



John Snow College

Junior Common Room

Disciplinary Policy and Procedures

Introduction

This policy details what constitutes a disciplinary offence that can be dealt with by the Junior Common Room (JCR) and the procedure for its administration. It is supplementary to the University's policies and procedures on discipline and is in no way meant to be contradictory to them. Where this may occur, the disciplinary procedure shall not in any way be interpreted as to overrule the University's policies and procedures.

Types of Disciplinary Offence

Misconduct is considered to be improper interference in the broadest sense with the proper functioning and activities of the JCR or action which otherwise damages the JCR or brings the JCR into disrepute, whether on University premises or elsewhere.

There are two types of disciplinary offence - 'major offences' and 'minor offences'. 'Major offences' involve behaviour that either does or has the potential to cause serious damage to the University, its staff and other students. By contrast, 'minor offences' involve misconduct of a less serious nature.

Classifying an Offence

The Principal, Vice-Principal/Senior Tutor, JCR President, JCR Vice-President and JCR Chair have the authority to decide on the classification of an offence, and are therefore considered to be 'Authorised Officers' (AO). They will decide *prima facie* whether the offence committed is classified as 'major' or 'minor'.

Where an offence is committed by the JCR President, JCR Vice-President or JCR Chair, the accused individual shall not be deemed an AO.

If the AO considers the offence to potentially be a 'major offence', they shall immediately refer it to the Vice-Principal/Senior Tutor who will decide whether:

1. To act upon the offence as a 'major offence' and deal with it accordingly.
2. To refer the offence back to the JCR to be dealt with as a 'minor offence'.
3. To recommend (where appropriate) that formal disciplinary action should not be pursued.

If it is deemed appropriate by the other AOs, any 'minor offence' may be dealt with solely by the JCR President.

The AOs shall take the following into consideration when classifying an offence:

1. The nature of the offence
2. The evidence of the alleged offence
3. The examples of offences categorised below

Examples of Major Offences

1. Theft, fraud, misapplication of, or gross negligence in connection with funds, privileged information or property of any kind.
2. Serious instances of disorderly conduct causing serious damage to or on JCR property or premise or seriously affecting good order within or outside the University.
3. Conduct which, by whatever means, seriously disrupts or prejudices the work of other JCR members or non-members or the execution of JCR business.
4. Failure to comply with a punishment or ruling under the 'minor offences' classification.
5. Conduct which brings the JCR into serious disrepute by causing serious reputational damage.
6. Conduct which endangers, or has the potential to endanger, the health and safety of JCR members or non-members.
7. Any other example of a 'major offence' as specified in the University's policies and procedures.

Any 'major offence' shall be dealt with by the Vice-Principal/ Senior Tutor in accordance with the University's policies and procedures.

Examples of Minor Offences

1. Instances of disorderly conduct causing any damage to or on JCR property or premises or affecting good order within or outside the University.
2. Conduct which, by whatever means, disrupts or prejudices the work of other JCR members or non-members or the execution of JCR business e.g. excessive noise at anti-social times and/or anti-social behaviour.
3. Conduct which brings the JCR into disrepute by causing reputational damage.
4. Any other example of 'minor offence' as specified in the University's policies and procedures.

Procedure

Statement of Grounds for Action and Invitation to Meeting

The JCR AO will provide the accused individual with formal written notification outlining the alleged characteristics or circumstances which have resulted in potential dismissal or disciplinary action.

The accused individual will be invited to attend a meeting to discuss the disciplinary action, and any fines that have been levied against them. The accused will inform the JCR if they wish a meeting to be held on receipt of their initial notification. If the accused does not request a meeting within 28 days it is assumed that they have forfeited the right to appeal and are satisfied with the decision.

Meeting

The meeting will take place before a final decision is made and will provide the accused individual with a reasonable opportunity to present a response to the characteristics or circumstances outlined

in the formal written notification. The accused individual must take all reasonable steps to attend the meeting. Unless individual circumstances dictate otherwise, the meeting will normally involve the JCR President, JCR Vice-President and JCR Chair.

Following the meeting, the JCR AO will inform the accused individual of the final decision and notify them of their right to appeal against this decision.

Appeal

If the accused individual wishes to appeal against the final decision, they must notify the JCR Chair formally in writing i.e. by letter or email.

The JCR Chair must be informed of this decision within 28 days of the meeting being held, otherwise it is assumed that the accused individual has forfeited the right to appeal and is satisfied with the final decision.

Once this notification has been received, the accused individual shall be invited to attend an appeal meeting involving the JCR Executive Committee. The accused individual and JCR Executive Committee must take all reasonable steps to attend this appeal meeting. The accused individual is entitled to have a college representative in attendance to act as an ambassador. Unless specified otherwise, this will be the Student Support & Admissions Officer.

The appeal meeting will provide the accused individual with a reasonable opportunity to present their response to the initial meeting and the characteristics or circumstances outlined in the formal written notification. The JCR Executive Committee will then be able to ask the accused individual relevant questions for the purposes of clarifying the characteristics or circumstances of the alleged offence so that the matter is discussed sufficiently.

The JCR Executive Committee will vote on whether the disciplinary action should be upheld and the accused individual will be informed of their definitive decision as soon as is practicable.

If the JCR Executive Committee vote against the disciplinary action being upheld, no further action will be taken. If they vote in favour of the disciplinary action being upheld, the accused individual will need to take all reasonable steps to pay the levied fine within 28 days of being notified of the definitive decision.

Following this 28 day period, and in consultation with the college, the outstanding fine will be transferred to the University account of the accused individual. The implications of this action for the accused individual are outlined in the relevant University's policies and procedures.