

HALL OF RESIDENCE DISCIPLINARY PROCEDURE



This disciplinary procedure is used where the rules of the Halls of Residence or your Licence are broken. The procedure covers five stages with stage 5 resulting in eviction from the Halls of Residence. You will be expected to sign this document to show that you have read and understood what happens if you break the rules.

*(The examples included below are just **examples** and staff will use discretion to decide the level of report they feel is most suitable at the time. When they make their decision, they will consider the seriousness and circumstances of the breach). If you continue to break the same rule this may result in the procedure being escalated by missing out one stage. In certain circumstances you may be offered the chance to take part in a restorative justice arrangement.*

Stage 1 – White Report

- **For less serious breaches of Halls of Residence rules and/or your licence. For example** - smoking in unauthorised areas, excessive noise, loud music, drinking alcohol, after hours' visitors, tampering with fire-fighting/safety equipment, abusive behaviour, disturbing neighbours, burning candles, use of fairy lights, failure to keep accommodation clean and tidy, Under 18s failing to report when going out/returning at night

Action to be taken

- Disciplinary register completed following breaches of College rules or licence seen or investigated by or reported to Wardens, International Office Manager or other staff.
- Meeting with a member of staff
- Action confirmed by email to resident
- Programme Area Manager, tutor and lecturers advised

Stage 2 – Yellow Report

- **For more serious breaches of Halls of Residence rules and/or your licence. For example** - keeping pets, abusive or aggressive behaviour, abuse of Hall of Residence internet system, buying alcohol for under 18s.
- Also used where 2 white reports have been issued.

Action to be taken

- Disciplinary register completed following breaches of College rules or licence seen or investigated by or reported to Wardens, International Office Manager or other staff.
- Meeting with panel of College staff to discuss behaviour and earlier offences
- Action confirmed by email to resident
- Programme Area Manager, tutor and lecturers advised.
- Parents advised either directly or via agent

Stage 3 – Red Report

- **For the most serious breaches of Halls of Residence rules and/or your licence. For example** – racial abuse, use of illegal substances, theft, fighting, drunk and disorderly, damage to property, graffiti, having weapons, bullying.
- Also used where 2 yellow reports have been issued.

Action to be taken

- Disciplinary register completed following breaches of College rules or licence seen/investigated by or reported to Wardens, International Office Manager or other staff.
- Meeting with panel of College staff to discuss behaviour and earlier offences
- Action confirmed by email to resident
- Programme Area Manager, tutor and lecturers advised.
- Parents advised either directly or via agent

<p>Stage 4 – Final Warning</p> <ul style="list-style-type: none"> Any further incident may result in a Final Warning Residents issued with a Final Warning will have the right of appeal. Also used where a red report has been issued. 	<p>Action to be taken</p> <ul style="list-style-type: none"> Meeting with panel of College staff to discuss behaviour and earlier offences and Final Warning issued. Programme Area Manager, tutor and lecturers advised. Action confirmed by email to resident Parents advised either directly or via agent.
<p>Appeal</p> <ul style="list-style-type: none"> Residents given Final Warning can appeal against the decision. Any appeal must be in writing and addressed to the Vice Principal – Curriculum and Quality The appeal must include the reasons for the appeal Any appeal must be made within 7 days of the decision 	<p>Action to be taken</p> <ul style="list-style-type: none"> Appeal will be considered by the Vice Principal – Curriculum and Quality Appeal will be considered within 7 days Decision will be notified by email to resident All staff notified of Final Warning will be advised of the outcome of the appeal Parents advised either directly or via agent of the outcome. If appeal is successful disciplinary register to be amended
<p>Stage 5 – Termination of Licence</p> <ul style="list-style-type: none"> Any further incident may result in Termination of Licence and subsequent eviction Residents issued with an Termination of Licence Letter will have 4 weeks to make arrangements to leave the premises and hand in the keys 	<p>Action to be taken</p> <ul style="list-style-type: none"> Letter from Director of Business Development with instruction to vacate premises within 4 weeks. No refund of fees will be made. All rent to be paid/charged up to end of licence period as detailed in your Licence
<p>Name of Student.....</p> <p>I confirm that I have read the Halls of Residence Disciplinary procedure and I understand how and when this will be applied. I also understand that prohibited items will be confiscated and may be disposed of.</p> <p>Signature of student.....Date.....</p>	