

Document title	KMMS Non-Academic Discipline Procedures
Version	3
Effective Date	March 2021
Date for review	2022
Developing committee/board	Student Life and Wellbeing Board/Undergraduate Programme Board
Document Owner	KMMS Quality Manager
Approved by/date	Universities Joint Quality Committee March 2021

**KENT AND MEDWAY MEDICAL SCHOOL
Student Non-Academic Disciplinary Procedure**

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KENT AND MEDWAY MEDICAL SCHOOL**Student Code of Conduct**

For the purposes of this document 'the University' will refer to the University of Kent and Canterbury Christ Church University regarding Kent and Medway Medical School.

Student Code of Conduct

KMMS students are expected to comply with the University codes of conduct which can be accessed through [the Canterbury Christ Church University Code of Student Professional Conduct](#). As a university student and a student member of the medical profession students are expected to comply with the General Medical Council's 'Medical students: professional values and fitness to practise' which sets out the professional behaviour expected of all medical students. KMMS wishes to bring to your attention the following points that the document makes:

- Students must be aware that their behaviour outside the clinical environment, including their personal lives and online presence, may have an impact on their fitness to practise. Their behaviour must justify the trust the public places in the medical profession.

Students should:

- respond to all correspondence from the school and both Universities;
- attend compulsory teaching sessions;
- respect the knowledge and skills of those involved in their education;
- be honest and trustworthy when writing reports/logbooks, and when completing/signing forms;
- comply with the regulations of their medical schools.

Examples of areas of concern relating to student fitness to practise include:

- breaches of patient confidentiality;
- non-attendance;
- uncommitted to work;
- neglect of administrative tasks;
- poor time-management;
- failure to accept and follow educational advice;
- forged signatures;
- bullying;
- fraudulent CVs or other documents;
- sexual, racial, or other forms of harassment;
- persistent or extreme rudeness to patients, colleagues, or others.

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KENT AND MEDWAY MEDICAL SCHOOL

Student Disciplinary Procedure

This procedure outlines the process which will be followed in relation to student misconduct. For the purposes of this document 'the University' will refer to the University of Kent and Canterbury Christ Church University regarding the Kent and Medway Medical School. KMMS and its staff have professional responsibilities to protect the public, student(s) and uphold public confidence in the profession. For this reason, there may be occasions where issues raised as a non-academic disciplinary issue but addressed via the KMMS Low-Level Concerns, Fitness to Study and Fitness to Practise (LLC, FtS & FtP) procedures. The Student Contact and Complaints Office will liaise with the KMMS Academic Lead for Student Life and Wellbeing in instances where a KMMS student is reported for a student discipline issue.

Section A: Purpose

1. The University is a community and expects all students to conduct themselves with appropriate care and respect for all its members (student, staff or patient or visitor), and to show proper concern for the reputation and environment of the University community.
2. Students are expected to adhere to all relevant regulations, policies, and procedures as well as the Student Code of Conduct and are expected to conduct themselves at all times in a manner that supports the University's commitment to create a safe and supportive community for all. Failure to do so will be considered a breach of this procedure that may result in disciplinary action. Students will also be held responsible, where appropriate, for the conduct of their guests and for any damage caused by their guests whilst they are on University campuses, in accommodation (students will be referred to the appropriate accommodation agreement) or using University/nominated partners facilities.
3. The University recognises its responsibility to comply with the law, and, where necessary, to co-operate with the appropriate agencies in any investigation into alleged criminal activity. This procedure does not replace criminal law and nothing in this procedure prevents a crime being reported to the police or referred for consideration under the Low-Level Concerns & Fitness to Practise Procedure.
4. This procedure is reviewed annually and approved by the KMMS Universities Joint Quality Committee.

Section B: Definition of Non-Academic Misconduct, Student Conduct and Complaints Officers and Sanctions

5. Misconduct is defined as a behaviour which interferes with activities or functions of the University, or with those who work or study at the University or as an action which otherwise damages the reputation of the University in the community and more widely.
6. Any student, any other member of the University community, or a member of the public may report an instance of misconduct. Such reports can be made to the University of Kent's Student Conduct and Complaints Office at sccoffice@kent.ac.uk. If received by any other member of University staff the report will be forwarded appropriately or the reporting party signposted to the appropriate office.
7. Disciplinary action may also be taken against a student in respect of any alleged misconduct wherever and whenever it may have taken place when it is considered necessary to protect the interests and reputation of the University and its members.
8. Where an allegation has been made and conclusion made that there is no breach of professional thresholds requiring investigation under the KMMS LLC, FtS, FtP Policy, depending on the nature and severity of the allegation, this will be dealt with by a Student Conduct and Complaints Officer or the Head of Student Conduct and Complaints.
9. The examples of behaviours below are what the University considers to be unacceptable, and potentially could lead to disciplinary action. The examples of unacceptable behaviour listed are not exhaustive. These discipline procedures may be initiated in relation to other unacceptable behaviour depending on the circumstances. This includes action taken by the University separately from any criminal investigation.
10. The examples of unacceptable behaviour listed below refer to behaviour that may have been undertaken in person, remotely, and through online means, including social media, and are not exhaustive.
11. It is divided into two categories:

(a) Behaviours considered to be examples of misconduct potentially of a serious nature

(b) Behaviours considered to be examples of misconduct potentially of a less serious nature (depending on the nature of the 'less serious' offence or repeated 'less serious' offences may lead to them being classed as 'serious')

12. Examples of what is considered unacceptable behaviour (not exhaustive)

Disciplinary offence		Examples of what the University considers unacceptable behaviour (not exhaustive)	Examples of sanctions (early resolution and formal stage)
Misconduct in relation to people			
1	Physical misconduct	Serious <ul style="list-style-type: none"> • Punching • Kicking • Slapping • Pulling Hair • Biting • Use or threatening use of weapons, including knives 	<ul style="list-style-type: none"> • Expulsion • Temporary exclusion • Restrictions/conditions • Formal warning • Written apology
		Less Serious <ul style="list-style-type: none"> • Pushing • Shoving 	<ul style="list-style-type: none"> • Formal warning • Written apology
2	Sexual misconduct (where action is taken by the University separate from criminal investigation)	Serious <ul style="list-style-type: none"> • Engaging in a sexual act without consent • Attempting to engage in sexual intercourse and/or a sexual act without consent • Sharing, including by electronic means, private sexual materials about another person without consent • Kissing without consent • Touching people inappropriately through their clothes • Touching people inappropriately under their clothes • Inappropriately showing sexual organs to another person, including by electronic means • Stalking including repeatedly following another person • Making unwanted remarks of a sexual nature, including by electronic means 	<ul style="list-style-type: none"> • Expulsion • Temporary exclusion • Restrictions/conditions • Formal warning • Written apology

3	Unacceptable/ abusive behaviour	Serious <ul style="list-style-type: none"> • Threats to harm another person, including threats to spread malicious or false information about an individual. • Abusive comments relating to an individual's sex, sexual orientation, religion or belief, race or nationality, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability, or age, including unacceptable behaviour committed by electronic means • Acting and/or speaking in an intimidating and/or hostile manner • Bullying or harassment, including by electronic means • Disorderly behaviour, for example behaviour that could/does cause offence, alarm, or the disturbance of others. • Acts of disturbance that threaten the rights and privacy of any member of the University, including repeatedly taking photos of someone without their consent • Honor based violence, • Domestic abuse 	<ul style="list-style-type: none"> • Expulsion • Temporary exclusion • Restrictions/conditions • Written apology
		Less serious <ul style="list-style-type: none"> • Contacting another person by phone, email, text or on social networking sites, against the wishes of the other person 	<ul style="list-style-type: none"> • Formal warning • Written apology
4	Hate incidents <i>Hate incidents similar to harassment/bullying, however hate incidents are motivated by prejudice based on protected characteristics such as disability, race, religion, sexual orientation or transgender identity.</i>	<ul style="list-style-type: none"> • Hate speech, i.e., abuse threats intended to harass, alarm, or distress a person because of hatred of a person's race or ethnicity, religion or belief, sexual orientation, gender identity or disability • Offensive images, either re-circulated or created by an individual(s) including via internet social networks or similar sites • Threats or actual harm to another person • Bullying or harassment or other inappropriate behavior towards staff or students including via email, telephone and writing or 	<ul style="list-style-type: none"> • Expulsion • Temporary exclusion • Restrictions/conditions • Formal Warning • Written apology

		through use of social networks or similar sites	
Misconduct in relation to property			
7	Damage to Property	Serious <ul style="list-style-type: none"> Causing or attempting to cause significant damage to University property of students, staff, or visitors to the University. The damage can be either caused by intentional action or negligent behaviour. 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions
		Less serious <ul style="list-style-type: none"> Causing or attempting to cause minor damage to University property or to the property of students, employees of the University or visitors to the University Minor abuse of University facilities 	<ul style="list-style-type: none"> Formal warning Written apology Payment to cover cost of damaged items
8	Unauthorised taking or use of property	Serious <ul style="list-style-type: none"> Unauthorised entry or use of University premises Fraud, deceit, deception, theft, dishonesty in relation to the University, its staff, or its students, nominated partners or its visitors Misuse of University property (for example computers or equipment) 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions Formal warning Written apology Payment to cover cost of stolen items
		Less serious <ul style="list-style-type: none"> Minor misuse of University property (for example computers or equipment) Borrowing without permission 	<ul style="list-style-type: none"> Formal warning Written apology
9	Causing a Health and Safety concern	Serious <ul style="list-style-type: none"> Act/omission that did cause or could have caused serious harm on University premises or during University activities (for example, disabling fire extinguishers and/or smoke detectors) Act/omission that did cause or could have caused a health and safety concern on University premises (for example, Disabling fire detection equipment, smoking cigarettes or e cigarettes in non-designated areas) Unwarranted sounding or raising of the fire alarm(s). Intentional or reckless 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions Written apology

		<p>interference with mechanical, electrical, or other services or installations.</p> <ul style="list-style-type: none"> • Non-compliance with safety notices, restricted areas, instructions, or directions. • Possession or use of explosives, weapons and use or possession of poisons. 	
		<p>Less serious</p> <ul style="list-style-type: none"> • Unacceptable noise on or off of campus, including noise at anti-social hours (between 23:00 and 07:00) or non-compliance with any noise bans in place on campus. 	<ul style="list-style-type: none"> • Formal warning • Written apology
Misconduct in relation to the University			
10	Disruption of the work of the University and its members	<p>Serious</p> <ul style="list-style-type: none"> • Acts/omissions/statements intended to deceive the University • Deliberate or malicious disruption of the activities of the University (including academic, administrative, safety, sporting and social) • Deliberate or malicious disruption of the functions, duties or activities of students, employees, or authorised visitors to the University • Failure by a student to provide their name, or ID when requested by a member of staff. • Obstruction of staff in the performance of their duties or the normal business of the University (this includes non-compliance with a request to attend a meeting called under these regulations) • Impersonation/conspiracy to impersonate or attempting to influence an officer improperly in relation to matters covered by these Regulations (including bribery and corruption as stated in the) • Misuse of email from a University account or an account accessed via the University network 	<ul style="list-style-type: none"> • Expulsion • Temporary exclusion • Restrictions/conditions • Formal warning • Written apology

		<ul style="list-style-type: none"> Improper interference with the activities of the University (including academic, administrative, timetabled events on University premises or elsewhere) Improper interference with the functions, duties or activities of any student or employee of the University or any authorised visitor to the University Breaches of the Regulations for IT use, including social media Unfounded and malicious complaints brought against a member of the University under the University of Kent Student Complaints Procedure 	
11	Drugs	<p> Serious</p> <ul style="list-style-type: none"> Possess illegal drugs, possess illegal drugs with intent to supply, supply or offer to supply illegal drugs (including giving them away for free or sharing with others), produce illegal drugs, import or export illegal drugs or allow a house, flat or office to be used by people to undertake any of these unlawful activities 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions
12	Reputational damage	<p> Serious</p> <ul style="list-style-type: none"> Behaviour which has caused serious damage to the reputation of the University 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions
		<p> Less serious</p> <ul style="list-style-type: none"> Behaviour which could have damaged the reputation of the University if action had not been taken to avoid the potential for reputational damage 	<ul style="list-style-type: none"> Formal warning Written apology
13	Initiation ceremonies	<p> Serious</p> <ul style="list-style-type: none"> Organisation of initiation type behaviours including coercion to undertake activities against a person's will, forced consumption of alcohol, humiliation of a person, forced acts of nudity/nakedness, victimisation of individuals described as "freshers", consumption of abnormal/unpleasant substances, bullying; discrimination; harassment, physical acts perpetrated against a person's body, psychological torment, isolation or ostracising of a person(s) 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions

14	Repeated breaches of these regulations	Serious <ul style="list-style-type: none"> Repeated or multiple breaches of any of the regulations above 	<ul style="list-style-type: none"> Expulsion Temporary exclusion Restrictions/conditions
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13. Definitions

Exclusion/temporary exclusion means prohibiting the student from taking part in University activities, using University and Students' Union facilities and/or entering University grounds or premises. The University may put in place a permanent or partial exclusion where appropriate.

Expulsion means terminating the student's registration at the University and withdrawing the student from both their degree programme and the University.

Restrictions/conditions may be placed on a student permitted to either return to, or continue with, their degree programme.

Formal Warning means a written warning to the student indicating the consequences of future misconduct. Details will be added to the student's University record, which is automatically removed at any period up to three months after the completion of the student's programme. The exact time period will be notified to the student in the correspondence informing the student of the outcome.

Written apology is a statement that the student makes to any individual containing an admission of error or discourtesy, accompanied by an expression of regret.

Section C: Reporting Student Misconduct

14. Any incident of misconduct which occurs at either Universities property or campus, at a University event (including events held off either Universities property or campus), or which impacts on the harmony of either University community, should be reported.
15. Reports can be made in person, to the Student Conduct and Complaints Office (by appointment) or to any member of staff who will signpost a student to submit a report to the Student Conduct and Complaints Office.
16. Reports should be submitted using a discipline reporting form and submitted to sccoffice@kent.ac.uk wherever possible. The report will be acknowledged within three working days.
17. Reports made about a group of students may be dealt with as a single process or panel hearing.

18. At each stage either University reserves the right to take no further action if appropriate, for example, if there is insufficient evidence to support an allegation of misconduct. Unless the outcome of the report is relevant to the reporting party, details of the outcome of any formal investigation will not be communicated to them.
19. The set of principles are that of 'natural justice', which means that adjudication is unbiased and given in good faith, and that each party is aware of arguments and documents given by the other. This entitles the student who is subject to disciplinary proceedings to a 'fair hearing'

Right to be Accompanied

20. Students can be supported at any meetings by a member of staff, member of either Students' Union ([Kent Union](#) and [CCSU](#)) or another student of either University or a relative it is their responsibility to arrange this. The meeting organiser must be made aware of any additional attendee at least two working days before the meeting.
21. The disciplinary procedure is not a legal process therefore a student is not able to be accompanied by a nominated legal representative.

Early Resolution - Student Conduct and Complaints Officers

22. Student Conduct and Complaints Officers are dedicated members of staff within the University of Kent, who are trained to respond to reports of unacceptable student behaviour.
23. On receipt of a report, the Student Conduct and Complaints Office will appoint a Student Conduct and Complaints Officer who will undertake a preliminary investigation and either deal with the case summarily or make the recommendation to escalate to formal stage. Penalties will only be applied if there is sufficient evidence based on the balance of probabilities. Any sanction imposed will take account of any mitigating or aggravating factors determined to be relevant.

Mitigation

24. A student is to be given the opportunity to present any mitigating circumstances or factors that ought to be given consideration in determining the penalty. Such factors are not relevant to deciding whether a student committed offence. They can be considered when the Investigator decides on the penalty if the student is found to have committed an offence.
25. Mitigating factors include, but are not limited to:

- The offence is a minor example of a serious offence, for example minor damage to property.
- It is a first offence.
- The student admits the offence at the earliest opportunity.
- The student expresses remorse.
- The student presents evidence of compelling personal circumstances, including any relevant disability.

26. A Student Conduct and Complaints Officer may impose one or more of the following:

- A written apology
- a written warning and/or advice entered into the student's record, removable after 12 months provided there are no further instances of misconduct; and/or
- a requirement that a student gives a written undertaking in relation to future conduct; and/or
- a requirement that a student pays for any damage caused to University property, together with any additional administrative costs not exceeding £25.

A Student Conduct and Complaints Officer, following a risk assessment, may make a referral to KMMS for Low-Level Concerns, Fitness to Study & Fitness to Practise procedures.

Where the Student Conduct and Complaints Officer considers there is serious misconduct, or there is evidence of the repetition of misconduct they will recommend a Formal Investigation. The Student Conduct and Complaints Officer may also recommend the use of Precautionary Action which will be considered in line with paragraph 46. Notification of recommendation for formal investigation will also be sent to the Canterbury Christ Church University's Student Procedures Office.

27. If the severity of the misconduct or the level of appropriate sanction falls outside of the remit of the Student Conduct and Complaints Officer, it will be referred to the formal stage of the procedure.

Formal Stage

28. The University of Kent's Head of Student Conduct and Complaints is responsible for the co-ordination of all reports of student misconduct and for assigning Investigating Officers (with no prior involvement and from either University) to investigate allegations of misconduct. They are the central contact for all formal student disciplinary matters.

29. In cases where a report received about a student involves possible violations of criminal law, the Investigating Officer will refer to **Paragraph 45 onwards** of these procedures.
30. In all other cases, where having received a report about the alleged misconduct of a student, an Investigating Officer will meet with the reporting party and the student about whom the complaint has been within 5 working days to ascertain key facts. Meetings with witnesses and/or other members of either or both University communities will be arranged as necessary. These enquiries could lead to dismissing the case summarily or referring the case to a Student Disciplinary Panel.
31. Meetings with an Investigating Officer take precedence over all other non-academic engagements and attendance is mandatory. Failure to attend more than one requested meeting, without good reason, will also result in the investigation proceeding in the student's absence.
32. Where there is other evidence available e.g., photographs, copies of social media, emails etc. these will be included in the investigation and shared with the student prior to any formal meeting. See the University's [CCTV Policy](#) for information on the use of CCTV evidence.
33. A written record of the meeting will be taken for each meeting and a copy provided for review and comment to each person interviewed.
34. All students are entitled to be accompanied to an investigation meeting by a Students' Union representative (add links to both Unions) and, if appropriate, the student may call witness (es) to speak. Anyone accompanying the student, who is not a witness, should not be connected to the incident concerned.
35. No mechanical or digital recording of the meeting(s) will be permitted. An accurate record of the meeting(s) will be taken and provided to the student and all attendees where appropriate.
36. The Investigating Officer will produce a written report, presenting the facts of the investigation and setting out any recommendations regarding appropriate sanctions normally within 10 working days after the complaint report was submitted. This report will be provided to the University of Kent's Head of Student Conduct and Complaints and Canterbury Christ Church University's Student Procedures Office (where appropriate) for signoff before being provided to the student. Where appropriate the report will also be shared with the Dean of KMMS.
37. The range of outcome decisions available to an Investigating Officer are as follows:
 - a) resolve that no further action is take

- b) refer the matter for further investigation under the relevant Fitness to Practise or Professional Suitability procedures, where the programme is subject to such procedures
- c) issue a written warning to the student indicating the consequences of future misconduct, to be entered into the student's record, removable at any period up to 12 months after the completion of the student's programme
- d) require the student to compensate for or make good any damage caused, together any additional administrative charge not exceeding £25
- e) require the student to make appropriate apology for any offence or harm caused to the individuals concerned, including members of the outside community
- f) in the case of student accommodation, require the student to vacate immediately any University owned or University managed property, and to move to alternative accommodation, when their continued presence might affect the safety, security, or welfare of other residents at the property or University employees
- g) confirm any disciplinary decision made by the Officer in charge of a building, equipment, or service, in cases which involve infringement of the rules governing the use of the building, equipment or service concerned
- h) restrict access to any part of either Universities campuses (including the Students' Union or other managed premises), or to any services of either University, where this is deemed desirable for the welfare of other students, or staff, or where continued access may interfere with the smooth running of that building or service or otherwise compromise it
- i) Recommend the student case be considered by a Student Disciplinary Panel.

Section D: Joint Student Disciplinary Panel

- Joint Student Disciplinary Panels deal with the most serious disciplinary issues. Where an allegation is deemed to be outside of the authority of an Investigating Officer. A formal disciplinary Panel will be formed, normally within 20 working days of the recommendation being made.

38. A Joint Student Disciplinary Panel is agreed by the Chair. The University of Kent's Head of Student Conduct and Complaints or Canterbury Christ Church University's Head of Student Procedures will act as secretary and:

- Appoint the members of the Joint Student Disciplinary Panel. (A Disciplinary Panel will normally be chaired by the Dean of the Medical School and will include two other members of academic or non-academic staff, one from each University.)
- Inform the panel and the student at least five working days before the meeting of the date and time of the meeting, matters to be considered by the Joint

Student Disciplinary Panel, and provide a copy of all supporting documentation and evidence.

- Inform the student of their right to representation and presentation of their case.
- Inform the student of their right to call witnesses. Student must give five working days' advance warning of any witnesses attending a Panel meeting. It is the student's responsibility to arrange for their witnesses to attend at the correct time and location.

39. The student is entitled to provide a written statement of their case and other relevant supporting documents. The student is also entitled:

- to receive copies of all documents used in consideration of their case; and
- To hear and examine any evidence presented for consideration in their case.
- To receive support and guidance and representation from either Students' Union

40. The Joint Student Disciplinary Panel will not take the students previous disciplinary history into account until it has reached a decision on the student's liability. It will be appropriate, however, to take previous disciplinary matters into account when deciding upon the appropriate penalty to be imposed.

41. A Joint Student Disciplinary Panel may

- Approve the recommendations of the Investigator
- Amend the recommendations and substitute a lesser penalty
- Set aside the recommendation and determine that there is no case to answer

Where the outcome is the decision-making process of the University was not considered reasonable, the Joint Student Disciplinary Panel may determine there should be further investigation into the case.

42. The outcome of the Joint Student Disciplinary Panel will be provided to the student within 5 working days of the meeting taking place. A high level summary of the outcome of the meeting will be provided to the Dean of the Medical School and copied to the Director of Student Services, Head of Campus Security and the appropriate Accommodation Manager (where appropriate) and equivalent roles at Canterbury Christ Church who may wish to arrange a further meeting with the student to determine if appropriate support should be made available to them and to consider the impact of any outcome on a student's course of study or accommodation. If the outcome of the Joint Student Disciplinary Panel is exclusion of the student from the University, the appropriate senior staff at both Universities will be notified. The Programme Director at KMMS will also be informed to enable notification of external regulatory bodies.

43. Students will be advised of the appropriate degree of confidentiality during the investigation, and that information will be shared if there are professional conduct/fitness to practice implications, complaints involving crime, or risk to self and others.

Arrangements relating to cases where criminal procedures are under consideration, in hand or have been completed

44. The Universities recognise their responsibility to comply with the law, and, where necessary, to co-operate with the appropriate agencies in any investigations into alleged criminal activity on the campus.
45. Normally the Universities will take no action against a student in respect of any alleged offence which breaches criminal law and on which police action is under consideration/in hand or pending.
46. On receiving a report that a student is under police investigation or is subject to criminal proceedings, the Student Conduct and Complaints Officer will undertake any immediate action to mitigate risk and then submit a Risk Management Plan to the University of Kent's Risk Management Panel. The Risk Management Panel will include Canterbury Christ Church University representation for such cases and will decide whether to take any further action and the timing of such action based on the recommendations set out in the Risk Management Plan.
47. Following completion of police enquiries and criminal proceedings, any disciplinary action under these procedures will consider the penalty, if any, imposed by the Courts or by the police.
48. The decision on whether and when to commence disciplinary proceedings under these procedures is likely to depend on several considerations which, depending on the circumstances, may include the following:
- the seriousness of the alleged offence(s);
 - the outcome of the criminal proceedings;
 - where appropriate, the wishes of both the victim(s) and the offender(s);
 - where appropriate, the availability of the alleged offender(s).
49. Precautionary measures may include imposing conditions, such as no-contact agreements, requiring students to move accommodation, suspension from studies, or temporary exclusion from all or part of University campuses or facilities. Precautionary action is not a penalty or a sanction, nor does it indicate the University, has or will, conclude the student committed the breach of discipline or a criminal offence.

Section E: Right of Appeal

50. An appeal may be submitted on one or more of the following grounds:

- that there is evidence of a failure to follow the procedures set out in these procedures or other administrative error, which casts reasonable doubt on the reliability of the decision; and/or
- that fresh evidence can be presented, which could not reasonably have been made available before the original decision was made, and which casts reasonable doubt on the reliability of that decision.

51. To be considered, the appeal must:

- provide the grounds for the appeal and the remedial action sought;
- be submitted with all necessary documentary evidence substantiating the grounds of the appeal;
- be submitted in writing to the Student Conduct and Complaints Office at sccoffice@kent.ac.uk within 10 working days from the date of the letter notifying the student of the decision.

Appeal against the decision of a Student Conduct and Complaints Officer or Head of Student Conduct and Complaints

52. Students may appeal the decision of a Student Conduct and Complaints Officer or Head of Student Conduct and Complaints within 10 working days of receiving the decision. The appeal should be submitted to sccoffice@kent.ac.uk.

53. The Director of Student Services or nominee will review the evidence and consider if the sanction/recommendation is appropriate.

54. Where the decision is deemed appropriate the student will be informed within 10 working days of receipt of the appeal.

55. Where the sanction is deemed excessive or inappropriate, the Director of Student Services or nominee will revise the sanction accordingly and advise the student within 10 working days.

Appeal against a decision by a Joint Student Disciplinary Panel

56. A student may appeal against the outcome of a Joint Student Disciplinary Panel on one or more of the following grounds set out in paragraph 51.

57. A Deputy Vice-Chancellor or Pro Vice-Chancellor or nominee will determine whether the appeal is made on appropriate grounds. Where no appropriate grounds are identified, the appeal will be dismissed, and a Completion of Procedures letter will be issued by the University of Kent to the student within 20 working days.

58. Where there are appropriate grounds identified the matter will be referred to the Offices of the Vice Chancellors of both Universities, who will determine whether the appeal is upheld and if so, whether the allegations against the student should be dismissed or referred for reconsideration by the Joint Student Disciplinary Panel or by the appropriate officer under these procedures.

Appeal outcomes

59. The decision of the appeal will be communicated to the student within 10 working days of the appeal being received. The student will be advised of the right to bring a complaint to the Office of the Independent Adjudicator for Higher Education (OIA) once the University's internal procedures have been exhausted.

The Office of the Independent Adjudicator for Higher Education

60. The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student complaints or appeals. When all the University's internal stages for dealing with student disciplinary appeals have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to request an independent review by the OIA must submit their application to the OIA within 12 months of the issue of the Completion of Procedures letter. Full details of the scheme will be enclosed with the Completion of Procedures letter.

Note: Further information may be obtained from the OIA's [website](#).

Section F: Confidentiality and Disclosure

61. Information disclosed during or resulting from disciplinary proceedings will be treated with the appropriate degree of confidentiality.
- 62. Students on professional course should be aware that initiation of and findings from investigations that may have a bearing on their course of study may be reported to professional bodies and be subject to local fitness to practices procedures. Students will be informed of this decision in writing.**
63. The University of Kent's Student Conduct and Complaints Office will maintain a central record of all disciplinary cases via a secure site and in accordance with the University's record retention policy. KMMS will also retain a record of low-level concerns and concerns relating to professionalism.
64. A termly and annual report will be submitted to the Student Experience Board and the Universities Joint Quality Committee, which will include anonymised data regarding student discipline cases.

Kent and Medway Medical School

Section G: Student Discipline Reporting Form

This form is for you to report an incident, or incidents, which may constitute a breach of the Kent and Medway Medical School's Student Disciplinary Procedure.

Complete as much of this form as you can. Please attach any evidence (such as emails or screenshots) which you have.

Your Full Name:	
Your Email Address:	
Your Kent Login or Student ID (if you have one):	

Date of Incident: (This may be several dates or a time period)	Time of Incident: (approximate)	Location of Incident: (this may be several locations or online)
Name and contact details of Witness/es (if not you):		
Name and ID Number of Student who caused the incident: (if known)		
Any other information that may help identify the student who caused the incident: e.g.: address, car registration, Kent login		
Please describe the incident below:		

If you want us to treat this report in confidence, please explain why below:

If we cannot fairly investigate the situation you have reported without breaching your confidentiality, we will write to you to explain why we may not be able to investigate and discuss with you alternative reporting routes, for example the Police.

The Investigating Officer will never share your personal information with any third party (including family members), without seeking your explicit consent, other than in circumstances allowed within Data Protection Law.

Where we have concerns about the safety of a student, limited information may be shared with Campus Security, Risk Management Panel and/or relevant external partners, for the purpose of protecting your safety and/or the safety of others.

Declaration and Data Protection

I declare that the information given on this Student Disciplinary Incident Report Form is a true statement of the facts to the best of my knowledge and that I would be willing, if required, to answer further questions related to it. I agree to the University using my personal data to process the report, in accordance with the Data Protection Act. This may include securely sharing it with the Investigating Officer, Risk Management Panel and/or relevant external partners, for the purpose of protecting your safety and/or the safety of others.

<https://www.kent.ac.uk/applicants/policies/privacy-notice.html>

KENT AND MEDWAY MEDICAL SCHOOL

I understand that it is a disciplinary offence under the Kent and Medway Medical School's Student Disciplinary to provide statements intended to deceive the University.

Name:

Date:

Signature: