



# Student Disciplinary Procedure

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<b>Amendments</b>	<ul style="list-style-type: none"> <li>• Commissioning of an External Investigation where appropriate.</li> <li>• Establishment of a First Response Panel where appropriate.</li> <li>• Clarification of Interdependencies between this Procedure and Dignity and Respect: Anti-bullying and Anti-Harassment Policy &amp; Student Complaints Procedure.</li> <li>• Editorial changes. <ul style="list-style-type: none"> <li>• Addition of clause concerning Academic Freedom</li> </ul> </li> </ul>
<b>Related Policies &amp; Procedures</b>	<a href="#">Dignity and Respect: Anti-bullying and Anti-Harassment Policy</a> <a href="#">Student Complaints Procedure</a> <a href="#">Code of Practice on Free Speech</a>

## 1. INTRODUCTION

### Purpose

- 1.1 In order to operate effectively, all organisations need to set standards of conduct to which their members are expected to adhere. In order to impact on behaviour, these standards need to be supported by procedures which ensure that alleged breaches are dealt with in a way which is fair, consistent and transparent. Those subject to disciplinary action will be treated no differently based on any matter related to their age, race or ethnicity, religion or belief, gender or sexual orientation, or any disability.
- 1.2 This document explains and details the procedures that LSHTM will use to consider allegations of non-academic misconduct by students. It defines what counts as non-academic misconduct and explains the various roles involved in considering allegations, the range of penalties that may be imposed, avenues of appeal and reporting and monitoring arrangements.

### Expectations of student behaviour

- 1.3 LSHTM is a community drawn together by a shared desire to learn and to understand and, as members of this community, students are expected to be aware of and to adhere to the School's regulations, policies and procedures, including those relating to codes of conduct for students; to show respect for persons and property; and to behave in a way that does not interfere with the normal operations of the School. In particular, the School's search for knowledge requires an environment in which members are free to question, explore and debate new and challenging ideas. It requires the School's community to be tolerant of the views and beliefs of others but LSHTM will not tolerate behaviour which incites hatred or which seeks to coerce others into accepting those views or beliefs.



## Scope

1.4 These disciplinary procedures relate to non-academic misconduct and apply to all students registered with LSHTM in all locations, on and off School premises, both in the UK and overseas.

1.5 Nothing in this policy shall be construed as limiting academic freedom or lawful freedom of speech, as protected under the Higher Education (Freedom of Speech) Act 2023. Where concerns related to speech or academic freedom, decision-makers must ensure that these rights are fully considered. Please see LSHTM's [Code of Practice on Free Speech](#) for further details.

1.6 The School's Distance Learning (DL) students are also registered with the University of London International Programmes. Where an allegation of misconduct (minor or gross) is made against a DL student (even if the allegation relates to a period when the student has been based at LSHTM, i.e. taking an intensive MSc module), the University of London's Code of Student Discipline will apply and the outcome will be reported to LSHTM.

1.7 The School's [Dignity and Respect: Anti-bullying and Anti-Harassment Policy](#) describes LSHTM's procedures for dealing with instances of bullying and harassment which may result in referral for action under these disciplinary procedures.

1.8 The [Student Complaints Procedure](#) should be used by students who have a concern relating to their learning experience such as programme or module organisation, teaching or supervision; a service or facility provided by LSHTM; information provided in print, web or on social media; behaviour of other students or staff or, other similar matters.

1.9 Depending on the nature of behaviour reported, the matter could be referred to, and investigated, under this Procedure.

## Informal resolution of allegations of misconduct

1.9 Where an allegation of misconduct is made and a case is found to answer, it does not necessarily follow that disciplinary procedures have to be invoked. Where the decision-maker (the 'Authorised Person' as defined in 3.2) judges it appropriate, the allegation may be resolved informally, e.g. by the provision of advice as to future behaviour.

1.10 Informal resolution of complaints is only likely to be appropriate in instances of misconduct which feature all of the following: the misconduct can be described as minor and isolated, the impact on the victim is small, the victim is content and the perpetrator takes responsibility for their actions.



## 2. DEFINITIONS

### Misconduct

2.1 Misconduct to be dealt with under these procedures may fall into one of the following categories:

- a) Conduct which is in breach of applicable School policies and procedures.
- b) Conduct which causes actual or potential distress or harm to others.
- c) Conduct which causes actual or potential damage to property of others.
- d) Conduct which constitutes a criminal offence.
- e) Conduct which impedes or interferes with the pursuance of work or study of members of the School, or which impact upon the normal functioning of the School.
- f) Conduct which causes actual or potential reputational damage to the School.

2.2 Misconduct may be categorised as 'minor misconduct' or 'gross misconduct' by those authorised to make such judgments. Depending on the categorisation, the differing gravity of the alleged misconduct is reflected in different processes for considering the alleged misconduct and different penalties that may be imposed (as described in Part 5 and Part 6 respectively).

2.3 The following list provides examples of minor misconduct. The list is illustrative and not exhaustive. In addition, inclusion of an example in the list does not mean that the misconduct can only be dealt with as minor: judgments will always need to be made about the scale of the misconduct and any aggravating circumstances which may justify the misconduct being dealt with as gross misconduct.

- a) Verbal abuse or intimidation.
- b) Failure to comply with explicit rules or regulations: for example, smoking in non-designated areas, causing a disturbance in examinations.
- c) Infringement of the School's Health and Safety rules: for example, failure to vacate premises during fire alarms.
- d) Refusal to respond to reasonable requests by relevant School staff: for example, refusing to confirm identity when requested to do so by School staff during the normal course of their duties.
- e) Causing distress to others through excessive and unacceptable levels of noise.
- f) Causing minor damage to property.
- g) Anti-social behaviour which causes distress to others and/or reputational harm to the School's relationship with its stakeholders, including the local community.

2.4 The following list provides examples of gross misconduct. Again, the list is illustrative and is not exhaustive:

- a) Verbal abuse or intimidation.
- b) Assault or behaviour causing physical harm.
- c) Threatening, offensive or indecent behaviour.
- d) Sexual misconduct.
- e) Possession and/or intent to supply controlled drugs.
- f) Serious or persistent acts of bullying or harassment.
- g) Theft, fraud, or deliberate falsification of records.
- h) Arson or otherwise causing serious or deliberate damage to property.
- i) Misuse or unauthorised use of the School's premises and equipment including, for example, the unauthorised possession of a key or identity card giving access to School premises.
- j) Serious or persistent failure to comply with the School's rules and regulations, including Health and Safety rules.



- j) Offering or giving money, gifts or any other advantage to any employee of the School with the intention of inducing the employee to perform their job improperly or of rewarding them for having done so or obtaining any advantage not otherwise entitled to.
- k) Actions which are likely to bring the School into disrepute and/or cause interference to the normal functioning of the School, particularly when the student is acting on School business (for example participating in a field trip or study abroad).
- l) Failure to respect the rights of others to freedom of belief and freedom of speech.
- m) Refusal to pay a fine or observe another penalty imposed by the School.
- n) Multiple or repeated instances of minor misconduct.

### **3. ROLES**

- 3.1 The Council has delegated to the Director the authority and power to suspend, exclude, or expel or to impose any such other penalty as may be appropriate on any student deemed to have been guilty of misconduct.
- 3.2 Where the alleged misconduct is considered to be minor misconduct, the Director has authorised the following staff ('Authorised Persons') to investigate and, where appropriate, agree informal resolution of the issue or to impose penalties where they find the alleged misconduct to be proved:
  - a) Associate Dean Education (or nominee) or Research Degree Director (or nominee) in cases where the alleged misconduct took place in faculty areas of LSHTM or during faculty activities (including field trips, whether in the UK or abroad);
  - b) Director of Education Services (or nominee) where the alleged misconduct took place in other areas or outside LSHTM.
- 3.3 Any allegations of misconduct must be made to the Head of Registry. The allegation should set out the nature and time of the alleged misconduct, the identity of the person(s) involved and any available evidence.
- 3.4 On receipt, the Head of Registry shall make an initial judgment as to whether the allegation is to be dealt with under Minor Misconduct or Gross Misconduct Procedures.
- 3.5 Where Gross Misconduct Procedures are invoked, a School Discipline Committee will be established. The Committee will comprise three members appointed by the Director of Education Services (or nominee), none of whom should have had any involvement with the matter which is the subject of the disciplinary proceedings or, wherever possible, any prior close connection (e.g. as a tutor or supervisor) with the parties to the proceedings. Director of Education Services (or nominee) will appoint a Chair drawn from the LSHTM Executive Team, a member of staff drawn from faculty/administrative management group and a current student as nominated by SRC. The Head of Registry or their nominee will act as Clerk to the Committee.



#### **4. GENERAL PRINCIPLES**

##### **Misconduct that is or may be subject to criminal or civil proceedings**

- 4.1 Where LSHTM has reason to consider that a crime may have been committed contrary to UK criminal law, it will normally report the matter to the police and/or other appropriate UK authority.
- 4.2 Where an alleged misconduct is subject also to criminal or civil proceedings, LSHTM may decide to hold the disciplinary process in abeyance until such time as the legal proceedings have concluded.
- 4.3 Where the School's disciplinary process has been suspended pending the outcome of criminal or civil proceedings, the student has an obligation to keep the School informed of the progress and eventual outcome of those legal proceedings.
- 4.4 LSHTM will be able to rely upon any finding of guilt or liability made against the student in criminal or civil proceedings for the purposes of taking disciplinary action against the student under this procedure.

##### **Precautionary action prior to conclusion of disciplinary proceedings**

4.5 Depending on the nature of the alleged misconduct (e.g. where the student accused of the misconduct may be at risk of harm; there may be a risk to the safety of others; or where it relates to alleged racist and discriminatory remarks or behaviours, sexual misconduct, bullying and harassment or a prolonged abuse of power), it may be appropriate to establish a First Response Panel to consider any immediate risks and put appropriate risk mitigations forward. The Panel will assess wellbeing and support needs of all parties and members of the School who may be impacted by the case and agree to next steps. This will be achieved through a robust risk assessment to consider the academic, welfare and support needs of the parties, taking account of any representations made by the student, and any interim measures necessary to ensure a fair and transparent investigation. Any interim measures will be proportionate to the nature of the risk(s) being managed and may include a requirement that the student complies with specific conditions (such as not contacting certain other students) or a recommendation to partially or fully suspend a student from the School premises or from the use of School facilities until such time as the disciplinary proceedings have concluded.

4.5.1 The Chair of the Panel will be Director of Education Services or their nominee. There will be at least three members, including the Chair, and membership may include:

- a senior representative from the reported party's department/faculty;
- an independent senior academic or senior professional services manager;
- a member of the Students' Representative Council Executive;
- a Legal Department representative;
- a Student Support Services representative;
- any other relevant party.

A representative from the Equality, Diversity & Inclusion department will attend all panels in an advisory capacity.

4.5.2 The Chair of the Panel will ensure that members have received appropriate training and that where possible, the Panel is diverse and reflects any relevant protected characteristics.



- 4.5.3 The membership of the Panel will be shared with the reporting party in advance of the meeting to ensure transparency and to manage any conflicts of interest.
- 4.5.4 The risk assessment and any interim measures that are put in place will be shared with both parties, reviewed regularly by the Panel and amended as appropriate.
- 4.5.5 All information disclosed as part of this process will be treated confidentially and sensitively and in accordance with data protection legislation.
- 4.6 Precautionary action is not a penalty and is without prejudice to the consideration of issues that will take place as part of the disciplinary process: it does not indicate a presumption that the student is guilty of the alleged misconduct.
- 4.7 There shall be no right of appeal against a decision to take precautionary action but a student may request a review at any time if there is a relevant change to his/her circumstances.
- 4.8 If circumstances arise where a student fails to abide by the requirements of precautionary action, that shall itself constitute gross misconduct and the Director of Education Services will consider whether it is appropriate to refer the matter to the police, take civil legal proceedings and/or initiate gross misconduct procedures or include the matter within gross misconduct procedures already in hand.

#### Standard of proof

- 4.9 These procedures seek to ensure that LSHTM acts fairly and reasonably in relation to all parties to disciplinary proceedings. They comply with the rules of natural justice which give a student the right to know the case against him/her; the right to be given an opportunity to defend himself/herself; and the right for the case to be considered by an impartial arbiter. The standard of proof used to consider whether or not an alleged misconduct is found to have been proven will be the civil standard, i.e. on the balance of probabilities.

#### Service of notice

- 4.10 All communications with students required under these procedures will be sent to the student's School e-mail address. LSHTM will regard notice of the contents of such communications as duly served on the day after the e-mail was sent. Where a School e-mail address is not available (for example, where such service has been suspended by the School) the Head of Registry will identify an alternative means of communication.

#### Students' right to be accompanied

- 4.11 A student subject to disciplinary proceedings has the right to be accompanied by a friend or supporter of their choice if they wish but not to a legal representative. The friend or supporter must be a member of the School community or of the University of London's Student Union and must not have been involved in any way with the incident which gave rise to the disciplinary proceedings.

#### Rights reserved by the School

- 4.12 Wherever possible and practical, LSHTM will give students the opportunity to attend investigative meetings or disciplinary hearings in order to give their own account or defend themselves in person. LSHTM reserves the right, however, to proceed with any investigative meeting or disciplinary hearing in the absence of the student, subject to the student having been properly notified of the date, time and place of the meeting/hearing. This right is similarly reserved in cases where criminal proceedings do not allow the student to attend in person.



- 4.13 LSHTM will wherever possible adhere to the time limits specified in these procedures but reserves the right to adjourn any investigation or hearing and reconvene at a later date or otherwise vary the time limits specified. Where such circumstances arise, the student will be advised of the adjournment or other change in time limits and the associated reasons.
- 4.14 This guidance specifies certain roles and responsibilities where the Director's authority has been delegated for dealing with different aspects of discipline cases but that authority may be further, or more widely, delegated where the Director (or nominee) with good reason considers it right to do so.

#### Abandonment or suspension of cases where a student withdraws from the School

- 4.15 LSHTM will normally require disciplinary proceedings to be properly concluded. Where, however, a student withdraws from the School prior to the conclusion of disciplinary proceedings, the Head of Registry will determine whether the proceedings should continue at that time. This applies also to the situation where the student appears to have withdrawn *in fact* even though they have not notified LSHTM formally of a decision to withdraw.
- 4.16 In the event that the Head of Registry decides that the disciplinary proceedings should not at that time continue, consideration of the case may be abandoned or suspended. In either case, LSHTM may refuse admission to any programme of study or the provision of any other service to the former student concerned until such time as consideration of the suspended disciplinary case is properly concluded.

#### Confidentiality and disclosure of information

- 4.17 All information presented in the course of the investigation of allegations of student misconduct will be treated as confidential to the disciplinary proceedings. Such information will normally only be available to those involved in the disciplinary proceedings or in their administration. LSHTM may, however, where it is under a duty or considers it right to do so, disclose any information from these proceedings at any stage to professional, statutory or regulatory bodies, legal representatives or to government and law enforcement agencies in the UK or overseas, as appropriate.

### **5. MINOR MISCONDUCT PROCEDURES**

#### Establishing the facts and notifying student

- 5.1 Once an allegation of misconduct has been referred to the appropriate Authorised Person, they (or their nominee) will conduct an initial investigation, and where necessary an investigative meeting (inviting the student accused and any other relevant persons), to establish the facts of the case, and then in the light of all information available determine whether there is a case to answer.
- 5.2 If there is, the Authorised Person will decide whether it is appropriate for the alleged misconduct to be resolved informally or to be dealt with using Minor Misconduct Procedures. If the Authorised Person considers the alleged misconduct is not appropriate to be dealt with as a matter of minor misconduct, they will refer the allegation to the Director of Education Services with a view to the allegation being considered under Gross Misconduct Procedures.
- 5.3 The Authorised Person will then inform the accused student whether or not they intend to instigate disciplinary action (and if so whether the alleged misconduct will be considered as a matter of minor or gross misconduct) or to seek informal resolution of the complaint.



5.4 Where the alleged misconduct is to be considered as a matter of minor misconduct, prior to consideration, the Authorised Person will advise the student in writing of the allegation made, disclose all relevant information and evidence and invite them to make a written response to the allegation(s), including any information the student considers should be taken into account as mitigating factors for their actions. The student will be given a deadline of five working days to reply to the invitation to provide a response to the allegation(s).

#### Consideration of allegation

5.5 The Authorised Person may decide they are able to determine whether the alleged misconduct is proven on the basis of the information available, including the written response from the student. However, it is also open to the Authorised Person to request the student to attend a meeting to hear the allegations of misconduct (as well as providing a written response). In such cases, the student will be given at least five working days' notice of the meeting. The Authorised Person may request one or more members of staff relevant to the case to attend the meeting and the student may be accompanied by a friend or supporter (as defined in 4.11). A note of the meeting will be made and a copy provided to the student.

#### Outcome of consideration/hearing

5.6 The outcome of consideration by the Authorised Person will be one of the following:

- a) to dismiss the allegation;
- b) to refer the case to be considered under other, more appropriate, procedure of the School;
- c) to find the allegation of minor misconduct proved and to impose a penalty;
- d) to reclassify the misconduct as gross misconduct and refer the case to the Director of Education Services to convene a School Discipline Committee to consider the allegation.

#### Penalties

5.7 The Authorised Person may impose one (or multiple) of the following penalties:

- a) a formal warning, orally and in writing, advising the student as to their future conduct;
- b) a behavioural contract including requiring, for example, attendance at an appropriate workshop or seminar;
- c) a compensation payment to meet the direct cost of reparations to property (whether belonging to LSHTM, students, staff or other person or body) or a fine;
- d) restorative justice, including voluntary or community work for a specified period.

#### Notification of outcome

5.8 The Authorised Person will endeavour to inform the student in writing of the outcome within five working days of the hearing/their consideration. This notification will also advise the student of their right of appeal.

5.9 The Authorised Person will also inform the Head of Registry of the outcome of the disciplinary proceedings including cases resolved informally, without invoking formal disciplinary procedures.





## **6. GROSS MISCONDUCT PROCEDURES**

### **Establishing the facts and notifying student**

- 6.1 Where there is reason to believe that the alleged misconduct may be classified as gross misconduct (in line with the guidance provided at in 2.4), the Head of Registry will appoint an Investigating Officer to conduct an initial investigation to establish the facts of the case. Where appropriate (i.e. in instances where there is limited internal expertise, such as where the alleged misconduct relates to alleged racist and discriminatory remarks or behaviours, sexual misconduct or bullying and harassment) LSHTM reserves the right to commission an investigation by an external impartial party. The Investigating Officer will invite the student in writing to attend an investigative meeting, normally with two days' notice, and inform the student of the nature of the alleged misconduct. The Investigating Officer will then submit a written report to the Director of Education Services (or nominee) who will decide whether there is a case for the student to answer and, if so, whether that case should be dealt with as a matter of gross misconduct under Gross Misconduct Procedures or minor misconduct under Minor Misconduct Procedures.
- 6.2 The Head of Registry will notify the student of the decision. Where the alleged misconduct is to be considered as a matter of gross misconduct, the student will be informed that a School Discipline Committee will be convened to hold a hearing, examine the evidence and reach a decision. The student will also be informed of the rules governing the School Discipline Committee hearing (see 6.4 – 6.9), in particular the opportunity for the student to be accompanied by a friend or supporter and to call witnesses and seek written statements.
- 6.3 Once members of the School Discipline Committee have been appointed, the student will be informed in writing of the allegation made, provided with all evidence and other relevant information available at that time, being given at least ten working days' notice of the hearing.

### **Rules governing School Discipline Committee hearing**

- 6.4 The student or the Committee may wish to invite witnesses to appear at the hearing or to provide written statements if they consider that would help the Committee's consideration of the issues. The names of any witnesses to be invited to the hearing or of those to be invited to submit written statements should be provided to the Clerk to the Committee at least ten working days in advance of the date of the hearing in order to allow time for the Clerk to advise potential witnesses, collect statements and circulate copies to Committee members and the student.
- 6.5 The Clerk will endeavour to send copies of statements and other documentation to the Committee and the student five working days in advance of the date of the hearing.
- 6.6 It is the responsibility of those calling witnesses to ensure their attendance at the hearing or to ensure any written statements they are seeking are provided. If the student wishes to be accompanied by a friend or supporter again it is their responsibility to ensure their friend or supporter's attendance at the hearing and to provide them with copies of relevant documentation.
- 6.7 The ruling of the Chair of the School Discipline Committee will be final and binding on all parties on issues relating to the conduct of the hearing, including in particular:
- a) The admission of evidence (written or oral) submitted for consideration by the Committee. This includes the power to refuse to admit evidence or hear witnesses on the grounds of lack of relevancy.



- b) Whether the Committee should proceed with its consideration in the absence of the student, the student's friend or supporter or any particular witness or written statement.

6.8 The School Discipline Committee hearing will proceed in line with the following:

- a) The person presenting the case against the student (or the Chair in the absence of such a person) shall set out the allegations and evidence in the case and may, during the course of the hearing, ask questions of the student.
- b) The student (with the help of their friend or supporter if they wish) will be invited to respond to the allegations, answer questions and ask any of their own. Only the student, not their friend or supporter, can answer questions addressed to the student, although the student may take advice from their friend or supporter in determining their response.
- c) All questions will be asked through, and answers given to, the Chair.
- d) With the agreement of the Chair, any party to the hearing (including the Committee) may call witnesses or refer to written statements that have been submitted for consideration by the Committee.
- e) Any party to the hearing (including the Committee) may question witnesses.
- f) The Committee will hear concluding remarks from the person (if any) presenting the case against the student and from the student (or their friend or supporter).

6.9 The Committee will determine the outcome of the hearing by a simple majority vote of its members.

#### Outcome of hearing

6.10 The outcome of the hearing by the School Discipline Committee will be one of the following:

- a) to dismiss the allegation;
- b) to refer the case to be considered under other, more appropriate, procedures of the School;
- c) to find the allegation of gross misconduct proved and to impose a penalty;
- d) to find the allegation proved as a matter of minor misconduct and to impose a penalty.

#### Penalties

6.11 If the student is found guilty of gross misconduct, the School Discipline Committee may impose one or more of the following penalties:

- a) any of the penalties available to an Authorised Person as set out in 5.7;
- b) suspension of the student's registration with LSHTM and exclusion from School premises and use of School facilities for a specified period;
- c) expulsion from LSHTM.

6.12 If the student is found guilty of minor misconduct, the School Discipline Committee may impose one or more of the penalties available to an Authorised Person set out in 5.7.



### Notification of outcome

6.13 The student will be informed in writing by the Clerk to the School Discipline Committee of the Committee's findings in respect of the alleged misconduct normally within five working days following the hearing. Where the Committee found the allegations proven and imposed a penalty, the Clerk will also notify the student of their right to appeal.

## **7. RIGHTS OF APPEAL**

### Appeals against determinations resulting from the use of Minor Misconduct Procedures

- 7.1 In cases where an allegation of minor misconduct against a student has been considered and proved through the use of Minor Misconduct Procedures, the student may appeal against the determination and associated penalty to the Dean of Faculty (or nominee) in cases where the misconduct took place in faculty areas of LSHTM or during faculty activities (including field trips, whether in the UK or abroad); and to the Director of Education Services (or nominee) in other cases.
- 7.2 Students wishing to exercise their right of appeal must do so within ten working days of being notified of the Authorised Person's decision and must do so by submitting an appeal in writing to the Head of Registry. Submissions by students must make clear whether the appeal is made against the finding of guilt, the penalty imposed, or both and must state the grounds for appeal. For a submission to be considered it must demonstrate evidence of at least one of the following:
- a) that evidence put to the Authorised Person was not fully and properly considered or that there was another form of procedural irregularity in the consideration of the case;
  - b) that there was prejudice or the appearance of prejudice against the student in the consideration of the case against them;
  - c) that the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence;
  - d) new and significant information has become available that was not available at the time the case was considered and there is good reason why this information was not presented at the time;
  - e) the penalty imposed was excessive.
- 7.3 Where the Head of Registry is satisfied that the appeal is in-time and provides evidence as set out in 7.2, they will refer it for determination to those staff named in paragraph 7.1 who will undertake a review of the papers but will not re-hear the case or interview the student. Determination of the appeal will take the form of one of the following:
- a) upholding the original decision;
  - b) upholding the original finding of guilt but changing the penalty;
  - c) overturning the original decision and removing the penalty.
- 7.4 The student will be informed of the outcome in writing normally within ten working days.



### Appeals against determinations resulting from the use of Gross Misconduct Procedures

- 7.5 In cases where an allegation of gross misconduct against a student has been considered and proved through the use of Gross Misconduct Procedures, the student may appeal against the determination and associated penalty to an Appeal Panel comprising the Director (or nominee) of as Chair, a member of the Executive Team and a current student appointed by the Head of Registry in consultation with the SRC.
- 7.6 Students wishing to exercise their right of appeal must do so within the time limit and following the procedures set out in paragraph 7.1 – 7.2. The Head of Registry will endeavour to consider the submission within five working days of receipt and, where satisfied that the appeal is in-time and provides the evidence required by 7.2, they will refer it to the Appeal Panel for determination. The Appeal Panel will not re-hear the case but undertake a review of the papers normally within ten working days and may, at their discretion, invite the student to present their case in person. If so, the Chair (or another member) of the School Discipline Committee will also be invited to attend in order to respond to the appeal.
- 7.7 The Appeal Panel will determine the outcome of the appeal by a simple majority vote. Determination of the appeal will take the form of one of the options itemised in 7.3.
- 7.8 The student will be informed of the outcome in writing normally within ten working days.

## **8. REPORTING AND MONITORING**

- 8.1 The Head of Registry will keep records of the use of Minor Misconduct and Gross Misconduct Procedures and cases resolved without invoking formal disciplinary procedures. These records will be treated as confidential subject to certain qualifications (as outlined in 4.17).
- 8.2 The Head of Registry will submit an anonymised report annually to relevant LSHTM committees.
- 8.3 The Head of Registry will also report findings in individual cases to relevant professional, regulatory or law enforcement bodies for them to consider any additional issues (this does not apply to cases resolved without invoking formal disciplinary procedures).

## **9. EXTERNAL REVIEW – THE ROLE OF THE OFFICE OF THE INDEPENDENT ADJUDICATOR**

- 9.1 Following completion of the appeal procedures above, there is no further right of appeal within LSHTM and the student will be issued with a 'Completion of Procedures Letter'. If, on receipt of the 'Completion of Procedures Letter', the student remains dissatisfied with the outcome, they may submit their concerns to the Office of the Independent Adjudicator for Higher Education (OIA) for consideration under its procedures. They must do so within twelve months of the date of the letter, submitting a completed OIA's Application Form. Further details about the OIA can be obtained here: <http://www.oiahe.org.uk/>.