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LSJS

London School of Jewish Studies

Student Disciplinary Policy & Procedures - Degrees

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This policy and procedures apply to all degree students, both on campus and distance learning, registered on a programme at the London School of Jewish Studies (LSJS) and is designed to help and encourage students to achieve and maintain the required standards of conduct.

Key principles

- Where the disciplinary procedure is applied, it will be done so in a fair, clear, effective, and consistent manner.
- Before any disciplinary proceedings begin, all the facts surrounding the case will be fully investigated, fairly and objectively.
- Before the start of any formal stage in the procedure you will be told of the nature of the complaint against you in writing and no decision will be made without you having been given the opportunity to fully state your case.
- At all stages of the disciplinary procedure, you may choose to be accompanied by a friend or relative.
- Unless you have committed an act of gross misconduct, you will not usually be removed from the programme for a first breach of discipline.
- You will have the right to appeal against any disciplinary action that is taken against you.
- Full written records will be kept of all investigations, interviews and hearings during the disciplinary procedure. You will be entitled to copies of any official notes made during the procedure.
- We will give you reasonable notice, as far as is reasonably practicable, to attend any disciplinary hearing and where you are unable to attend at the proposed time, due to legitimate reasons, we will attempt to re-schedule the meeting wherever possible.
- Following your attendance at a disciplinary hearing, you will receive written confirmation of the outcome. This will give details of the complaint, the improvement required and the time scale. It will also advise you of your right of appeal and explain how this process works.

Minor misconduct

Minor misconduct issues can often be resolved informally between you and your programme manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on your personnel file but may not be used at any future disciplinary or capability hearings.

Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation). LSJS can start the process at any stage, depending on the seriousness of the alleged conduct.

Gross misconduct

Gross misconduct is an act of misconduct, which is considered serious enough to result in permanent suspension from the programme.

The following list gives a non-exhaustive list of examples of the circumstances, which will be regarded as 'gross misconduct':

- Fraud and deliberate falsification of LSJS records or documents.
- Bullying, harassment, violence or sexual misconduct towards other students or staff at LSJS
- Damage to LSJS property
- Any action likely to bring LSJS into disrepute.
- Unauthorised use or disclosure of confidential information.
- Unauthorised possession of property belonging to either LSJS or to another person.
- Possession of illegal drugs and/or inability to carry out normal study functions wholly or partly due to the use of illegal drugs or to alcohol.
- Undertaking acts of corruption or bribery.
- Failure to comply with LSJS Health and Safety Policy.
- Failure to comply with LSJS Equality and Diversity Policy.
- Refusing to allow a security belongings search to be carried out in accordance with LSJS rules.

- Failure to declare correct information on your application form.
- Smoking anywhere within LSJS's offices
- Failure to comply with LSJS policies and procedures

Stage 1 – Initial investigation/assessment

When a referral is made to the Student Discipline Lead, usually your Programme Lead, they will gather some initial information in order to determine whether the matter can be investigated under the Student Discipline Procedure.

In case of a minor breach of the LSJS student rules and regulations a formal written warning may be issued to the student. Any failure to comply with a written warning may be taken into account under future consideration of the matter under this procedure.

Where the alleged misconduct is considered to be a serious case of misconduct, the matter is referred to the formal process.

There will be one of the following outcomes:

a) To investigate the report

b) To refer the report for consideration under another policy or procedure

c) To dismiss the report (and provide alternative options for addressing the behaviour where possible)

Stage 2 – Full investigation and report

The Investigation

The student will receive written notification detailing the allegation/s against them and will be asked to attend an investigative interview with the Student Discipline Team (up to three members of LSJS staff, including your Programme Lead).

Prior to an investigative interview, the student may request access to statements and evidence submitted by the Reporting Party (the person that reported the misconduct to LSJS).

Requests for copies should be submitted to the Student Discipline Team giving at least 3 working days' notice before they are required.

The student may bring a support person to the interview. The student must provide their support person's name and contact details to the meeting organiser at least three working days in advance.

If the student chooses not to engage with these investigatory meetings, after being given appropriate notice, the investigatory process may proceed in their absence, including the decision making.

All investigation meetings whether conducted in person or online will be recorded on Zoom. These recordings will remain confidential and will only be accessible to the investigators and interviewee if requested. Recordings will be deleted after the case concludes and all internal review and appeal opportunities have been exhausted.

The Student Discipline Team will conclude the investigation by producing an investigation report containing all submitted information and evidence relevant to the allegations being considered.

Decision and outcomes

The investigation report will be used to determine one of the following outcomes:

- There has been no breach of misconduct
- There has been a breach of minor misconduct and appropriate sanctions will be applied as a result
- The case should be dealt with by an alternative procedure
- There is an alleged breach of gross misconduct, and this will be referred to the Student Disciplinary and Misconduct Panel (See Stage 3 below)

The student and the Reporting Party will be notified of the outcome in writing within 10 working days of the decision.

If information needs to be shared beyond the student and Reporting Party, this will be decided on a case-by-case basis in accordance with the LSJS data protection policy.

Stage 3 – Student Disciplinary and Misconduct Panel

The Student Disciplinary and Misconduct Panel is made up of three LSJS staff members, including a Chair who oversees and directs the proceedings during the Panel meeting. The student and Reporting Party will be given a minimum of 7 working days' notice of any scheduled Student Disciplinary and Misconduct Panel meeting.

The notification will include the Investigation Report (with sensitive or confidential redacted) and the names and roles of the Student Disciplinary and Misconduct Panel. After receiving the notice, the student and Responding party will have three days to:

a) Inform the Student Discipline Team of any perceived conflict of interest regarding the Panel members

b) Raise any queries that they have on the Investigation Report

c) Submit any final evidence which will be reviewed by the Panel prior to the meeting

Student Disciplinary and Misconduct Panel Meeting

The Reporting Party and the student will report to the Panel separately and will be asked questions by the Panel. Witnesses may be invited to answer questions at this meeting. If the student or the Reporting Party fails to attend the Student Disciplinary and Misconduct Panel without a valid reason, having had appropriate notice, the Student Disciplinary and Misconduct Panel may consider the case in their absence. In such cases, the weight given to information submitted by the absent party may be affected.

Decision

The Student Disciplinary and Misconduct Panel will determine one of the following:

a) There has been no breach of misconduct

b) There has been a breach of misconduct, and it is recommended that the student be removed from the programme

c) There has been breach of misconduct which will involve another sanction as deemed appropriate by the Disciplinary Panel

A Pannel Meeting report will be produced.

The student and Reporting Party will be informed of the decision within 10 working days of the meeting.

The student and Reporting Party will receive a Completion of Procedures letter within 28 days of the outcome of the meeting.

LSJS will inform Middlesex University about the decision where a degree student is removed from the programme.

Appeals procedure

Your appeal must be put in writing in the form of a letter, stating clearly the grounds on which you are appealing.

Your letter of appeal must be sent within a period of 10 working days, from the date that you receive written confirmation of the outcome of the disciplinary hearing.

Your appeal should be made to the Student Discipline lead. If the CEO is directly involved, appeal should be made to the LSJS Trustees.

An appeal hearing will be heard within a reasonable period.

You will have only one right of appeal and the outcome of the appeal hearing will be confirmed in writing to you.

You may choose to be accompanied at the appeal hearing by a friend or relative.

Office of the Independent Adjudicator for Higher Education (OIA)

After the LSJS internal procedures have been completed, if the student or Reporting Party is dissatisfied with the outcome, they may raise a complaint with the Office for the Independent Adjudicator for Higher Education (OIA). Students wishing to request a review by the OIA must do so within 12 months of the date on their Completion of Procedures letter.

Signed on behalf of the Senior Leadership Team at LSJS by Paul Gould, Chief Operating Officer.

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