



UNIVERSITY OF CAMBRIDGE

Institute of Continuing Education

Student Disciplinary Procedure for non-award bearing courses

Disciplinary proceedings may be brought against a student who is suspected of having acted or behaved in a manner which unreasonably interferes with the functioning or activities of ICE, or of those who work or study at ICE, or which otherwise damages ICE or its reputation. The following is a non-exhaustive list of examples:

- a) Academic misconduct in work submitted for assessment or in examinations, ie any action which gains, attempts to gain, or assists others in gaining or attempting to gain an unfair academic advantage. For further details please refer to the University of Cambridge's [definition of academic misconduct](#).
- b) The disruption or attempted disruption of the teaching or administration of the Institute's work or aggressive or harassing behaviour, either physical or verbal, towards any student, or person, such as a Tutor, acting on behalf of ICE.
- c) The abuse of alcohol or drugs on any premises where ICE courses are held, including transport and residential components of field trips or excursions.
- d) The theft, damage or defacing of any of the Institute's property or any property on premises where ICE courses are held.
- e) Other behaviour inconsistent with the University of Cambridge's Rules of Behaviour (where applicable) which can be found on the [Office of Student Conduct, Complaints and Appeal's](#) website.

In the case of alleged serious misconduct, ICE, through its officers, reserves the right to suspend a student immediately from the programme or course and to exclude them from the premises of ICE (whether the permanent premises at Madingley Hall or teaching accommodation elsewhere in the University of Cambridge or externally) and/or the virtual classroom until investigation of the circumstances has been undertaken according to the procedure below.

If disciplinary proceedings are being taken against a student and they have any queries or require procedural advice they are advised to contact the [Quality Governance team](#).



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If it is suspected that a student has committed a disciplinary offence, the Director of Academic Centres or Director of International Summer Programmes and Lifelong Learning shall, at their discretion, decide whether disciplinary proceedings should be initiated against the student. If it is decided to begin disciplinary proceedings, the student will be informed, in writing, by the appropriate Director, and the following procedure observed. In the case of International Programmes students attending ICE from an external institution, the ICE staff will decide the appropriate stage at which any accompanying external faculty member, and/or the home institution should be contacted about the incident, and the extent to which these parties should be involved in the following steps:

- a) The Director of Continuing Education will appoint an investigating officer from among the staff of ICE, who has no prior involvement in the matter under investigation. The Investigating Officer will act on behalf of the appropriate Director and request them to provide a full written report on the issues under investigation normally within 20 calendar days. A copy of the report will be sent to the student and relevant members of the ICE staff. The Investigating Officer will invite the student to make a written statement and seek information from any other person thought by any of the parties to have relevant information.
- b) If the Director of Academic Centres or Director of International Summer Programmes and Lifelong Learning decides that there is no apparent case of a disciplinary offence having been committed, the student will be notified and no further action will be taken other than any informal guidance and/or counselling which the Director may consider appropriate in the circumstances.
- c) If the Director of Academic Centres or Director of International Summer Programmes and Lifelong Learning, decides that there is an apparent case and that a disciplinary offence has been committed, unless it is decided to proceed by way of informal counselling, the Director will:
 - convene a disciplinary hearing before a Panel of Inquiry comprising of three members of University of Cambridge staff. One member of the Panel shall be appointed Chairperson of the Panel. The members of the Panel will have had no previous involvement in the matter to be considered;
 - communicate to the student a statement of the disciplinary allegation to be determined at the hearing;
 - provide the student with copies of all statements and evidence to be considered at the disciplinary hearing;



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- advise the student that they may attend the hearing to present their case, and to give evidence, and that they may bring a companion for support or representation and/or invite one or more witnesses to attend to give evidence in person, the only requirement being that the student inform ICE beforehand of those attending the hearing on their behalf.
- d) At the disciplinary hearing, the case for ICE shall be presented by the Director of Academic Centres or the Director of International Summer Programmes and Lifelong Learning, who may also call witnesses to the hearing.
- e) At the conclusion of the consideration of the allegation, the Panel of Inquiry shall decide whether the disciplinary allegation has been proved.
- f) The range of disciplinary sanctions available to the Panel shall include any one or more of the following:
- formal warning;
 - suspension from use of the Institute of Continuing Education's facilities;
 - expulsion from the programme or course;
 - debarring from subsequent enrolment on any of the ICE's programmes or courses for a determined period;
 - require the student to pay the cost of material damages up to the amount of £250;
 - such other lighter penalty as the Director of Academic Centres or Director of International Summer Programmes and Lifelong Learning, as appropriate, considers to be equitable and merited by the circumstances.

The date of the hearing shall be determined taking into account the availability of the student and the members of the Panel and other officers in attendance. In the event that the student fails to attend the disciplinary hearing, the Panel of Inquiry may, at its discretion, proceed to decision in the student's absence.

The Quality Governance Manager will assist the Panel of Inquiry, be present throughout the whole proceedings of any hearing and will prepare minutes of the meeting.

The student will be informed by the Chairperson, in writing, of the decision of the Panel, normally within 14 calendar days. At the same time, the student will be informed of the right to appeal in writing, to the Director of Continuing Education against the decision of the Panel within 14 calendar days of receiving notice of the decision.



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An appeal can be submitted on the following grounds, that:

- a) the procedures were not followed properly;
- b) the Panel of Inquiry reached an unreasonable decision, in that no reasonable person could have reached the same decision on the available evidence;
- c) the student has new material evidence, which materially impacts the outcome and which, for valid reasons, they could not have submitted at an earlier stage in the process;
- d) there was bias or reasonable perception of bias during the procedure;
- e) the penalty imposed was disproportionate, or not permitted under the procedures.

On receiving the student's decision to appeal, the Director of Continuing Education will initiate the process of appointing an independent Reviewer to consider the appeal, who will have had no prior involvement in the case.

In exceptional circumstances the Reviewer may at their discretion refuse to consider an appeal, should the grounds on which the appeal is based appear to be without merit, vexatious or an abuse of the process.

The Director Continuing Education and/or the Reviewer may from time to time vary, at their discretion, the procedure adopted, to provide for the efficient and equitable disposal of disciplinary issues.

If a student's appeal is accepted, the student will be invited to submit written representations within 14 calendar days, or longer where appropriate. The Reviewer will consider all written documents relating to the case, the student's representations and the results of any further enquiries the Reviewer may make, at their discretion. All documents considered by the Reviewer will be made available to the student.

The Reviewer will issue a report containing findings about the appeal and may make recommendations as to remedies to be adopted or other action recommended to be taken. If the appeal is dismissed the Reviewer will provide, in writing, reasons for the decision.

The Director of Continuing Education will communicate the decision of the Reviewer to the student in writing normally within 14 calendar days of the review, along with a completion of procedures letter.

The decision of the Reviewer is final within the University of Cambridge. All decisions reached by a Reviewer will be reported to ICE's Academic Policy and Operations Committee.