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LSBU

**Halls of Residence
Disciplinary Procedure
For Student Residents
2020-21**

This procedure is available in accessible format on request from the Head of Student Accommodation at accommodation@lsbu.ac.uk

Halls of Residence Disciplinary Procedure For Student Residents

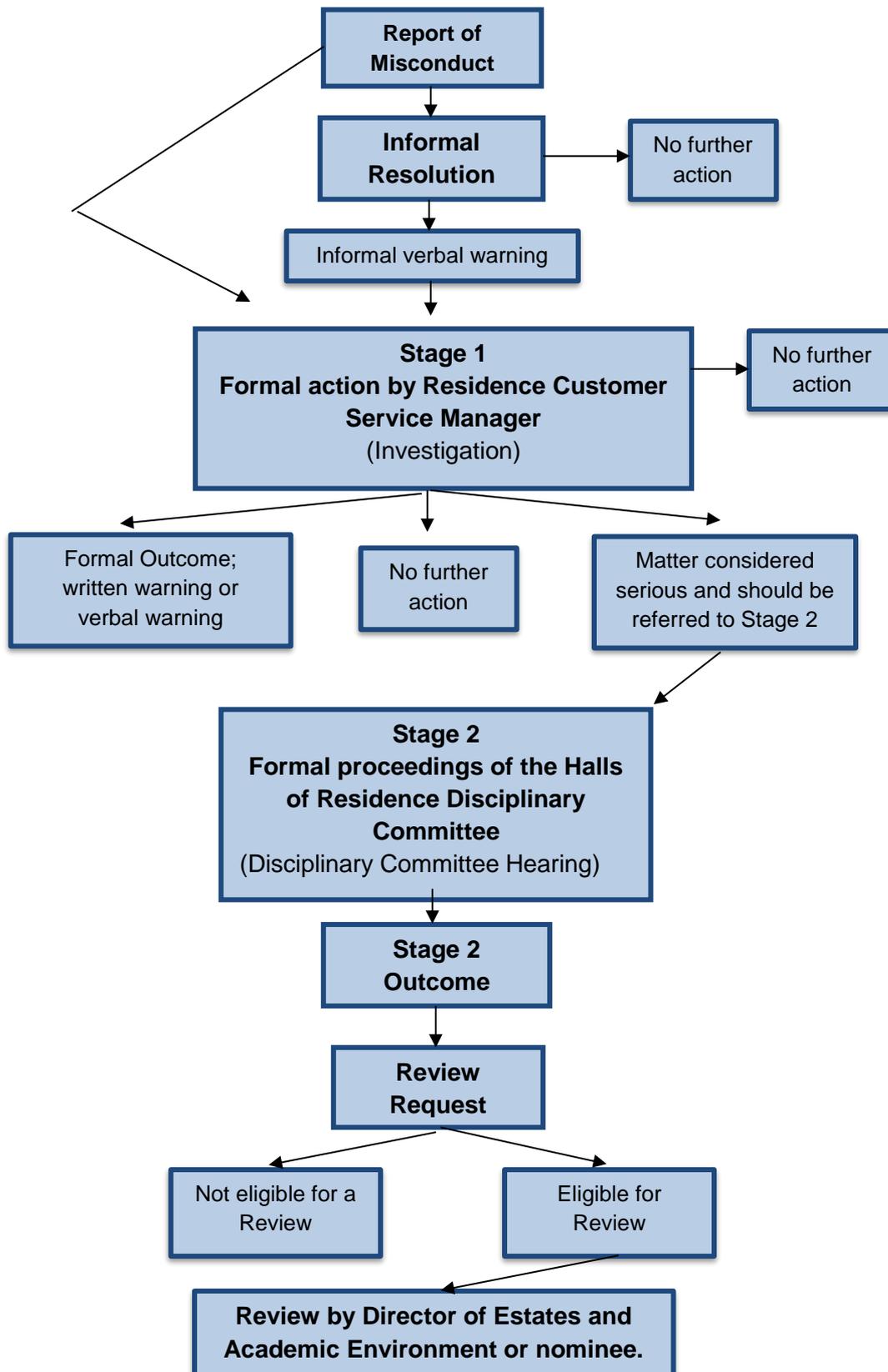


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In an emergency

In an emergency where it is believed that a person's health or wellbeing presents an immediate risk to themselves or others call the appropriate Emergency Services: 999 (and inform the University on ext. 6666) or call the University's emergency number: 0207 815 6666 (who will call 999).

1. Introduction - the principles behind the procedure

- 1.1. All University staff, students, contractors and visitors have a right to work, study and learn in a safe environment and any conduct, which unreasonably interferes with the safe and orderly operation of the University community, will be investigated and addressed in accordance with this procedure.
- 1.2. The security and integrity of University property must be safeguarded and any unacceptable conduct, which jeopardises this, will be investigated and addressed to ensure that security and integrity are maintained.
- 1.3. An attempt will be made where possible to resolve unacceptable conduct issues informally and any investigation and necessary action will be undertaken as speedily as possible, normally within 90 days from the start of the formal process (unless prevented by vacation periods, police investigations or other circumstances outside the University's control). This timeframe requires you to engage with the disciplinary process by meeting all of the University's stipulated deadlines for submission of materials and attending the meetings, you are invited to at each stage of this procedure.
- 1.4. There may be cases where, for good reason(s), the University will need to extend the timeframe for dealing with your case. When this is the case, we will contact you to explain the delay and set a new deadline for the next stage.
- 1.5. Allegations of misconduct made in good faith will be taken seriously and dealt with in accordance with this procedure.
- 1.6. Allegations of misconduct will be dealt with as allegations of breaches of the University's own internal regulations and policies and will be judged by the civil standard of proof, which is the balance of probabilities (i.e. more likely than not/51% or more) and are not treated as offences under criminal law. Students against whom allegations have been made will be presumed to be innocent until proven to have committed misconduct. The possible sanctions and outcomes are those described in this procedure.
- 1.7. Unless otherwise notified, the address for delivery to the Resident shall be the room they currently occupy in Halls of Residence, and the Resident will be deemed to have received a letter on the date it has been delivered to the room. Only in extenuating

circumstances, copies of correspondence will be sent by first class recorded mail marked "Confidential – Addressee only" to the Resident's home address.

2. Scope – who/what is covered by this procedure?

- 2.1. Conduct in Halls of Residence is governed by the Accommodation Licence Agreement, which you sign and accept when taking up a room in Halls of Residence. Once you have done this, you become a Resident.
- 2.2. This procedure applies if you are a Resident who:
 - a) is enrolled and registered at the University; or
 - b) was enrolled at the University at any time during the previous 12 months; or
 - c) has interrupted your studies.
- 2.3. The University reserves the right to carry out and/or complete the disciplinary process if you cease to be a Resident whilst the process is ongoing. As set out in paragraph 16.3, any penalty imposed may be referred to in a reference given by the University on your behalf.
- 2.4. If your registration as a student of the University has been terminated (for example following action under the Student Disciplinary Procedure and the conclusion of any review process), this procedure will not apply and the Head of Student Accommodation will take action to remove you from your accommodation.
- 2.5. Where more than one Resident is involved in a case of suspected misconduct, the University may choose whether to take joint or separate action against them under this procedure.
- 2.6. Unacceptable conduct in Halls of Residence may be dealt with additionally and/or independently of the Student Disciplinary Procedure
- 2.7. The University also operates a Fitness to Study Procedure and you may find yourself subject to the application of both procedures at the same time. Depending on the individual circumstances of each incident, the University reserves the right to either suspend one procedure until the outcome of the other is complete, or decide not to pursue one procedure in favour of the other.
- 2.8. Notice periods are referred to in working days. Flexibility may be given in exceptional circumstances around University closure periods and holiday periods where the student is likely to be off campus.

3. Who is responsible for this procedure?

- 3.1. The Director of Estates and Academic Environment has overall responsibility for this procedure, but has delegated day-to-day responsibility for overseeing its implementation to the staff identified in this procedure. All relevant members of staff

have been made aware of the procedure and have received appropriate training.

- 3.2. The Director of Estates and Academic Environment has jurisdiction under this procedure, and shall nominate one or more Residence Customer Service Managers who are responsible for operating the disciplinary process and making decisions about individual cases.
- 3.3. The Residential Life Coordinator is responsible for co-ordinating and centralising the disciplinary process and keeping a record of all disciplinary incidents and outcomes.

4. Disciplinary process

- 4.1. You may be subject to a formal disciplinary process under this procedure if you are suspected of having committed misconduct, which amounts to a breach of the terms of your Accommodation Licence Agreement.

5. Support for students

- 5.1. You are encouraged to seek advice and support regarding this procedure from the LSBU Students' Union Advisory Service.
- 5.2. If you are invited to attend an investigatory interview, or a formal meeting or hearing under this procedure, you may be accompanied by a fellow student or a Students' Union representative. You are not permitted to be represented by a legally qualified solicitor or barrister but the University may allow legal representation at Disciplinary Panel hearings in exceptional circumstances e.g. where your conduct may amount to a serious criminal offence. You must provide the name and contact details of your chosen companion to the University in good time before the meeting/hearing.
- 5.3. If you have a disability, you may additionally be accompanied by a support worker as may reasonably be required. The University will make reasonable adjustments to this procedure where it is reasonable to do so to prevent you from suffering substantial disadvantage as a result of your disability. The University's Student Wellbeing teams will be consulted.
- 5.4. The companion's role at the meeting will be to support you; you may consult him or her for advice and support during the meeting/hearing, but he or she may not answer questions on your behalf (unless this is agreed in advance by the chair as a reasonable adjustment for your disability).
- 5.5. Further details of support services offered both by the University and externally are set out at Appendix A.

6. Reporting misconduct

- 6.1. All University staff and students are responsible for reporting misconduct by a Resident

which they witness or of which they have evidence.

6.2. Any person who becomes aware of misconduct by a Resident should report the matter to the Halls of Residence Management Team. Reports should be made using the form available at <http://www.lsbu.ac.uk/about-us/policies-regulations-procedures> under the heading, "Halls of Residence Disciplinary Procedure". Completed forms should be sent to:

- McLaren House Reception – 1 St George's Circus, London, SE1 0AP Telephone 0207 815 7360 or email mclaren@lsbu.ac.uk
- Dante Road Reception – 2 Dante Place, London, SE11 4RX Telephone 0207 820 8052 or email dante@lsbu.ac.uk
- David Bomberg House Reception – 282-302 Borough Road High Street, Student Halls of Residence Complaints Procedure 2017/18 | 5 London, SE1 1JJ Telephone 0207 815 7380 or email bomberg@lsbu.ac.uk
- New Kent Road Reception – 83 New Kent Road, London, SE1 6RD Telephone 0207 407 9174 or email newkent@lsbu.ac.uk
- Accommodation Services – 103 Borough Road, London SE1 0AA Telephone 0207 815 6417/6412/6424 or email accommodation@lsbu.ac.uk

Relevant documentary evidence must be attached to the report where appropriate.

6.3. University staff who become aware of misconduct by a Resident through some other means (for instance through a Health and Safety report, or if the conduct is reported to them in person or by email) will ensure that the matter is reported through the correct channel either by advising the individual who witnessed the conduct, or if necessary by reporting the matter themselves and attaching any email or other evidence to their report.

6.4. Anonymous reports of misconduct will not usually be accepted by the University.

7. Reporting matters to the police

7.1. Students who witness or who have evidence of misconduct by a Resident which may also amount to a criminal offence have a number of options available to them once they have brought the alleged incident to the attention of the University. The main options are:

- a) reporting the matter to the police;
- b) seeking support from internal and external services;
- c) not reporting the matter to the police but requesting that the University deal with the matter under this procedure.

7.2. The University will put no pressure on the reporting student in relation to any of the options.

- 7.3. Where a suspected criminal offence is committed against the University, the University may report the incident to the police. Where the alleged victim is not the University (e.g. not a member of University staff or not relating to University property), the University will normally allow the victim to decide whether or not to report the matter to the police. However, the University may start disciplinary action against the accused student and investigate the incident on its own volition.
- 7.4. The University will only in exceptional circumstances report the alleged incident to the police against the wishes of the alleged victim/reporting student if the reporting is necessary to protect the alleged victim/reporting student or others from harm or to prevent a further harm taking place. The University will explain its decision and the reasons to the victim/reporting student either in advance or as soon as possible after the report was made.

8. Student conduct under police investigation

- 8.1. If an allegation of misconduct reported under this procedure is also subject to police investigation, the local manager will ask you to give consent for the police to provide information to the University on the progress of the police investigation or require you to keep the University informed accordingly.
- 8.2. The University reserves the right to either suspend or continue with the disciplinary process in cases where a police investigation is ongoing, or has been suspended or discontinued. This will be decided on a case-by-case basis in consultation with the University Solicitor and, where appropriate, in dialogue with the police. The University also reserves the right to proceed with the disciplinary process where you have been acquitted in criminal proceedings.
- 8.3. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, the University reserves the right to take a decision based on the available evidence.
- 8.4. Whilst a police investigation is under way, the University's normal policy is to provide any reasonable support to you in order for you to continue your studies safely whilst abiding by any bail conditions that may have been placed on you, if practicable to do so. Where possible, the University will make reasonable adjustments to your accommodation arrangements to help you ensure your own safety, the safety of others and/or to comply with any bail conditions which have been placed on you.

9. Informal resolution

- 9.1. Minor conduct issues, e.g. minor damage to property, conduct causing minor disruption or anti-social behaviour that is not directed at other individuals can sometimes be dealt with informally without the need to initiate the formal disciplinary process. Staff who observe conduct that may give cause for concern if repeated may inform the Halls Management Team, who may discuss the concerns with you.

- 9.2. In some cases, an informal verbal warning may be given, which will not form part of your formal disciplinary record. A note of any such informal discussions and verbal warnings may be held on the Resident's Accommodation Account until the Resident leaves the Halls of Residence.
- 9.3. Formal steps may be taken under this procedure if the Residential Customer Service Manager believes that the conduct is likely to be repeated or if the conduct is repeated.

10. Stage 1: Formal action by Residence Customer Service Manager

- 10.1. On receipt of a report of misconduct, the Residence Customer Service Manager should consider whether they could be deemed to have a conflict of interest, and if there is a conflict of interest ask another suitably qualified person to take over the investigation.
- 10.2. If there is no conflict of interest, the Residence Customer Service Manager will review the report and determine whether the misconduct, if proven, could be considered a breach of the Accommodation Licence Agreement. If so, the Residence Customer Service Manager will conduct an investigation. If not, the Residence Customer Service Manager may decide to take no further action.
- 10.3. The investigation will be started as promptly as possible, and normally within 10 working days of the report being made. The University reserves the right to extend this period during holidays and exam times.
- 10.4. If you are reported for further misconduct during the investigating period, the Residence Customer Service Manager will review whether this should be considered at the same time at the Stage 1 interview. You will be notified if this is the case, in advance of the interview.
- 10.5. As part of the investigation the Residence Customer Service Manager will:
 - a) interview you;
 - b) identify and interview any other relevant witnesses or obtain written witness statements from them; and
 - c) seek documentary evidence where appropriate (e.g. emails, photographic evidence, logs from relevant University systems (including appropriate use of CCTV), or other relevant evidence).
- 10.6. The Residence Customer Service Manager will write to you at least 3 working days in advance of the investigatory interview, inviting you to the interview and explaining the reason for the interview and the allegations made against you.
- 10.7. If you fail to attend the investigatory interview without good reason, or are unable to do so on more than two occasions, the Residence Customer Service Manager may

continue with the investigation without interviewing you provided s/he is satisfied that you were given due notice of the date and time of the meeting. The Residence Customer Service Manager shall decide in their discretion what constitutes “good reason”.

- 10.8. The Residence Customer Service Manager will compile an outcome report, which will include the allegations and a summary of the evidence gathered in the course of the investigation, including copies of relevant documents and witness statements, including evidence and witness statements provided by the Resident in support of their case.
- 10.9. The Residence Customer Service Manager may:
 - a) decide that they should deal with the matter formally; or
 - b) decide that no further action should be taken; or
 - c) decide that the matter is more serious and should be referred to Stage 2 of this procedure.
- 10.10. If the Residence Customer Services Manager decides that they should deal with the matter formally, they will issue either a formal verbal warning or a formal written warning. Detailed notes will be kept on the Residence Customer Service Manager’s file and Student Accommodation Account recording breaches, the name of the Resident, the date the breach occurred and the action taken. The notes will be kept whilst the Resident resides at the Halls of Residence.
- 10.11. If the Residence Customer Service Manager decides that formal disciplinary action should be taken at Stage 2 of this procedure, they will refer the matter to the Halls of Residence Disciplinary Committee under paragraph 11. Cases will usually be referred to the Halls of Residence Disciplinary Committee if you have previously been given a formal written warning, or the Residence Customer Services Manager considers the matter to be complex or one which may warrant termination of the Accommodation Licence Agreement.
- 10.12. You will be informed of the decision of the Residence Customer Service Manager within 5 working days of the conclusion of the investigation.

11. Stage 2: Formal proceedings of the Halls of Residence Disciplinary Committee

- 11.1. Hearings of the Halls of Residence Disciplinary Committee are undertaken when the Residence Customer Services Manager refers the case under paragraph 10.11.
- 11.2. The Residential Life Coordinator will, within 10 working days of the referral by the Residence Customer Service Manager, invite you to attend a Disciplinary Committee hearing, providing the date, time and place of the hearing. The hearing will be held as soon as reasonably possible but you will be given at least 5 working days’ notice to prepare your case based on the information provided by the University.

- 11.3. The notice will set out the allegations against you, the basis of those allegations and the likely range of penalties (see paragraph 13), if it is decided after the disciplinary hearing that the allegations are upheld.
- 11.4. The notice will also include:
- a) a summary of relevant evidence gathered during the investigation;
 - b) a copy of any relevant documents which will be relied on at the disciplinary hearing; and
 - c) a copy of any relevant witness statements. In limited circumstances (e.g. a risk of harm to the witness) a witness's identity may be kept confidential unless to do so would prejudice the fairness of the proceedings.
- 11.5. You will be invited to respond to the allegations in writing. All written documents you wish to rely on must be received by the Student Accommodation Manager at least 2 working days prior to the disciplinary hearing.
- 11.6. If you are reported for further misconduct during the investigating period, the panel has the right to consider whether the new allegations are relevant to the Stage 2 proceedings. If the panel concludes that they are relevant, the new reports of misconduct may be included as part of the Stage 2 proceedings. You will be notified of this prior to the disciplinary hearing where time allows.
- 11.7. The Disciplinary Committee shall consist of:
- a) a Residence Customer Service Manager from a different Halls of Residence or another senior member of staff who will act as Chair;
 - b) the Residential Life Coordinator or nominee;
 - c) a representative of the Students' Union (where available).
- 11.8. Where you have disclosed a disability, the University's Disability and Dyslexia or Mental Health and Wellbeing Team will be notified and asked to advise the Disciplinary Committee on making reasonable adjustments for your particular disability and other relevant matters.
- 11.9. If you or your companion cannot attend the disciplinary hearing, you should inform the Chair of the Disciplinary Committee immediately and he/she will arrange an alternative time. You must make every effort to attend the hearing, and failure to attend without good reason may in itself be treated as a disciplinary matter leading to action under this procedure. If you fail to attend without good reason, or are unable to do so on more than two occasions, the University reserves the right to take a decision based on the available evidence provided it is satisfied that you were given due notice of the

date and time of the hearing. The Chair of the Disciplinary Committee shall decide in his/her discretion what constitutes “good reason”.

- 11.10. At the disciplinary hearing, the Residence Customer Service Manager who made the initial referral will present the case against you, including any evidence that has previously been disclosed to you. You will be able to respond and to present any evidence of your own.
- 11.11. Both you and the Residence Customer Service Manager may ask relevant witnesses to appear at the disciplinary hearing. You need to give the Disciplinary Committee at least 3 working days advance notice to arrange their attendance. You will be given the opportunity to respond to any information given by a witness and to ask questions.
- 11.12. The disciplinary hearing may be adjourned at the discretion of the Chair in the interests of fairness e.g. new evidence that has come to light, which could not have reasonably been disclosed in accordance with the prescribed time scales under this procedure.
- 11.13. Following the disciplinary hearing, the members of the Disciplinary Committee will consider whether the allegation made against you has been proven on the balance of probabilities.
- 11.14. If the allegation has not been proven, the Disciplinary Committee will write to you to confirm the outcome and the reasons.
- 11.15. If the allegation is considered to be proven, depending on the nature of the disciplinary offence, the Disciplinary Committee will ask you to submit any evidence in mitigation in order to decide on the appropriate penalty as set out in paragraph 12 below.
- 11.16. A member of the Disciplinary Committee will notify you in writing of the outcome of the disciplinary hearing, the reasons for the decision and (where relevant) any penalty imposed within 5 working days of the hearing. You will also be provided with a copy of the minutes of the hearing and informed of your right to request a Review under paragraph 14.

12. Dealing with Matters Summarily

- 12.1 If you admit the disciplinary offence before a disciplinary meeting or Disciplinary Panel hearing under this procedure has taken place, the local manager or Chair of the Disciplinary Panel may (where the local manager or Chair thinks it appropriate to do so) dispense with the need to hold the meeting/hearing and instead deal with the matter summarily.
- 12.2 Prior to dealing with the matter summarily, the local manager or Chair must:

- a) Explain to you the potential consequences of dealing with matters summarily;
 - b) Outline a range of penalties that may be imposed for the offence in question; and
 - c) Seek your consent to do so.
- 12.3 If you agree for the matter to be dealt with summarily, you will be required to sign a statement (also acceptable via email) in which you:
- a) Admit the misconduct;
 - b) Acknowledge awareness of the potential consequences of that admission under this procedure; and
 - c) Agree to the disposal of the disciplinary process without a disciplinary meeting/hearing.
- 12.4 The local manager or Chair may then dispense with a disciplinary meeting/hearing and if, having considered the evidence, the local manager or Chair is satisfied that you committed the offence, proceed to impose a penalty under this procedure considering any mitigating circumstances where relevant.
- 12.5 It will not be appropriate to deal with a matter summarily if:
- a) The conduct could also amount to a criminal offence;
 - b) Someone was hurt; or
 - c) Exclusion is within the range of reasonable penalties, which could be imposed.

13. Penalties

- 13.1 The Halls of Residence Disciplinary Committee shall have discretion in choosing the appropriate penalty for any misconduct under this procedure. The reasons for the choice of penalty shall be recorded in writing and shared with you and the Residence Customer Service Manager.
- 13.2 Penalties under this procedure are as follows:
- a) a verbal warning; and/or;
 - b) a bespoke action plan and conditions for improvement of your conduct managed by the Residential Wellbeing Manager, (to be reviewed within 2 months of being issued); and/or
 - c) a formal written warning; and/or
 - d) payment of fine where applicable or to reimburse the University for the reasonable cost incurred in clearing up/cleaning or the cost of repairing any

damage incurred; and/or

- e) revocation of the permission for the Resident to have guests in their room; and/or
- f) relocation to alternative accommodation; and/or
- g) reference to the Deputy Vice-Chancellor Education if, in the opinion of the Disciplinary Committee, the misconduct additionally constitutes a serious breach of discipline under the Student Disciplinary Procedure; and/or
- h) reference to the Dean of the School of Health and Social Care if, in the opinion of the Disciplinary Committee, the misconduct may raise questions about your fitness to practise; and/or
- i) termination of the Accommodation Licence Agreement and withdrawal of all rights of access to the halls of residence. You will usually be given notice to leave your accommodation in accordance with the terms of the Accommodation Licence Agreement. The intention to terminate will be issued as a formal Notice to Quit.

Illegal substances

- 13.3 The University has a zero tolerance approach to illegal substances.
- 13.4 Possession or use of illegal substances, or the trade, supply or distribution of illegal substances, may lead to termination of the Accommodation Licence Agreement and withdrawal of all rights of access to the Halls of Residence.
- 13.5 In addition to any penalty imposed you may, in appropriate circumstances, be referred to the University's Mental Health and Wellbeing services.
- 13.6 In exercising discretion in deciding on a penalty, the Disciplinary Committee shall have regard to:
 - a) whether there is evidence of remorse on your part (for instance evidence that you have apologised, made restitution or improved your behaviour since the incident); and
 - b) any mitigating and/or aggravating factors. Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct. Previous findings may be taken into account when determining what penalty should be imposed.
- 13.7 If there is clear evidence that material loss or damage was caused by your conduct, the Disciplinary Committee may require you to pay financial compensation to the person or persons who suffered the loss or damage.

14. Stage 3 Review

- 14.1 If you are dissatisfied with a formal decision at Stage 1 or 2 of the disciplinary procedure (i.e. the decision of the Residence Customer Services Manager to issue a written warning, or the decision of the Halls of Residence Disciplinary Committee), you have 10 working days to request a Review of that decision by submitting a request to the Head of Student Accommodation in writing, by email at hallsdisciplinaryappeal@lsbu.ac.uk or by letter. The University will normally acknowledge your request within 5 working days of receiving it. Where a decision has been made to terminate the Accommodation Licence Agreement, any Notice to Quit already served will be temporarily suspended from the date on which the request to Review was received. If, as under paragraph 14.5, the grounds of the Review are not satisfied, then the Notice to Quit will be reinstated from the date of the Completion of Procedures letter.
- 14.2 A requests for a Review will be granted on limited grounds, namely:
- a) there was a procedural irregularity (e.g. there was a material failure by the University to follow the Halls of Residence Disciplinary Procedure for Student Residents, clear reasons were not provided for the decision, or there is evidence of bias);
 - b) the outcome was not reasonable in all the circumstances (i.e. no reasonable decision-maker, properly directing itself and taking into account the relevant facts, could have reached that decision);
 - c) new material evidence is available which you were unable, for valid reasons, to provide earlier in the process.
- 14.3 You should set out your concerns clearly and succinctly and provide evidence in support (where possible). You must explain how your request for a Review falls within one or more of the grounds set out above in paragraph 14.2.
- 14.4 The Head of Student Accommodation will make a decision as to whether your request for a Review is based on the permitted grounds and hence eligible to be considered, and will notify you within 5 working days of the date of acknowledging the review request.
- 14.5 If they believe that the grounds are not satisfied, you will be informed of the decision to reject your request for a Review and a Completion of Procedures letter (“COP”) will be issued to you (see paragraph 14.9 below for further information).
- 14.6 If they believe that one or more of the grounds for Review apply to your case, it will be referred to the Director of Estates and Academic Environment or their nominee. They will review all information collated for the original decision, together with any new evidence presented, on the papers (but may contact you and/or anyone else involved in the matter if they consider it necessary).
- 14.7 The outcome of the Review will be that the Director of Estates and Academic Environment or nominee either upholds the original outcome, or makes a different finding, which overturns the outcome. He/she may remit the matter to the same or a

different Residence Customer Services Manager or Halls of Residence Disciplinary Committee to consider again, or may reduce the penalty.

- 14.8 The decision taken at the Review stage is final. The final decision of the Review will be communicated to you in writing, with reasons, usually within 28 working days from your Review request being accepted.
- 14.9 If the outcome of the Review is favourable to you, you can request the University to provide you with a COP within 30 days of the date of the outcome letter. Where such request is made, a COP will be provided within 14 days of the request. If the outcome of the Review is unfavourable to you, a COP will be sent to you automatically within 28 days of the decision letter being issued.

15. Independent external review

If you are not satisfied with the outcome of this process, you may make a complaint to the Office of the Independent Adjudicator for Higher Education provided you have been issued with a COP. That letter will explain how you can submit a complaint and the deadline for doing so is 12 months from the date of the letter.

16. Record keeping and notification

- 16.1 A formal disciplinary penalty imposed in accordance with paragraph 13.2 shall be a permanent part of your student record.
- 16.2 It shall not be considered confidential that you have been subject to this procedure. The relevant members of the University staff (such as in Registry, School, Student Administration and HR (e.g. in cases where you are employed by the University as a Student Ambassador and/or Hourly Paid Lecturer, or in any other capacity) may be also notified. If you are an apprentice, the University will notify your employer.
- 16.3 The University reserves the right to disclose any penalty imposed on you in any references provided to third parties, or in order to comply with any regulatory reporting requirements.
- 16.4 Once the process under this procedure has been completed (including any Review), the local manager will write to the person who reported the conduct to confirm the case outcome and that the case is closed.
- 16.5 Where the University considers it reasonable and appropriate to do so, it will inform the victim(s) of the misconduct of the outcome of the disciplinary process.

17. Use of data

- 17.1 The University will collect data on disciplinary outcomes at each stage of this procedure and any complaints submitted by you to any regulators (including the OIA), and use the

data:

- a) internally for reporting, evaluation, learning and training; and
- b) externally for discussion with regulators in the higher education sector.

17.2 The data used by the University for the purposes in paragraphs 17.1 will be anonymised. Your personal data, special categories of personal data and data about any criminal conviction (“Personal Data”) as defined by the Data Protection Act 2018 (the “DPA”) may be disclosed to the University’s members of staff and regulators only for the purposes of dealing with an allegation of misconduct under this disciplinary procedure, a complaint arising out of it and/or implementing any recommendations. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA/GDPR.

Appendix A: Support for students

The University provides a number of student support services. These are open to any student against whom an allegation of misconduct is made under this procedure, and also any student who is a victim of or witness to misconduct. Students are encouraged to engage with the services and take up any appropriate support available to them.

The following are University-run services:

Mental Health and Wellbeing team

Support and advice to any student experiencing personal difficulties, who may be struggling to cope at University or who just needs someone to talk to. Appointments are available on the day by visiting the Student Life Centre helpdesk – you can also call 0207 815 6454 / email studentwellbeing@lsbu.ac.uk

SilverCloud – online support anywhere, any time

SilverCloud is an online self-help resource and can support you with anxiety, depression, body image or stress. It's free to use, just sign up with your lsbu.ac.uk email address: <https://lsbu.silvercloudhealth.com/signup/>

Disability and Dyslexia Support (DDS)

Disability & Dyslexia Support (DDS) is a dedicated service for students who have a disability, mental health condition, long term medical condition or specific learning difficulty (including dyslexia). We also offer screenings for dyslexia throughout the year. Visit the Student Life Centre helpdesk, call 0207 815 6545 or email disability@lsbu.ac.uk.

Student Advice

Advice and guidance on financial and money management, and help with any personal, emotional or academic issue you may face. Appointments are available on the day by visiting the Student Life Centre helpdesk – you can also call 0207 815 6454.

Skills for Learning team

The [Skills for Learning](#) team offer academic support in a range of areas (such as essay writing, presentation skills etc...). Appointments are available through the Student Life Centre or by calling 0207 815 6454.

Support is also available through the [Students' Union](#). The Union provides free, confidential and impartial advice and a place to talk during difficult times you may face as a student. You can book an appointment by calling 0207 815 6060 or by visiting the SU reception in the Student Centre (by the Venue bar).

External support

As well as accessing internal support through the University's Mental Health and Wellbeing team, the following external providers offer support services for the victims of sexual violence.

NHS Choices

The team has information on local and national organisations who can support people who have been victims of sexual violence.

The Havens

Have a branch in Camberwell and work with people of any gender who have experienced sexual violence within the past 12 months. Its sexual assault referral centres offer medical, practical and emotional support to anyone who has been sexually assaulted or raped. They have specially trained doctors and counsellors to care for victims. If you are considering reporting the assault to the police, they can arrange for you to have an informal talk with a specially trained police officer who can explain what is involved.

Rape Crisis

Rape Crisis England & Wales is a feminist organisation that exists to promote the needs and rights of women and girls who have experienced sexual violence, to improve services to them and to work towards the elimination of sexual violence. They have a telephone helpline and have centres throughout the country including London, which can be searched by postcode. Provides support in the immediate aftermath and in the longer term.

SurvivorsUK

Offer a range of support services including counselling and therapy appointments as well as web and SMS chat for men who have experienced sexual violence. All services are provided by trained professionals who as specialists in the field of male sexual violence have helped many men to work through their experiences. Provides support in the immediate aftermath and in the longer term.