

UNIVERSITY SCHEDULE OF SANCTIONS AND PENALTIES FOR ACADEMIC AND NON-ACADEMIC DISCIPLINARY OFFENCES

SUMMARY OF PRINCIPAL CHANGES

General changes	
<ul style="list-style-type: none"> This document contains the University's Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences which applies to UPR SA13¹ and where relevant, to UPR SA15². For ease of reference, in addition to being issued as Appendix I, UPR SA13, the Schedule is also published as Appendix I, UPR SA15³ 	
Section	
3.5	<i>inclusion of information concerning breach of ethics-related offences</i>
Page 8	<i>removal of footnote 10 (subsequent footnotes now renumbered)</i>

(Amendments to version 06.0, Appendix I, UPR SA13 are shown in italics.)

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¹ UPR SA13 'Student Discipline'
² UPR SA15 'Student Fitness to Practise'
³ Appendix I, UPR SA15 'University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences'

1 GENERAL

This schedule sets out the sanctions and penalties which may be imposed by University management in the event of unlawful behaviour by students and/or where students have breached University regulations and/or the terms and conditions of their occupancy agreements⁴.

1.2 This document should be read in conjunction with UPR SA13¹ and current legislation.

1.3 In all cases:

- i the University reserves the right to report an incident to the Police;
- ii where there is damage to University property, the University reserves the right to recover the full cost of repair and/or replacement and/or cleaning from offending students;
- iii where fraud has occurred, the University will take all necessary steps to recover any moneys obtained fraudulently by offending students;
- iv the University reserves the right to require an offending student to sign an Anti-Social Behaviour Statement;
- v where an offence has been committed in University accommodation, the University reserves the right to exclude the offending student from University accommodation and also reserves the right to move a student to alternative accommodation where it considers that this might resolve a problem;
- vi the University reserves the right to recover Student Debt (section 1.5, refers).

1.4 Counter Terrorism

1.4.1 For the purposes of University regulations, the following definition will apply:

Failure to comply with the Counter Terrorism and Security Act 2015, including but not limited to the expression of views that constitute extremist views that risk drawing individuals into terrorism or are shared by terrorist groups or membership of a Proscribed Organisation (an organisation proscribed by the Home Secretary under the Terrorism Acts 2000 and 2006 for involvement with terrorist activity)

1.4.2 Where an offence has been committed the University reserves the right to exclude the offending student from University.

1.5 Student Debt

1.5.1 For the purposes of University regulations, the following definitions will apply:

i 'Student Debt'

the general term used by the University to describe instances where a student has failed to pay moneys that he or she owes to the University. Student Debt may be further categorised as 'Academic Student Debt' or 'Non-Academic Student Debt';

⁴ **Board of Governors Minutes:** 702, 24 June 2004; 888.2, 21 June 2006, refer
This schedule was originally approved by the Board of Governors and was amended further, with effect from 16 March 2011, to reflect decisions of the Academic Board concerning the penalties to be imposed in respect of Academic Misconduct offences, as defined in UPR SA13¹/UPR SA15².

ii **'Academic Student Debt':**

unpaid tuition fees;

iii **'Non-Academic Student Debt',**

all types on non-academic student debt including, but not limited to, failure to pay for services provided by Library and Computing Services, thereby, for example, incurring library fines; cases where a student has failed to pay accommodation, nursery or other types of charge; fines, repair/replacement costs, cleaning costs; interest; legal costs.

iv Each type of Student Debt (Academic or Non-Academic) attracts different sanctions and penalties.)

1.6 Property owned or leased by the University

1.6.1 This document makes reference to offences that occur on University property or in property leased by the University. For the avoidance of doubt it should be noted that 'property owned or leased by the University' includes, but is not limited to, property owned by the University and property that is not owned by the University but is occupied by the University under the terms of a lease or other legal agreement.

1.6.2 The University reserves the right, at its absolute discretion to impose sanctions and penalties, as set out in this document (Appendix I, UPR SA13), in circumstances where an offence has been proven. These sanctions and penalties are not absolute and the University reserves the right to vary them where it deems this to be appropriate.

1.7 Subsequent offences

The University will regard breaches of discipline as cumulative. For the avoidance of doubt, where it is proven that a student has committed a second or subsequent further offence, (regardless of whether it is a repetition of the first offence or some other breach of discipline) for the purposes of applying the sanctions and penalties set out in this document (Appendix I, UPR SA13) that offence will be regarded as a second or subsequent offence and the appropriate sanction or penalty imposed.

2 FAILURE TO PAY FEES, CHARGES, FINES, REPAIR COSTS AND ANY OTHER DEBTS

2.1 Student Debt - general sanctions and penalties

2.1.1 The University appreciates that students can run into difficulties and encourages them to seek advice from the University's Student Financial Advisers at an early stage to discuss their financial arrangements. However, the University does reserve the right to seek recovery of outstanding Student Debt (Academic Student Debt and Non-Academic Student Debt) through debt collection agencies and the Court process in appropriate cases. This can lead to interest and legal costs being added to the amount outstanding. Students should also be aware that the Courts keep a register of County Court Judgements (CCJs). CCJs can seriously affect an individual's ability to obtain credit.

2.1.2 Where a student has failed to make full payment of money due to the University within a period of **65** days the student's record will show that he or she is a debtor of the University.

2.1.3 Any sanctions or penalties which have been imposed will be removed only when the student has paid to the University all of the outstanding moneys to which those sanctions or penalties relate.

2.2 Academic Student Debt – specific sanctions and penalties

- 2.2.1 This section applies to any student who, at any stage, has Academic Student Debt and such sum has not been paid to the University. It applies notwithstanding that the student is or has become bankrupt or insolvent or has compounded or made any arrangement with or for the benefit of his or her creditors generally.
- 2.2.2 The University reserves the right to exclude or bar from re-enrolment any student who has Academic Student Debt and such sum has not been paid to the University.
- 2.2.3 The University reserves the right not to provide formal notification of a student's examination or assessment results where he or she has Academic Student Debt and such sum has not been paid to the University. This does not affect any rights of 'subject access' which the student may have under Data Protection legislation and the student is referred to the University's Data Protection policies, procedures and regulations (UPR IM08⁵, refers).
- 2.2.4 The University reserves the right to withhold notification of the conferment of an award upon any student who has Academic Student Debt and such sum has not been paid to the University.
- 2.2.5 The University reserves the right to decline to give a reference or to confirm to any third party the examination or assessment results of a student who has Academic Student Debt and such sum has not been paid to the University.

3 SCHEDULE OF ACADEMIC DISCIPLINARY OFFENCES, SANCTIONS AND PENALTIES

3.1 Withholding of awards

(UPR AS11⁶, refers.)

3.2 Withdrawal of awards from certificate holders, diplomates and graduates

(UPR AS11⁶, refers.)

3.3 Fines

The University reserves the right, at its absolute discretion, to impose fines for breaches of certain of its regulations. Full information about the fines which may be imposed will be published from time-to-time by University management.

3.4 Cleaning, repair and replacement costs

Where it is proved that a student has been responsible for the loss of, or damage to, property owned or leased by the University, howsoever caused, the University reserves the right, in all cases, to require the student to meet the full cost of cleaning repair and replacement.

⁵ UPR IM08 'Data Protection'
⁶ UPR AS11 'Schedule of Awards'

3.5 **SCHEDULE OF ACADEMIC DISCIPLINARY OFFENCES, SANCTIONS AND PENALTIES**

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
<p>Cheating (as defined in Appendix I, UPR AS12⁷/Appendix I, UPR AS13⁸):</p> <p>Impersonation: where a student allows another person to take an assessment on his or her behalf or to present themselves as being that student or where a current University of Hertfordshire student takes an assessment on behalf of another University of Hertfordshire student</p>	Exclusion from the University		
<p>Photocopying (or equivalent) of examination papers or obtaining or attempting to obtain unauthorised access to examination papers</p>	Exclusion from the University		
<p>Copying or attempting to copy the work of another candidate in an examination room or other in-class assessment</p>	Warning or suspension for a period determined by the Vice-Chancellor or exclusion from the University	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University

⁷ Appendix I, UPR AS12 'Assessments and Examinations - Regulations for Candidates (Including Requests for the Review of Examination Decisions (Appeals Procedure) (University-delivered provision)'

⁸ Appendix I, UPR AS13 'Assessments and Examinations - Regulations for Candidates (Including Requests for the Review of Examination Decisions (Appeals Procedure)) (Partner Organisation-delivered provision)'

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
The introduction into an examination room (or any other room in which a formal assessment is taking place) of aids including books, notes, personal notes or revision notes in any form, papers, stationery, computer disks or other devices of any kind other than those permitted in the rubric of the examination paper. (This includes, for example, unauthorised information stored in the memory of a pocket calculator, in a mobile telephone, personal organiser or any other device.)	Warning or suspension for a period determined by the Vice-Chancellor or exclusion from the University	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University
Requesting a temporary absence from an examination room (or any room where an assessment is taking place) with the intention of gaining or attempting to gain access to information that may be relevant to a formal assessment	Warning or suspension for a period determined by the Vice-Chancellor or exclusion from the University	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University
Making false statements in order to receive special considerations by the Board of Examiners or to obtain extensions or deadlines or exemption from work	Warning or suspension for a period determined by the Vice-Chancellor or exclusion from the University	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Assisting or attempting to assist another University of Hertfordshire student to gain or attempt to gain an unfair, improper, or dishonest advantage through the assessment process through the purchase or theft of material	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University	
The purchase or theft of material or data that is then submitted for assessment	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University	
The falsification of data, duplication of assessments, and any other form of academic misconduct as defined in Appendix I, UPR AS12 ⁷ /Appendix I, UPR AS13 ⁸	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University	
Plagiarism, as defined in Appendix I, UPR AS12 ⁷ /Appendix I, UPR AS13 ⁸	Warning and/or final warning and/or mandatory attendance at an Academic Skills Course	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University
<i>Failure to obtain ethics approval prior to undertaking work involving human participants;</i>	<i>Warning or suspension for a period to be determined by the Vice Chancellor or exclusion from the University.</i>	<i>Suspension for a period to be determined by the Vice Chancellor or exclusion from the University.</i>	<i>Exclusion from the University.</i>
<i>failure to comply with the terms and conditions of an ethics approval granted for work involving human participants.</i>	<i>Warning or suspension for a period to be determined by the Vice Chancellor or exclusion from the University.</i>	<i>Suspension for a period to be determined by the Vice Chancellor or exclusion from the University.</i>	<i>Exclusion from the University</i>
Collusion, as defined in Appendix I, UPR AS127/Appendix I, UPR AS138 where one or more of the parties contests the allegation	Warning or suspension for a period determined by the Vice-Chancellor or exclusion from the University	Suspension for a period determined by the Vice-Chancellor or exclusion from the University	Exclusion from the University

4 RESEARCH MISCONDUCT⁹

The University reserves the right, at its absolute discretion, to impose a range of appropriate sanctions and penalties in proven cases of research misconduct. These penalties may include suspension or exclusion.

5 SCHEDULE OF NON-ACADEMIC DISCIPLINARY OFFENCES, SANCTIONS AND PENALTIES

5.1 Sanctions and penalties which apply throughout the University, including University accommodation¹⁰

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Failure to comply with the Counter Terrorism and Security Act 2015	Exclusion from the University		
Use or threat of use of a Weapon as defined in UPR HS05 ¹¹	Exclusion from the University		
Dealing in an illegal substance	Exclusion from the University		
Possession of a Weapon as defined in UPR HS05 ¹²	Exclusion from the University		

⁹ UPR RE02 'Research Misconduct'

¹⁰ Student Residential Accommodation 'is defined as 'University accommodation' as 'purpose built or converted residential accommodation, owned, leased or managed by the University, which is specifically allocated to students....'

¹¹ UPR HS05 'Security and Public Access'

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Assault which takes place on property owned or leased by the University or elsewhere	<p>Final Warning and/or fine of up to £200</p> <p>and/or</p> <p>Suspension for a period determined at the discretion of the Vice-Chancellor</p> <p>or</p> <p>Exclusion from the University</p>	Exclusion from the University	
Incitement to commit an unlawful or illegal act or a serious breach of University regulations	<p>Final Warning</p> <p>or</p> <p>Suspension for a period determined at the discretion of the Vice-Chancellor</p> <p>or</p> <p>Exclusion from the University</p>	Exclusion from the University	
Encouraging others to use illegal substances	<p>Final Warning</p> <p>or</p> <p>Suspension for a period determined at the discretion of the Vice-Chancellor</p> <p>or</p> <p>Exclusion from the University</p>	Exclusion from the University	
Possession of an illegal substance	Final Warning and fine of up to £100	Exclusion from the University	

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
<p>Encouraging others to misuse alcohol or</p> <p>Spiking the drinks of others or</p> <p>Serving alcohol to someone who is already intoxicated or</p> <p>Serving alcohol to someone who is under age</p>	<p>Final Warning</p> <p>or</p> <p>Suspension for a period determined at the discretion of the Vice-Chancellor</p> <p>or</p> <p>Exclusion from the University</p>	<p>Exclusion from the University</p>	
<p>Fraud</p>	<p>Final Warning</p> <p>or</p> <p>Suspension for a period determined at the discretion of the Vice-Chancellor</p> <p>or</p> <p>Exclusion from the University</p>	<p>Exclusion from the University</p>	
<p>Abuse via social media, verbal abuse of any person on property owned or leased by the University or elsewhere, including disruptive, inconsiderate or offensive behaviour of a type not specified elsewhere in this Schedule</p>	<p>First Warning and/or fine of up to £100</p> <p>or</p> <p>Final Warning and/or fine of up to £200</p>	<p>Final Warning and fine of up to £200</p>	<p>Exclusion from the University</p>

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Abuse via social media, verbal abuse of any person on property owned or leased by the University or elsewhere that is deemed to be racist, sexist or homophobic or otherwise discriminatory or which attacks the religion, sexual preference or age of the abused	Final Warning and/or fine of up to £200	Exclusion from the University	
Theft	Final Warning and fine of up to £200 or Exclusion from the University	Exclusion from the University	
Non-accidental interference with safety or emergency equipment (including non-accidental interference with closed circuit television equipment and the letting off of fire extinguishers)	Final Warning and fine of up to £200	Exclusion from the University	
Non-accidental damage to other University equipment/property	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from the University
Non-accidental damage to equipment/property belonging to staff, students or other persons on property owned or leased by the University	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from the University

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Inappropriate use of University facilities	First Warning and fine of up to £100	Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University
Failure to evacuate on the sounding of a fire alarm	First Warning and fine of up to £100	Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University
Harassment and bullying (including threatening behaviour; bullying; the victimisation of residents, staff or visitors or the displaying of or permitting the display of, sexually explicit or pornographic material)	Sanctions and penalties will be imposed in accordance with the provisions of UPR EQ10 ¹²		
Reckless driving on campus	Final Warning and fine of up to £100	Suspension for a period determined at the discretion of the Vice-Chancellor	Exclusion from the University

¹²

UPR EQ10 'Bullying and Harassment'

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Anti-social behaviour, including being drunk and disorderly on property owned or leased by the University or elsewhere	First Warning and fine of up to £100 or Final Warning and fine of up to £200	Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University
Other actions which occur other than on property owned or leased by the University which are deemed to have brought the University into disrepute	First Warning and fine of up to £100 or Final Warning and fine of up to £200	Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University
Smoking in 'No Smoking' areas	First Warning	Final Warning and fine of up to £100	Fine of up to £200 or Exclusion from university accommodation in the event that this is where the offence has occurred
Late/non-return of books, equipment and other University property provided through recognised loan arrangements	Fines and withdrawal of loan privileges will be imposed in accordance with local regulations	Fines and withdrawal of loan privileges will be imposed in accordance with local regulations	Fines and withdrawal of loan privileges will be imposed in accordance with local regulations

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Misuse of on-line facilities as defined in UPR IM01 ¹³ , UPR IM19 ¹⁴ , UPR SA12 ¹⁵ , and UPR IM13 ¹⁶	Depending on the severity of the offence penalties ranging from a First Warning to Exclusion from the University may be imposed		
Failure to produce a University Identity Card when requested to do so by a member of staff	For the proper management and administration of the institution, when on University premises students are required to produce their University Identity Cards when requested to do so by a member of staff. The University imposes separate penalties on examination candidates who fail to produce their University Identity Cards. However, it should be noted that in other circumstances, failure to produce a University Identity Card will normally be regarded as a disciplinary offence and may result in a student being asked to leave University premises immediately and/or may lead to disciplinary action and a fine and/or other penalty being imposed on the offender.		
Failure to attend a meeting or Hearing convened under the provisions of UPR SA13 ¹ or UPR SA15 ²	First Warning and fine of up to £100 or Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University

¹³ UPR IM01 'Computer Networks, Security of Information Systems and the Protection of Information Systems from Computer Viruses'
¹⁴ UPR IM19 'Internet, On-Line Communications and Social Media'
¹⁵ UPR SA12 'Learning Resources'
¹⁶ UPR IM13 'Software and In-line Resources'

5.2 Additional sanctions and penalties which apply in University accommodation²

The following additional sanctions and penalties apply in University accommodation.

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Propping open of fire doors	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from University accommodation
Non-accidental damage to University property including windows, rooms, communal areas and kitchens	First Warning and fine of up to £100	Exclusion from University accommodation	
Use of candles or 'bongs' for whatever purpose	Final Warning and fine of up to £100	Exclusion from University accommodation and fine of up to £200	
Water/food fights	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from University Accommodation
Repair by a resident of Electrical equipment which is the property of the University (including failure to comply with the procedure for changing light bulbs set out in the 'Handbook for Students in University Accommodation')	Final Warning and fine of up to £100 The equipment will be removed	Exclusion from University accommodation.	
Use of unauthorised electrical equipment	First Warning and fine of up to £100 The equipment will be removed	Final Warning and fine of up to £200 The equipment will be removed	Exclusion from University accommodation.
Excessive noise	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from University accommodation

Offence	Sanction/penalty for first offence	Sanction/penalty for second or subsequent applicable offence	Sanction/penalty for third or subsequent applicable offence
Use of a substandard plug bank (NOTE Four-way extension leads must comply with BS 1363/A)	Final Warning and fine of up to £100 The equipment will be removed	Exclusion from University accommodation.	
Unauthorised multiple occupation of University Accommodation	First Warning The unauthorised guest will be evicted	Final Warning and fine of up to £100 The unauthorised guest will be evicted	Exclusion from University accommodation.
Unauthorised events (including parties)	First Warning and fine of £100	Final Warning and fine of up to £200	Exclusion from University accommodation
Failure to evacuate a building when a fire alarm is sounding	First Warning and fine of up to £100	Final Warning and fine of up to £200	Exclusion from University Accommodation
Failure to keep rooms or communal areas clean and tidy	First Warning and fine of up to £100	Final Warning and fine of up to £200	Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from University accommodation
Use of fireworks (indoor or outdoor) within or adjacent to University premises	Final Warning or Exclusion from University accommodation	Exclusion from University accommodation”	

Mrs S C Grant
Secretary and Registrar
Signed 14 March 2018