

Student Disciplinary Procedure

Date: 10 June 2026

Last amended by: Tim Johnson

1 Purpose and Scope

- 1.1 This procedure sets out the steps TSE follows when addressing student misconduct. It applies when TSE exercises any of the consequences listed in section 11 of the TSE Student Code of Conduct.
- 1.2 This procedure applies to all students enrolled on TSE's postgraduate programmes, including students on intermission, across all TSE-managed online environments.
- 1.3 This procedure covers behavioural misconduct only. Academic misconduct is handled separately under the TSE Academic Misconduct Policy. Fitness to study concerns are handled under the TSE Fitness to Study Policy. Sexual misconduct is addressed in the TSE Sexual Assault and Misconduct Policy.
- 1.4 TSE students are subject to TSE policies for all non-academic matters. AUB is not involved in student misconduct unless invited by TSE, in accordance with the TSE-AUB Partnership Agreement (§5.3).

2 Student Code of Conduct

- 2.1 The TSE Student Code of Conduct defines the standards of behaviour expected of all students and sets out the range of consequences that may apply where those standards are not met. Students should read the Student Code of Conduct alongside this procedure.
- 2.2 Where a member of staff or tutor has a concern about a student's conduct, they should report it to the Head of Postgraduate Education (HPE) in the first instance.

3 Informal Stage

- 3.1 Where a concern is minor or isolated, the HPE will normally seek informal resolution first. This may involve a conversation with the student, guidance on expected behaviour, and a note made on the student's file.
- 3.2 Informal resolution is not appropriate where the alleged conduct is serious, repeated, or has caused significant harm to another person. In such cases, the HPE will proceed directly to the Formal Stage.

4 Formal Stage 1 — Investigation

- 4.1 Where informal resolution is not appropriate or has not been effective, the HPE will conduct a formal investigation. The student will be notified in writing of:
 - (a) The nature of the allegation
 - (b) The procedure that will be followed
 - (c) Their right to respond to the allegation in writing
 - (d) Their right to be accompanied at any meeting by another TSE student or a representative of their choice (who is not a legal professional acting in a legal capacity)
- 4.2 The HPE will aim to complete the investigation within 20 working days of notifying the student. Where delay is unavoidable, the student will be informed in writing of the reason and a revised timeline.

- 4.3 At the conclusion of the investigation, the HPE will notify the student in writing of the outcome and, where relevant, any consequence applied under section 11 of the Student Code of Conduct. The outcome letter will explain the student's right to request a Stage 2 review.
- 4.4 Where the nature of the concern requires it, the HPE may impose precautionary measures at any point during the investigation — for example, temporarily restricting a student's access to specific online spaces. Precautionary measures are not sanctions and do not imply a finding against the student. They will be lifted as soon as they are no longer necessary.

5 Formal Stage 2 — Review

- 5.1 A student who is dissatisfied with the Stage 1 outcome may request a review by the CEO within 10 working days of the Stage 1 outcome letter.
- 5.2 The Stage 2 review is not a rehearing of the original case. It will consider whether:
 - (a) The procedures set out in this document were followed correctly
 - (b) The outcome reached was reasonable in light of the evidence
- 5.3 The CEO will notify the student in writing of the outcome of the review within 15 working days of receiving the review request.
- 5.4 Once Stage 2 is complete, TSE's internal procedures are exhausted. TSE will issue the student with a Completion of Procedures letter. Where eligible, the student may refer the matter to the Office of the Independent Adjudicator for Higher Education (OIA) at <https://www.oiahe.org.uk>. The Completion of Procedures letter will include details of the OIA referral process and the applicable deadline.

6 Inviting AUB Involvement

- 6.1 In cases of very serious misconduct — such as sexual violence, sustained harassment, or conduct that poses a genuine risk to the safety of others — TSE may choose to invite AUB to exercise its Student Disciplinary Policy alongside or following TSE's own process.
- 6.2 AUB involvement is not automatic. The decision to invite AUB rests solely with TSE, in accordance with the TSE-AUB Partnership Agreement (§5.3). Where TSE does invite AUB, the student will be informed in writing.
- 6.3 Where AUB is invited to act, it does so under its own Student Disciplinary Policy, which sets out AUB's procedures, the range of sanctions available to AUB, and the student's rights within AUB's process. A copy of AUB's Student Disciplinary Policy is available from TSE on request.
- 6.4 Where a student's conduct may also constitute a criminal offence, TSE may refer the matter to the relevant authorities at any stage, independently of this procedure.

7 Records

- 7.1 TSE will maintain a confidential record of all formal disciplinary investigations and their outcomes, retained for a minimum of six years from the conclusion of the case. The student will be informed of any consequence recorded on their file and of the duration for which it will remain.

8 Related Documents

- 8.1 TSE documents:
 - (a) TSE Student Code of Conduct (defines misconduct and range of consequences)
 - (b) TSE Student Contract
 - (c) TSE Academic Misconduct Policy
 - (d) TSE Fitness to Study Policy

- (e) TSE Sexual Assault and Misconduct Policy
- (f) TSE Bullying and Harassment Policy (Students)

8.2 AUB documents:

- (a) AUB Student Disciplinary Policy (applies where TSE invites AUB involvement)

8.3 External:

- (a) Office of the Independent Adjudicator for Higher Education: <https://www.oiahe.org.uk>