

Student Conduct Policy



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Approved by:	Learning, Teaching and Student Experience Committee
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Date of next review:	July 2025
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Scope of policy (audience):	All registered students at Leeds Trinity University. Includes all police student officers, apprentices, and students at partner institutions
Policyholder:	Director of Academic Quality and Standards
Contact:	StudentConduct@leedstrinity.ac.uk

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Abbreviations and Definitions

Academic Misconduct - Academic Misconduct encompasses all kinds of academic dishonesty, whether deliberate or unintentional, which infringes upon the integrity of the University's assessment procedures. This Policy does not cover Academic Misconduct. Examples include plagiarism, contract cheating, collusion, fabrication and cheating in exams.

AO - Accommodation Officer

COO – Chief Operating Officer

CPS – Crown Prosecution Service

GDPR – General Data Protection Regulation

‘Hearing’ – a meeting which provides the opportunity for a student to state their case.

LTSU – Leeds Trinity Student Union

LTU – Leeds Trinity University

Non-Academic Misconduct – Encompasses almost all misconduct that does not relate to assessment. This Policy refers specifically to non-academic misconduct. Examples include illegal drug use, malicious damage, failure to abide by smoking policies, bullying, harassment and health and safety violations.

OIA – Office of the Independent Adjudicator

PEQF – Policing Education Qualification Framework

PGR – Postgraduate Research

PSRB – Professional, Statutory or Regulatory Body

RAATC - Residential Accommodation Agreement and Terms and Conditions

‘Reasonable’ – Using sound judgement; fair, sensible, and appropriate.

SCP – Student Conduct Panel

‘Student’ – Any registered member of Leeds Trinity University to which this policy applies.

‘The University’ – Leeds Trinity University

VLE – Virtual Learning Environment

WYP – West Yorkshire Police

1. This Policy and Related Policies and Procedures

- 1.1. This Policy is one of three core documents which underpin how the University will respond to non-academic misconduct allegations where the alleged perpetrator is a student registered at LTU (including PGR students):
 - a) ***The Student Code of Conduct*** – Defines behaviour which constitutes non-academic misconduct by a student from the perspective of the University.
 - b) ***The Student Conduct Policy*** – This Policy. Provides the scope of student conduct procedures and the key principles that underpin how the University approaches student non-academic misconduct cases. Outlines the rights of all LTU students involved in LTU conduct procedures and the powers at the University's disposal to respond to misconduct and investigate allegations.
 - c) ***The Student Conduct Procedure*** – Contains detailed information on the procedures and processes that the University undertakes to investigate and address non-academic misconduct. The procedure is subject to the terms set out in *The Student Conduct Policy*.
- 1.2. In some cases, it may be more appropriate for the University to respond to allegations of misconduct through alternative Policies and Procedures. Below is a list of related policies, their purpose and relation to the Student Conduct Policy and Procedure:
 - a) ***Sexual Misconduct Policy*** – The University's policy for dealing with student cases of sexual misconduct that may constitute a criminal offence. This Policy explains the steps and decisions that the University should take between any disclosure or report of potential Sexual Misconduct and further disciplinary action.
 - b) ***Support to Study Policy and Procedure*** – Provides a framework for supporting any student where there are concerns related to their ability to safely engage with Leeds Trinity University life and study due to ill health. Students may be referred to *Support to Study* from the *Student Conduct Policy* if it is deemed that they have breached the *Student Code of Conduct* primarily due to ill health.
 - c) ***Fitness to Practise Policy and Procedure*** – Provides a process whereby the University can assess whether students enrolled on a programme which is recognised by a PSRB are "suitably qualified and prepared, and demonstrating appropriate skills, conduct, values and attributes, to perform a particular professional role as recognised by the relevant professional body". Students on such programmes may be referred to *Fitness to Practise* from the *Student Conduct Policy* for alleged breaches of the *Student Code of Conduct* where appropriate.
 - d) ***Student Professional Misconduct Policy*** – Guidance on how the University will respond to misconduct in relation to some volunteering and professional placements. Alleged student misconduct may be addressed under the *Student Professional Misconduct Policy* instead of the *Student Conduct Policy* where appropriate.

2. Scope

- 2.1. This policy applies to any registered student at Leeds Trinity University including all Police student officers, apprentices, and students at partner institutions.
- 2.2. The purpose of this policy and related procedures is to provide a method by which the University can in a fair, timely and just manner, determine whether a student is responsible for non-academic misconduct (misconduct as defined in the *Student Code of Conduct*). Academic misconduct is addressed in separate policies and procedures.
- 2.3. This policy is applicable to any allegations of student misconduct that are made by another student or member of staff. The University may also investigate student misconduct brought to the attention of the University by other sources under this policy. Allegations made by third parties on behalf of a student or member of staff cannot be pursued under this policy.
- 2.4. The jurisdiction of Leeds Trinity University to investigate and address misconduct under this policy is not limited to its own premises or facilities. This policy can be applied for alleged misconduct by registered Leeds Trinity University students so long as the alleged behaviour contravenes the terms of the *Student Code of Conduct*. Furthermore, the University's jurisdiction extends to relevant matters and actions online, on social media or other online platforms.

3. Key Principles

- 3.1. In carrying out this policy and related procedures, at no point is the University determining whether a crime has taken place. Only the criminal justice system can reach that conclusion. The University is only determining whether misconduct has taken place in relation to its own *Code of Conduct*.
- 3.2. The University's standard of proof to uphold allegations is 'on the balance of probabilities', meaning that based on the evidence available, it is more likely than not that the misconduct took place. Due to holding a lower standard of proof than the criminal justice system, the University reserves the right to instigate misconduct proceedings notwithstanding a police or CPS decision not to proceed with charges.
- 3.3. After an initial investigation, misconduct allegations being addressed under this policy will be categorised as Minor, Moderate or Major. How severe the University deem any misconduct allegations will be influenced by multiple factors including the level of harm caused, whether the offence is a first offence and any relevant mitigating factors. Such factors will also be integral to the determination of an appropriate outcome if the student is found responsible for the alleged misconduct.
- 3.4. Action under this policy takes precedence over any action taken under all other Leeds Trinity Codes and regulations including those of Leeds Trinity Students' Union.
- 3.5. For cases in which students are being actively pursued under the Criminal Justice System (the police and CPS), the University will normally await the outcomes of those proceedings before conducting its own internal procedure. If the University's procedure is already underway when it becomes aware of criminal proceedings, the University procedure may be paused. However, the University may still take 'Precautionary Measures', as outlined in section 4 of this policy. The University can still initiate a new investigation against a student involved in criminal proceedings for other misconduct which is not part of the criminal case.

Reporting to the Police

- 3.6. The University will offer support and advice to students wishing to report matters of criminal conduct to the Police. Students can also ask that the University undertake their conduct procedures if that is preferential for the student, however, students should be aware that the University may need to report some matters to the Police as outlined in 3.7, irrespective of their wishes.
- 3.7. If the University becomes aware of a crime that has not been reported to the Police, the Vice Chancellor (or suitable senior nominee) will take the final decision on whether to inform the Police on behalf of Leeds Trinity University. Only in exceptional circumstances and after careful consideration will the University report a matter to the Police against the wishes of the victim of the crime. In certain circumstances, it is a legal requirement for the University to report incidents to the Police, particularly in relation to the prevention of terrorism and the protection of children.

Student Rights

- 3.8. Throughout University conduct proceedings under the Student Conduct Policy and Procedure, at meetings and hearings, students will have the right to be accompanied by a person of their choosing who may be a fellow member of the student body, a member of Student Support (including the Disability Service and Mental Health and Wellbeing team), the LTSU Advice Coordinator or a senior member of LTSU, or an external third party such as a friend or family member. The supporter should not have had any involvement in the case under consideration and may be asked to leave the meeting if this is the case.

The staff member leading the meeting, or Chair if the meeting is a Student Conduct Panel hearing, will dictate how the supporter is able to interact with the meeting. However, the default position of the University is that the supporter is not permitted to represent the student. They cannot attend without the student, and they cannot answer questions or speak on the student's behalf. The supporter should seek permission from the Chair or staff member leading the meeting before asking their own questions to the Panel or staff member during the meeting. The student and supporter are entitled to have time to confer during any meeting.

- 3.9. The University will ensure to enquire with students whether there are any reasonable adjustments that the University needs to consider during conduct proceedings.
- 3.10. The University will ensure that students are informed of allegations against them and are given reasonable opportunity to respond and make their case. If the allegations are adjusted or further allegations are included in a case, the University will inform the student.
- 3.11. The University will give clear information to students on how to access support and advice while subject to the procedures under this Policy.
- 3.12. The University will act reasonably and fairly towards students during conduct investigations and proceedings. It will ensure that outcomes are proportionate to the offence and that mitigating factors are considered. The University will always provide reasoning to students for its decisions.
- 3.13. The University will give reasonable notice for any disciplinary meetings or hearings (7 days minimum for SCP hearings). The University will not include staff in hearings who have had prior involvement with the case or have declared a conflict of interest.
- 3.14. If a case reviewed by a Student Conduct Panel was reported to the University by a student regarding the conduct of another student, the reporting student will usually be informed of whether the allegations were upheld or not, if the Panel found that the other student's conduct had an adverse effect on the reporting student. No other information about the case will be disclosed to the reporting student unless absolutely necessary.
- 3.15. Students will have a right to appeal outcomes as outlined in the *Student Conduct Procedure* document.
- 3.16. The University will aim to conclude cases as quickly as is reasonably possible and normally within 90 days of the start of an investigation. If the University is unable to

adhere to this timescale or any other timescales within this Policy or the *Student Conduct Procedure*, the University will inform the student(s) of the reason why and provide information on the progress of the case. The University will contact the student as soon it is clear the timescale will not be adhered to.

Responsibility

- 3.17. The Governors of Leeds Trinity University have ultimate responsibility for all matters of student conduct. The Vice Chancellor shall act on behalf of the Governors within the terms set out in this policy and the *Student Conduct Procedure*.
- 3.18. The Vice Chancellor will delegate powers under this policy to the Student Casework Team predominantly and other nominees as necessary.
- 3.19. The Vice-Chancellor has ultimate responsibility for determining any issues of interpretation and for providing any clarification on the terms of the Policy. Their decision will be final.

Police Student Officers

- 3.20. In all cases involving police student officers the Student Casework Team will liaise with the West Yorkshire Police Apprenticeship and PEQF Lead to discuss and determine the significance of the allegations. Where misconduct in teaching sessions involves a police student officer, the WYP expect the University to take direct action without referral for jurisdiction.
- 3.21. The University will usually pause its conduct procedures if a police internal investigation is required. The WYP will report the outcome of its investigation to the University, who will then consider whether to resume its own conduct procedures. The University will give due regard to whether it is necessary to duplicate the WYP proceedings and reach a further outcome. The University will also consider its obligation to maintain standards and protect students, staff, and property in making this decision.

4. Precautionary Action

- 4.1. Where a student is subject to a criminal charge, police investigation or where there are grounds to believe that a student's continued status as a student or continued presence on Leeds Trinity premises poses a risk to the welfare, health or safety of students, staff, visitors or professional placement communities, or a risk of damage to Leeds Trinity property, the Chief Operating Officer or Pro-Vice Chancellor (Education and Experience) may take precautionary action and temporarily withdraw or exclude the student immediately or limit their interaction with the Leeds Trinity community pending a Student Conduct Panel hearing. Such action will be invoked and communicated to the relevant student with immediate effect. All such cases of temporary withdrawal or exclusion will be subject to review prior to the date in which the temporary withdrawal or exclusion is due to end, or at the Student

Conduct Panel hearing – whichever occurs first. The temporary withdrawal or exclusion may be extended.

- 4.2. In such circumstances every effort will be made to minimise the effect of temporary withdrawal or exclusion on the student's capacity to engage in a learning experience and their access to student services. Such withdrawal or exclusion should not be construed as a penalty. It is a mechanism to secure the protection of members of the Leeds Trinity community.
- 4.3. The student has the right to appeal a temporary withdrawal to the Vice Chancellor, by emailing their case in writing to studentconduct@leedstrinity.ac.uk.
- 4.4. The terms of the temporary withdrawal or exclusion will be outlined to the student in a 'Letter of Temporary Withdrawal/Exclusion'. This letter will also set out the dates in which measures are in effect. If the dates are extended or reduced, the student will receive a further letter to notify them of this. Usually, the precautionary action will be in effect until the outcome of the Student Conduct Panel Hearing.

5. Confidentiality

- 5.1. The University is committed to fulfilling its data protection obligations regarding sensitive personal information or "special category data", therefore, information about students who are subject to the *Student Conduct Procedure* will be kept confidential as far as is practicable.
- 5.2. If information must be disclosed, it should be disclosed to as few people as possible, and only to those involved in investigating or deciding the matter, staff involved in relevant University administrative processes or other staff whose role requires them to provide references or be aware of some case information.
- 5.3. For Student Conduct Panels, the University will endeavour to arrange Panels that represent different facets of the University community and will not choose Panel members who may have a conflict of interest in assessing the case. Sensitive case information will be disclosed to Panel members 2 working days after the student is sent a letter detailing the composition of the panel. This ensures that students can object to a Panel member should there be a potential conflict of interest before they have seen the sensitive information.
- 5.4. Meetings and hearings under the Student Conduct Policy and Procedure are confidential. Therefore, meetings and hearings will not usually be video, or audio recorded i.e., via Microsoft Teams, unless requested. Students, staff, or others present at the given meeting should not record audio or video of the proceedings unless there is a prior agreement between all participants (usually panel members, colleagues present and the student).
- 5.5. In all meetings and hearings that are not recorded, a member of staff will take notes which will act as a record of the meeting. The meeting notes will be shared with the student who will have opportunity to comment on their accuracy from their perspective.

6. Support for Students

- 6.1. The University [Student Mental Health and Wellbeing Team](#) provides students with the support and space to explore and understand their difficulties – no matter how big or small they are. The service offers appointments with a team of qualified and experienced Counsellors, Cognitive Behavioural Therapists and Wellbeing practitioners. Students can get in touch with the service with any questions or to refer themselves either through the MyLTU app or by emailing studentwellbeing@leedstrinity.ac.uk.
- 6.2. Student Support can help students with a range of personal and academic issues. In-person appointments are available at both campuses, with additional support provided through phone, email, and virtual appointments. Student Support includes Disability Services (disability@leedstrinity.ac.uk) and the Money Advice Service. Under this policy, students are entitled to have a supporter present at all meetings as outlined in 3.8. Students can reach out to Student Support (studentsupport@leedstrinity.ac.uk) to request that a member of the team attends the meeting with them as their supporter.
- 6.3. [Leeds Trinity Student Union](#) also offers support ranging from academic to finance to mental and physical health. In relation to university conduct procedures, students can seek independent advice and support from LTSU. LTSU can also provide staff to attend meetings and hearings with students as their supporter.
- 6.4. Students can contact studentconduct@leedstrinity.ac.uk with any queries regarding this policy and its contents. Students who receive any letters or emails related to this policy can contact the same email address for any clarification on their contents and the procedure.
- 6.5. Although it is never the intention, the University acknowledges that some communications and outcomes associated with this policy may cause distress, so students may wish to seek support elsewhere. There are external services available such as the [Leeds Mental Health helpline](#), which provides confidential support, advice, information, and NHS guidance for anyone concerned about their mental health and is available 24/7 to residents of West Yorkshire and surrounding areas. They can be reached on 0800 183 0558. Alternatively, [Togetherall](#) provides 24/7 professional anonymous support with trained counsellors, or students can contact [Student Space](#).