeting, the discussion should:</p> <ul style="list-style-type: none"> • Outline the nature or act of misconduct to ensure the student understands the reasons for being issued with Stage 2 of this Procedure. • Encourage the student to discuss the issues as it is possible they may not have realised the impact of their actions. If appropriate, this is an opportunity to provide information to the student about relevant CEG and OnCampus policies and procedures (e.g. attendance or academic misconduct policies) and support that is available locally. • If applicable, explain that an investigation into the alleged offence will take place to determine the outcome and subsequent actions. This may involve speaking with any witnesses, including other OnCampus students or members of OnCampus staff. • In cases where a member/s of university staff or student/s are involved, the Centre Director (or nominee) will contact the relevant member of university staff to discuss next steps, if appropriate. • It should be explained to the student that if the alleged offence, if proven, is likely to incur a penalty or penalties more severe than a Stage 2 Written Warning, the member of staff must refer this matter to the Centre Director.

	<ul style="list-style-type: none"> Some confirmation from the student may be required in writing, e.g. an agreement of future good behaviour or to follow an action plan. It will be made clear that failure to keep to the agreement may lead to formal action.
2.5	<p>A report of the meeting and agreed action should be documented by the lead staff member in the meeting, and a PDF Stage 2 Written Warning letter sent to the student no more than 5 working days after the meeting has taken place (Appendix C). The letter may be copied to the student's sponsor, if applicable, for information and support*.</p> <p>Any action plans or behavioural agreements should be scheduled for review with the student, depending on the nature of the misbehaviour, at regular points, in discussion with the student. This also includes cases where a student may be moved to a lower disciplinary stage as part of the Step-Down Process (Appendix G).</p>
2.6	<p>A copy of the meeting report, letter, actions and action plan or behavioural agreement (where required) should be kept in the confidential restricted access area of the student's EBS file for an agreed period in accordance with the CEG Retention Policy. The student's discipline level should also be updated in their Learner Log.</p>
2.7	<p>If the student does not attend the agreed meeting:</p> <p>The Stage 2 Written Warning and any agreements/action plans will be sent straight to the student via email and, if applicable, may be copied to the student's sponsor for information and support.</p>

Stage 3: Final Written Warning (and possible withdrawal)

Where the alleged offence, if proven, is likely to incur a penalty or penalties up to and including a Final Written Warning the matter will normally be referred to the Centre Director, who will conduct a disciplinary interview with the student at which they will determine whether the allegation is proved, and, if so, what penalty should be imposed. This may include a warning of withdrawal from the programme and centre.

*For students under the age of 18, Stage 3 notification should be sent to their parent(s), education guardian and, if applicable, their sponsor for information and support.

Stage 3 offences: see Appendix H – Table of Offences

Stage 3	Student Disciplinary Procedure – Final Written Warning
3.1	<p>The Centre Director (or nominee) should contact the student via email to arrange a face-to-face discussion because of their behaviour, at least 2 working days before the meeting, and should provide clear information that this will be taking place within Stage 3 of the Student Disciplinary Policy and Procedure. Other relevant members of staff may be invited to the meeting. If applicable, the student's sponsor may be copied in for information and support*.</p>

	<p>The email should include:</p> <ul style="list-style-type: none"> • The purpose of the meeting • A PDF of the Student Disciplinary Policy and Procedure • Information on whether the student needs to provide any specific documentation • Who will attend the meeting and the reason they will be there • Date, time and venue of the meeting
3.2	<p>At the meeting, the discussion should:</p> <ul style="list-style-type: none"> • Outline the nature or act of misconduct to ensure the student understands the reasons for being issued with Stage 3 of this Procedure. • Explain that an investigation and case conference into the alleged offence will take place to determine the outcome and subsequent actions. This may involve speaking with any witnesses, including other OnCampus students or members of OnCampus staff. • In cases where a member/s of university staff or student/s are involved, the Centre Director (or nominee) will contact the relevant member of university staff to discuss next steps, if appropriate. • Encourage the student to discuss the issues as it is possible they may not have realised the full impact of their actions. If appropriate, this is an opportunity to provide information to the student about relevant CEG and OnCampus policies and procedures and support that is available locally.
3.3	<p>A report of the meeting and agreed actions should be documented by the lead person in the meeting, and a PDF Stage 3 Final Written Warning letter sent to the student no more than 5 working days after the meeting has taken place (Appendix D). If applicable, the student's sponsor may be copied in for information and support*.</p>
3.4	<p>Once the Centre Director (or nominee) has concluded their investigation and held a case conference to discuss and agree the outcome, they should arrange a separate outcome meeting with the student, no more than 5 working days after the investigation has taken place. Other relevant members of staff may be invited to the meeting, along with the opportunity for parents or an education guardian to attend for students under the age of 18.</p>
3.5	<p>During the meeting, the student will be informed of the outcome of the investigation and whether the allegation has been proved, and, if so, the penalty agreed by the panel.</p> <p>Clear explanation should be given that should the student be found to have breached conduct rules again that this may result in Stage 4 of this Procedure resulting in immediate withdrawal from the programme and centre.</p>
3.6	<p>Suspension</p> <p>In cases where a further formal investigation is required, the student will be informed via a PDF Notice of Suspension from Study letter (Appendix E) that they are being suspended from their programme of study in the first instance</p>

	<p>and informed that this may be extended depending on the outcome of the investigation.</p> <p>The conditions and length of the suspension will be explained in the email along with details of a further review meeting. This will be copied to all other attendees of the meeting no more than 5 working days after the Stage 3 case conference meeting has taken place.</p> <p>Note: in certain cases, it may be necessary to suspend the student with immediate effect depending on the nature of the misconduct.</p> <p>If applicable, the student's sponsor may be copied in for information and support*.</p>
3.7	<p>Following the outcome meeting, a PDF Stage 3 Final Written Warning letter (Appendix D) and any agreements or action plans (also in PDF format) should be sent to the student via email and, if applicable, may be copied to the student's sponsor, for information and support*.</p> <p>Any action plans or behavioural agreements should be scheduled for review with the student, depending on the nature of the misbehaviour. This also includes cases where a student may be moved to a lower disciplinary stage as part of the Step-Down Process.</p>
3.8	<p>Details of the Stage 3 Final Written Warning and/or Notice of Suspension along with any further reports, actions, letters or action plans (where required) should be kept in the confidential restricted access area of the student's EBS file for an agreed period in accordance with the CEG Retention Policy. The student's discipline level should also be updated in their Learner Log.</p>

Stage 4: Withdrawal Notice

In cases where the outcome of the Stage 3 case conference concludes a student's conduct is proven to be in breach of the behaviours outlined in the OnCampus Student Disciplinary Policy and Procedure, and all efforts to engage the student in changing their behaviour have failed, the Centre Director has the right to withdraw the student from the centre. The Centre Director will notify the relevant authorities, including the university partner (in the case of ICAS students), the student's parents and education guardian (where the student is under the age of 18), sponsor, and the Immigration and Compliance team.

OnCampus reserves the right not to refund fees or deposits to students who have been withdrawn in disciplinary cases.

Where withdrawal is an outcome, appropriate arrangements will be made to support the student on their exit from OnCampus.

Step-down in Disciplinary Stage

There may be some cases which allow for a 'step-down' to a lower discipline stage if it is felt that the student's behaviour has shown significant improvement, and any additional concerns have reduced. In these cases, the Centre Director should be satisfied that:

- Sufficient time has been given to make an informed decision.
- The student has demonstrated that they are able and committed to meeting the standards of the Student Charter. This may be evidenced through action plans or behavioural agreements.
- Once confirmed, the necessary discipline stage change must be made in EBS.

A step-down meeting should be proportionate to the current discipline stage and situation of the student's case, and so participants may vary. The student should be involved, along with relevant people who have an academic or support role with the student. For students currently on Stage 3 or above, the Centre Director should also be involved. The partner university and/or any additional stakeholders will be involved if deemed appropriate.

Together an assessment can be made of the student's engagement with the procedure and review of any impact that their behaviour is having upon them and/or the wider campus community, and ensure the student understands OnCampus and the university partner's expectations regarding discipline. Additionally, all parties must be satisfied that a step-down to a lower stage meets the criteria listed above.

In all cases where changes are made to a student's Discipline stage, this must be updated by the appropriate member of the Centre Student Services Team via EBS within the Learner Log accompanied by notes and via the student's Progress and Wellbeing tab.

A member of the Centre Senior Leadership Team will be the 'lead person'.

4.1	<p>The student should be informed of the meeting and its purpose in a clear, written statement from the lead person, at least 2 working days before the meeting.</p> <p>The statement should include:</p> <ul style="list-style-type: none"> purpose of the meeting link to the Discipline Policy and Procedure clarification on whether the student needs to provide any specific e.g. action plan or behavioural agreement who will attend the meeting and the reason they will be there date, time and venue of the meeting.
4.2	<p>At the meeting the following aspects should be included:</p> <ul style="list-style-type: none"> • An overview of the student's current Discipline stage and details of this, (providing clear and specific examples), and the reasons for considering a step-down to a lower stage. • Opportunity for the student to give their perspective on the issues relating to their behaviour and how they have worked to address these • Clarification of relevant OnCampus regulations • Clarification of the student's responsibility at OnCampus with reference to the OnCampus Student Code of Conduct • Signposting the student to any additional relevant university support services, where necessary

	<ul style="list-style-type: none"> Explicit clarification of the consequences of failing to follow the agreed actions, and/or a continuation of the cause for concerns regarding behaviour, in which case escalation to a higher disciplinary stage will be considered as necessary Agreement of a date to meet again to review the student's situation, where necessary
4.3	<p>A report of the meeting and agreed actions should be documented on behalf of the meeting coordinator. In cases where an action plan or behavioural agreement is necessary or where amendments may be needed, this will include a review date, and it will be made clear to the student that failure to stick to the action plan or behavioural agreement may result in their current Discipline stage remaining in place or escalation to the next stage of the procedure.</p>
4.4	<p>A PDF Step-Down to a Lower Disciplinary Stage letter should be sent to the student and copied to all other attendees of the meeting no more than 5 working days after the meeting has taken place (Appendix G). The student will be required to confirm acceptance of the terms of the action plan or behavioural agreement (where required) in writing.</p>
4.5	<p>A copy of the meeting report, letter, actions and action plan or behavioural agreement (where required) should be kept in the confidential restricted access area of the student's EBS file for an agreed period in accordance with the CEG Retention Policy.</p>
4.6	<p>A Step-Down meeting will designate responsibility to monitor the process and ensure the review meeting takes place. This will usually be the lead person in the Step-Down meeting.</p> <p>The review meeting should include:</p> <ul style="list-style-type: none"> Review of the student's behaviour following the first meeting Review of whether agreed actions have been undertaken Explanation/exploration of any further concerns arising Exploration of further/ongoing support/adjustments that may be necessary. <p>Agreement regarding any amendments needed to the action plan or behavioural agreement (where required) is necessary. If the concern has been resolved no further action will be necessary.</p>
4.7	<p>If the student does not attend the Step-Down meeting:</p> <ul style="list-style-type: none"> The situation will be discussed in the student's absence If there are straightforward options about how to proceed, agreed expectations, support options and plans will be communicated to the student, with any necessary timescales for completion and date of review. <p>The student should be made aware that if they fail to take the opportunity to meet then they may continue to remain on their current disciplinary stage for the time-being.</p>

	Important: If at any point the meeting finds more serious concerns about the student's behaviour, the matter should be referred to the Centre Director (or nominee) and review whether it is necessary to escalate to a higher stage and follow the relevant escalation process.
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Appendix C

Student Template Letter Stage 2: Written Warning (member of the Centre Senior Leadership Team)

[Student name]

Student number []

Sent by email to: []

[Date]

Student Disciplinary Stage 2: Written Warning Meeting - Summary and Agreed Actions

Dear ,

Thank you for meeting with today.

The purpose of this meeting was to discuss concerns raised regarding your conduct and behaviour and to set agreed actions to be reviewed in **2 weeks**, on **<insert date>**. actions are as follows:

<list actions/agreement>

As discussed, we will meet to review these agreed actions on <insert date>. Furthermore, that if there is no improvement in these areas, we may have to consider Student Disciplinary Stage 3: Final Written Warning.

This letter and agreement will be placed on your student record and will be copied to your parent/guardian(s) and education guardian (if under the age of 18) and sponsor, for information and support, and be referred to if any further concerns about your behaviour and conduct arise.

Should you wish to appeal against any of the decisions made, at any level of the disciplinary procedure, the OnCampus Complaints Policy and Procedure should be referred to which I have attached to the email by which you are receiving this letter.

If there is anything you are unsure of from this letter, it is important that you contact me as soon as possible.

Yours sincerely

XXXX

Centre Senior Leadership Team

Appendix D

Student Template Letter Stage 3: Final Written Warning (Centre Director)

[Student name]
Student number []
Sent by email to: []
[Date]

Student Disciplinary Stage 3: Final Written Warning Meeting - Summary and Agreed Actions

Dear..... ,

Thank you for meeting with today.

The investigation into your conduct in <location> on <date> is now complete.

Due to the serious nature of the incident and upon reflection this letter serves as your Final Written Warning at the Centre.

OnCampus has a zero tolerance to <*further details to be provided here*> and should you be found to have breached conduct rules again this may result in Stage 4 of the disciplinary process with immediate withdrawal from the course.

<*insert relevant staff member*> will arrange to meet with you to discuss strategies that will help you manage your behaviour.

Please respond by email to confirm the following:

- You have received this letter
- That such misconduct will not happen again
- That you understand that another incident of poor behaviour will lead to further action under the OnCampus Student Disciplinary Policy and Procedure and could you're your withdrawal from the course.

This letter and agreement will be placed on your student record and will be copied to your parent/guardian(s) and education guardian (if under the age of 18) and sponsor, for information and support, and be referred to if any further concerns about your behaviour and conduct arise.

Should you wish to appeal against any of the decisions made, at any level of the disciplinary procedure, the OnCampus Complaints Policy and Procedure should be referred to which I have attached to the email by which you are receiving this letter.

If there is anything you are unsure of from this letter, it is important that you contact me as soon as possible

Yours sincerely,

XXXX

Centre Director

OnCampus <*insert centre*>

Appendix E

Student Template Letter: Notice of Suspension from Study (Centre Director)

[Student name]
Student number []
Sent by email to: []
[Date]

Student Disciplinary: Notice of Suspension from Study

Dear.....,

Thank you for meeting with today.

As you know, I received a report that on <*insert*> you were involved in an alleged incident of <*insert detail*>. This is a very serious matter. Following an initial investigation, you are as of today suspended from your programme of study for <*length of time*> in the first instance, pending further investigation. Please note that depending on the outcome of the investigation, the suspension may be extended.

This suspension has the following conditions:

1. You are not allowed to enter any part of OnCampus centre unless you have my permission.
2. Detail...

This suspension is subject to a formal investigation. You have been advised not to have any contact with while the investigation is taking place.

A meeting to review your suspension will be held on **XXXX** at **XXXX**. Please make sure you can attend this meeting. You must report to the reception desk when you arrive at the OnCampus centre.

This letter and agreement will be placed on your student record and will be copied to your parent/guardian(s) and education guardian (if under the age of 18) and sponsor, for information and support, and be referred to if any further concerns about your behaviour and conduct arise.

Should you wish to appeal against any of the decisions made, at any level of the disciplinary procedure, the OnCampus Complaints Policy and Procedure should be referred to which I have attached to the email by which you are receiving this letter.

If there is anything you are unsure of from this letter, it is important that you contact me as soon as possible.

Yours sincerely,

XXXX

Centre Director

OnCampus <insert centre>

Appendix F**Student Template Letter Stage 4: Withdrawal Notice (Centre Director)**

[Student name]
Student number []
Sent by email to: []
[Date]

Student Disciplinary: Stage 4 Withdrawal Notice Meeting - Summary and Agreed Actions

Dear..... ,

Thank you for meeting with today.

This letter is to inform you of the outcome of a case conference which was held on **<insert date>**. The meeting was chaired byand attended by

The case conference was held due to concerns around your behaviour following <further details to be provided here>

The following evidence was presented to me by the OnCampus <insert centre> staff to review:

- List as appropriate

<provide summary of incident timeline, evidence from the student, actions to date and any further details as necessary>

The panel has considered all the above and the outcome of the case conference is that we do not believe that you are able to continue to study at OnCampus <insert centre>, due to your behaviour. We have decided to withdraw you from your programme which means that you are no longer able to attend lessons and should not communicate with your teachers <details of any additional information here if necessary>

This letter will be copied to your parent/guardian(s) and education guardian (if under the age of 18) and sponsor, for information and support.

Should you wish to appeal against the outcome of the case conference, you must write to me within 10 working days of receiving this letter. I will review the matter and respond to you within 10 working days of receiving your letter. Any appeal should be made in writing and emailed to me. Further guidance on making an appeal can be found via the OnCampus Student Complaints Procedure and Policy which I have attached to the email by which you are receiving this letter.

If there is anything you are unsure of from this letter, it is important that you contact me as soon as possible.

Yours sincerely,

XXXX

Centre Director

OnCampus <insert centre>

Appendix G

Student Template Letter – Step-Down to a Lower Disciplinary Stage

[Student name]

Student number []

Sent by email to: []

[Date]

Dear []

Student Disciplinary Stage Step-Down: Formal Meeting - Summary and Agreed Actions

Thank you for speaking with today. The purpose of this meeting was to provide an overview of the original concerns raised in relation to your Disciplinary >insert stage< and the reasons for considering a step-down to a lower stage.

We have discussed and therefore agree that a step-down to Student Disciplinary >insert stage< is appropriate, due to significant improvement and response to the constructive feedback given >insert any additional information as necessary, including new or adapted action plans/behavioural agreements<. A review meeting will be arranged and communicated to you when appropriate, which you are required to attend. Please confirm acceptance of the terms of the support detailed in writing to >insert appropriate staff member<.

If at any point further concerns are raised around your behaviour, the Student Disciplinary process will be followed to consider whether it is necessary to move you up to a higher stage.

If there is anything you are unsure of from this letter, it is important that you contact me as soon as possible.

Yours sincerely,

XXXX

Appendix H

Student Misconduct: Examples of Offences

Examples of Offences – Student Disciplinary Procedure	
Property/damage	<ul style="list-style-type: none">Any action likely to cause injury or affect safety on OnCampus, University or accommodation-provider premises, for example:<ul style="list-style-type: none">-tampering with fire-safety equipment-alcohol/drug misuse-Possession of an offensive weapon



	<ul style="list-style-type: none">Non-accidental damage to, defacement, misuse or theft of OnCampus property or the property of other members of OnCampus.Misuse or unauthorised use of the premises or items of property, including computers.Entering areas of the campus that are not open for academic and student activity, unless invited to do so by a member of staff.
<i>People/harassment</i>	<ul style="list-style-type: none">Physical assault of any student, member of staff, any third party or visitors to OnCampus.Violent, indecent, disorderly, aggressive, threatening or offensive behaviour or language intended to cause fear, distress or harm to others including bullying, microaggressions, racist and homophobic abuse, in person and including on social networking sites.Anti-social behaviour (online included) which brings CEG, OnCampus and/or partner universities into disrepute.Failure to comply with a previously imposed disciplinary stageDistributing or publishing material of any nature which is threatening, abusive, insulting, obscene, offensive or constitutes harassment, is illegal or makes others fear violence.Harassment of any student, member of staff, any third party or visitors to OnCampus.Unwanted advances towards other students or member of staff.Sexual assault and/or harassment.
<i>Fraud/deception</i>	<ul style="list-style-type: none">Fraud, deceit, deception, misrepresentation, bribery, falsification of records or dishonesty in relation to OnCampus, the university, its staff or students.Deliberate disclosure of confidential information to unauthorised people; failure to adhere to intellectual property rights and/or breach of copyright.Please note: Assessment/examination offences, including but not limited to, theft, falsification, impersonation, bribery, submission of work purchased from commercial sources, advertising services which promote academic dishonesty will be dealt with in accordance with appropriate member of the Centre Student Services Team is informed on order to update the student's discipline level in their Learner Log. Please also refer to the <u>OnCampus Academic Misconduct Policy</u>
<i>Legal, regulatory</i>	<ul style="list-style-type: none">In the case of International Students, breach of the terms of any visa, including fraud, or failure to comply with the requirements of the UK immigration authorities (UKVI) (or if outside the UK, the respective regulatory immigration body).Where breaches specifically relate to attendance requirements, these will be dealt with in accordance with the <u>OnCampus Attendance Policy</u>
<i>General</i>	<ul style="list-style-type: none">Behaviour which brings or may bring CEG and OnCampus into disrepute, irrespective of where the behaviour took place

	<ul style="list-style-type: none"> • Behaviour within centre that may offend others or that disrupts teaching and learning • Failure to comply with the reasonable instruction of any member of OnCampus staff in the course of his/her duties, including failure to disclose personal identification details • Activity which is intended to or has the effect of inciting or enticing or aiding or abetting another student in the breach of any OnCampus rules.
<p><i>Criminal Offences</i></p>	<p>Examples of criminal offences include those which:</p> <ul style="list-style-type: none"> • Occur on OnCampus or partner premises. • Affect any student, and/or relationships with partner universities and other stakeholders, such as accommodation providers and visitors. • Damage or may damage the good name of CEG, OnCampus, or the University. • Raise questions about a student's suitability for a particular course or whether a student should remain a member of the OnCampus /University community because s/he poses a disruption or danger to others. • Carrying weapons or replica weapons and drug related offences are criminal offences and reportable to the police. • Failure to declare a relevant criminal conviction incurred while enrolled as a student. • Engagement in terrorist/extremist activities or with networks linked to terrorism/extremism. <p>Processes relating to criminal offences:</p> <p>The following processes apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a court of law:</p> <ul style="list-style-type: none"> • Where the alleged offence under the criminal law is considered to be not serious, action under this Policy may continue but such action may be deferred pending any police investigation or prosecution. • In the case of all other alleged offences under the criminal law, no action (other than suspension) will normally be taken under this Policy until the matter has been reported to the police and either prosecuted or a decision not to prosecute has been taken, at which time the Centre Director may decide whether disciplinary action should be taken. • OnCampus has the right to report any criminal matter to the police and there are certain alleged crimes that we may be duty bound to report. However, if a person claims to be the victim of a serious offence committed by a student, but does not wish the police to be involved, the Centre Director may agree not to report the matter to the police. In such circumstances OnCampus will not normally proceed with internal disciplinary measures for the serious offence, although it may take disciplinary action over other related offences.

	<ul style="list-style-type: none">• Where a student has been found guilty of a criminal offence, the penalty shall be taken into consideration in determining the sanction under this Policy.• OnCampus retains the right to pursue action under the disciplinary procedures in cases of criminal behaviour that are not progressed by the police.• There may be occasions when a Centre Director is required to involve the police for the safety and security of the students on campus.
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