

London  
Business  
School

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# Student Disciplinary Policy

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### **1.1 Overview**

This policy forms part of the School's Academic Regulations and sets out how the School considers academic and general misconduct by students.

At London Business School, our vision is to have a profound impact on the way the world does business and the way business impacts the world by shaping a collaborative, diverse and inclusive community where talented people grow and realise their potential. How members of our community behave is central to us achieving this vision.

Within the School community, every individual has a responsibility to value diversity. All students must behave in accordance with the diversity and belonging policies that have been adopted and made available to the School, and behave consistently at all times, respecting and promoting the dignity and rights of all employees, students/participants and other stakeholders.

Within the academic environment, students are expected to have due regard for the School's good name and reputation, and uphold the professional and academic standards of the School at all times. Students are expected to behave in a way that does not disrupt or impede the learning of others or seeks to gain unfair advantage. A fundamental principle of the School's academic and assessment framework is that all students should be judged on their own ability and contribution. Therefore, all work must be original, created entirely by the student for the purposes of the assessment, and appropriately referenced.

The School considers misconduct of any kind to be a serious matter and will seek to protect its standards rigorously at all times. When concerns are raised, the School will carry out inquiries and determine whether any action is required. The School is entitled to apply sanctions, which may include failure, suspension or expulsion, for misconduct.

### **1.2 Deviations and Amendments**

It is expected that most cases will be resolved through the standard procedure. However, there may be times when it is necessary and/or appropriate to deviate from the stated procedure. Common examples include, but are not limited to, extending the timeframes, or nominating another person or company to carry out the investigation or formal consideration. Any deviation from the standard procedure will be at the School's absolute discretion and the student will be informed of any changes when applicable.

In more serious cases the Dean can decide to exercise his power under the School's Statutes and Charter to suspend, exclude or expel a student from any or all of his or her studies in the School "for reasons of academic insufficiency, breach of discipline or otherwise". The Dean may authorise the Vice Dean to act on his behalf in disciplinary matters.

This policy and procedure are subject to review and may change at any time in the academic year. The School will notify students of any substantive changes to the policy.

### 2.1 Academic Misconduct

Academic misconduct is considered to be any action or attempted action or activity, either intentional or otherwise, which may result in creating an unfair academic advantage for oneself or disadvantage for another member(s) of the School.

The following are some types and examples of academic misconduct. The list is illustrative not exhaustive.

- a) Plagiarism:
  - i. Submitting the work or ideas of someone else or artificial intelligence as your own, either with or without appropriate referencing.
  - ii. Failure to acknowledge clearly that you have used, referred to, or copied the ideas, words, data or work of another person or artificial intelligence.
  - iii. Submitting work that has been previously submitted for other academic or non-academic purposes.
  
- b) Impersonation:
  - i. Submitting work prepared by another person, third party or artificial intelligence as your own; for example, purchasing work from an essay mill/bank, commissioning another person to complete the work or having another person sit an exam.
  
- c) Collusion:
  - i. Unauthorised collaboration, discussion and/or sharing of materials.
  - ii. Helping or receiving help from another student with assessed work.
  
- d) Contribution:
  - i. Failure to contribute sufficiently to group work.
  - ii. Receiving a mark, credit or other academic acknowledgement for assessed work which has not been contributed to.
  
- e) Falsification:
  - i. Fabrication or falsification of data, findings, evidence or experimental results.
  - ii. Falsification or invention of references.
  
- f) Exam Conduct:
  - i. Failure to comply with instructions given for or during an exam.
  - ii. Possessing and/or using unauthorised notes or study-aids.
  - iii. Communicating with any other students or sharing information without permission.
  - iv. Refusing to stop writing and/or hand in the exam script when instructed to.
  - v. Removing materials from the room.
  
- g) Misrepresentation:
  - i. Making a false declaration and/or submitting false information to the School.

## 2.2 General Misconduct

General misconduct is considered to be any type of misconduct that is not specifically related to academic and assessed work. It generally relates to a breach of rules or behaviour of an improper manner. It may also include behaviour which brings the School and its good name into disrepute or could if it were to become public knowledge.

The following are some types and examples of general misconduct. This list is illustrative not exhaustive.

- a) Disruption / Interference:
  - i. With the academic, administrative, sporting, social or other activities of the School, whether it occurs on School premises or elsewhere;
  - ii. With the functions, duties or activities of any student, staff or faculty member or other employee of the School, or visitor to the School.
  
- b) Misrepresentation:
  - i. Including but not limited to fraud, deceit, deception or dishonesty in connection with holding an office or position or in relation to being a student of the School;
  - ii. Failure by the student to disclose their name and other relevant information where it is reasonable to require that such information is provided;
  - iii. Falsification of attendance including, but not limited to, registering attendance at a session and then not attending that session, or registering attendance at a session on behalf of another student.
  
- c) Behaviour:
  - i. Violent, indecent, disorderly, threatening, or offensive behaviour or language while on School premises or engaged in a School activity;
  - ii. Bullying or harassment of any kind of any member of the School community. This includes sexual and racial harassment or other types of prohibited behaviour (refer to Belonging and Thrive policy for full details).
  - iii. Damage to or defacement of School property, the property of other members of the School community, or other premises while engaged in a School activity;
  - iv. Theft or misappropriation of property belonging to the School, other members of the School community, and/or visitors to the School;
  - v. Action likely to cause injury or impair safety on School premises or elsewhere while engaged in School activity.
  
- d) Conduct:
  - i. Which may constitute a criminal offence and may take place on School premises, and/or affect or concern other members of the School community;
  - ii. Which may in itself constitute a breach of any of the rules and regulations which may be issued by the School;
  - iii. Which is an offence of dishonesty where the student holds an office of responsibility within the School.

## 2.3 Criminal Offences

The School has the right to report any allegation of misconduct that could, if proven, constitute a criminal offence. However, the School may exercise its absolute discretion as to whether and when to make a report. For example, the School may choose not to report an allegation of criminal conduct if the alleged victim does not want the police involved.

When the School becomes aware that a student is under investigation by the police or other regulatory body, it will give consideration to the seriousness of the allegation(s) and decide whether disciplinary action should be taken immediately or deferred pending the outcome of the formal investigation and/or any prosecution.

Irrespective of the decision on disciplinary action, the School reserves the right to suspend or exclude a student and to take the following action immediately if it is deemed reasonable and appropriate to do so, and with the approval of the Dean (or his nominee):

- a) **Suspension:** the student will be prohibited for a definite or indefinite period from attending or accessing the School, its premises, online facilities, and any School activities. However, the Dean (or their nominee) may exercise discretion to allow exceptions to the suspension; for example, to allow the student to attend an examination if the result is crucial to the student's progress or their final result, or to obtain information relating to an impending disciplinary hearing.
- b) **Exclusion:** the student will be selectively restricted from participating in School life. For example, the student could be prohibited from attending or accessing the School, its premises, online facilities, and any School activities, or certain privileges of School life. The precise terms of the student's exclusion will be notified to them in writing.

During the period of a suspension/exclusion, the School will keep the matter under review consider any developments that occur, or representations made by the student. The School may require the student to provide updates to inform the review. All updates must be accurate, not misleading and no significant information must be left out. The School reserves the right to amend or discontinue the suspension/expulsion and take any other action it deems appropriate and reasonable if the updates are not provided and/or satisfactory to the School.

If disciplinary action was initially deferred, the School may subsequently decide to initiate such action at any time. The School reserves the right to take this action, in accordance with its own regulations, irrespective of the outcome of the proceedings. The School may consider any penalty imposed during the proceedings when determining the outcome and sanctions of its disciplinary procedures.

### 3.1 Overview

It is expected that the majority of disciplinary cases will be resolved by the reviewers at Stage One without the need for referral to a Student Disciplinary Panel at Stage Two. However, cases will be referred to Stage Two if the reviewers deem it to be a major offence and/or it is not the student's first offence.

Students may be able to seek guidance from their stream manager, the Quality Assurance Team, or the Student Association. A student may be supported by a classmate or member of the Student Association to any meetings regarding the disciplinary procedure. The person will be attending in a support capacity and will not be able to present the student's case on their behalf or answer questions directed to the student or provide legal representation.

### 3.2 Inquiries

The School will, at its discretion, nominate a case manager to carry out any necessary inquiries. The case manager will be the primary contact point for student and other stakeholders, and be responsible for managing the formal inquiries stage.

An initial assessment will be completed, where possible, within **seven calendar days** to establish whether formal inquiries into the allegations should be initiated. Information obtained during the initial assessment will form part of the formal inquiries, where applicable.

If a formal investigation is initiated, the case manager will write to the student (or students where it relates to a group) and:

- inform them of the allegation and share any available evidence, and a copy of the relevant regulations and policies.
- explain how, if proven, the allegation would constitute a breach of the School's regulations.
- provide a copy of the *Disciplinary Statement Form* and *Student Disciplinary Policy*.
- offer a meeting to discuss the matter further before the deadline for submitting the statement.

The student must provide a written statement using the *Disciplinary Statement Form* within **seven calendar days**. The student must complete the form themselves and ensure the information provided is completely truthful and not misleading. Where appropriate, evidence that is directly relevant to the matter being considered may be presented for consideration. Evidence in the form of testimonials and non-relevant statements will not be accepted.

In cases where the alleged misconduct involves a study group, each student in the group must provide a statement. Other students in the group will normally have the opportunity to hear and respond to what each student has said, unless the School decides there is good reason for not sharing some or all of the information.

As part of their inquiries, the case manager may seek additional information and/or documentation from the student, and from any relevant individual(s) or department(s) within the School. The student must give full and prompt assistance to any requests and meet any deadlines specified by the case manager.

Once all inquiries are concluded, the case manager will produce a summary report. A copy will be shared with the reviewer(s) to complete the formal consideration, and the student for their information.

### 3.3 Consideration

The reviewers will aim to consider the case within **seven calendar days** of receiving the file. The reviewers will be a senior faculty member and senior administrator (normally a Programme Director, an Executive Director or a member of the Quality Assurance Team).

If the reviewers are satisfied with the information provided and do not require anything further, they will aim to make a decision within seven calendar days. If additional information or inquiries are required, the timeframe will be extended. The decision of the reviewers will be one of the following:

Decision	Next steps
Not proven	Misconduct is not proven and the case is dismissed.
Proven + Sanction	Misconduct is proven and an appropriate sanction(s) will be applied by the reviewers at Stage One.
Proven + Referred	Misconduct is proven and the case is referred to Stage Two for the Student Disciplinary Panel to decide an appropriate sanction(s).
No decision + Referred	No decision has been made at Stage One and the case is referred to Stage Two for the Student Disciplinary Panel to consider the case in its entirety and decide an appropriate sanction(s).

### 3.4 Sanctions

For cases that have been proven and a sanction(s) is to be applied at Stage One, the reviewers may, at their discretion, consider the following when determining the most appropriate sanction(s):

- The severity of the misconduct and if the misconduct was pre-meditated.
- The weighting of the assessment, where applicable.
- In group work, the principles of equal contribution and collective responsibility for the quality and integrity of the assessment. All students in the group will normally share the penalty, unless the School believes there are justified grounds for awarding different penalties to individual students in the group.



## ACADEMIC MISCONDUCT

Level	Examples	Sanction
Minor first offence	Includes but is not limited to: <ul style="list-style-type: none"> <li>• Poor referencing</li> <li>• Very minor plagiarism</li> <li>• The assessment contributes to a small percentage of the course</li> </ul>	Includes but is not limited to: <ul style="list-style-type: none"> <li>• Formal written warning</li> <li>• Assessment graded excluding the affected sections</li> <li>• Or, a combination of the above</li> </ul>
Major to medium first offence or Major to minor second offence	Includes but is not limited to: <ul style="list-style-type: none"> <li>• A significant percentage of the assessment is plagiarised</li> <li>• Submitting another students' work</li> <li>• Purchasing an essay or assessment answer</li> <li>• Breaching exam regulations</li> <li>• The assessment contributes to a significant percentage of the course</li> </ul>	Includes but is not limited to: <ul style="list-style-type: none"> <li>• Assessment awarded 0%, no option to resit</li> <li>• Assessment awarded 0%, with resit mark capped</li> <li>• Assessment graded excluding the affected sections</li> <li>• Formal written warning</li> <li>• Or, a combination of the above</li> </ul>

For *general misconduct*, where possible the School will often seek to apply a sanction that is commensurate with the offence. For example, if the offence occurred in the Fitness and Wellbeing Centre the student may be excluded from using that facility for a set period. However, where the reviewers deem a sanction to be impractical or insufficient, they may, at their absolute discretion, choose to apply an alternative penalty or combination of penalties.

Sanctions for general misconduct may include, but are not limited to, the following:

- Formal written warning.
- Requirement to sign a good behaviour contract.
- Requirement to submit a letter of apology.
- Contribution of time or money to make good on any loss or damage.
- Exclusion from a premises, service or facility of the School.
- Restriction of access to events arranged by, or taking place at, the School.
- Restriction of access to courses and/or programme opportunities.
- Removal from a position of responsibility held in relation to being a student of the School.
- Failure of a course on which the incident(s) of misconduct occurred.

### 3.5 Outcome and Review

The student will normally be informed of the outcome of their case and sanction(s), if applicable, within **fourteen calendar days** of the reviewers' decision.

In limited circumstances, the student may be able to request a formal review of their Stage One outcome. Please refer to Section 5 for more information.

### 4.1 Overview

Stage Two of the procedure involves the convening of a Student Disciplinary Panel. The purpose of the Panel is to consider the following:

- Cases that have been referred to them for a sanction to be applied.
- Cases with no decision in order to study the issues raised and determine the appropriate outcome for the case.

The Panel has the authority to regulate the procedure governing the consideration of the case at Stage Two, and to ensure that outcome is fair and reasonable.

Students may be able to seek guidance from the Quality Assurance Team, or the Student Association. A student may be supported by a classmate or member of the Student Association to any meetings regarding the disciplinary procedure. The person will be attending in a support capacity and will not be able to present the student's case on their behalf or answer questions directed to the student or provide legal representation.

### 4.2 Student Disciplinary Panel

The normal composition of the Student Disciplinary Panel will be:

- A senior member of faculty (chair).
- A second member of faculty or senior administrator.
- An appointed member of the Student Association or alumni representative.

All members of the Panel should be free from bias and have had no direct involvement in either the issues being considered or earlier stages of the disciplinary procedure.

Secretarial support will normally be provided by the Quality Assurance Team and a note-taker may attend formal Student Disciplinary Panel hearings and meetings.

### 4.3 Timeframes

In term time and where possible, a Student Disciplinary Panel hearing will take place within **one calendar month** of the case being referred. If this is not possible the student will be informed.

At least **seven calendar days** before the hearing the secretary will inform the student of:

- The composition of the panel.
- The logistical arrangements for the hearing.
- Their right to be accompanied to the hearing by a classmate or member of the Student Association (refer to 4.1 for details of their role).
- The allegation being considered by the panel and how, if proven, this would amount to a breach of the School's rules and regulations.
- The documentation that will be made available to the panel.

At least **five calendar days** before the hearing the student must provide to the secretary:

- Any additional and relevant documentation they want the panel to take account of. Documentation submitted after the deadline will not be considered unless the chair

decides that there are exceptional circumstances which justified the lateness and instructs it to be included.

- Details and justification for any witnesses they want to call (please refer to 4.4).
- If applicable, details of another person accompanying them to the hearing, and that the person understands their role (refer to 4.1)
- Details of any adjustments that are required to support a disability, medical condition or specific learning difficulty.

## **4.4 Witnesses**

The chair of the Student Disciplinary Panel will have sole discretion for determining the list of witnesses for the hearing. Witnesses will normally be expected to attend the hearing in person and it is the responsibility of the person calling the witness to ensure they are available and in attendance on the day. When it is not possible for a witness to be present, the chair may, at their absolute discretion, agree to accept a written statement.

## **4.5 Hearing**

The hearing will be held in private. Usually only the student, members of the Student Disciplinary Panel, persons providing secretarial support, and previously agreed attendees will be permitted in the room. Any deviations from this arrangement will be at the discretion of the chair.

The student will have the opportunity to provide their account of the situation. They will be expected to answer any questions directed to them and may not rely on the support person to answer questions on their behalf. Full and honest disclosure is expected.

If the student and/or any of their witnesses fail to attend the hearing at the scheduled time the Panel may consider the case on the basis of the information available.

## **4.6 Deliberations**

If the Student Disciplinary Panel needs to, it may decide to seek clarification and/or additional information from other parties as it deems appropriate before reaching an outcome. Where the information has a material impact on the outcome, the student will be given the opportunity to comment on it.

The Panel will attempt to reach a unanimous conclusion on the outcome and any sanction to be applied. If the Panel is not in full agreement a decision may be made by majority vote. Confirmation of and details about the majority vote will not be disclosed.

## **4.7 Sanctions**

In addition to the sanctions available during Stage One (refer to 3.4), the Student Disciplinary Panel may apply any or a combination of the following, or an alternative(s) if they deem it appropriate:

- a) **Written reprimand:** a written reprimand or warning to be kept on the students file for a defined period of time.
- b) **Grade amendment:** reduced or failing grade or removal from consideration for academic honours.
- c) **Probation:** academic or general probation which may include the stipulation of a minimum level of performance to continue, restriction of access to particular or the minimum number of electives.
- d) **Loss of Alumni privilege:** loss of Alumni privileges and benefits.

In very serious cases, the Panel may also consider using more severe sanctions. The following sanctions may only be applied with the approval of the Dean (or his nominee):

- e) **Suspension:** the student will be prohibited for a definite or indefinite period from attending or accessing the School, its premises, online facilities, and any School activities. However, the Dean (or their nominee) may exercise discretion to allow exceptions to the suspension; for example, to allow the student to attend an examination if the result is crucial to the student's progress or their final result, or to obtain information relating to an impending disciplinary hearing.
- f) **Exclusion:** the student will be selectively restricted from participating in School life. For example, the student could be prohibited from attending or accessing the School, its premises, online facilities, and any School activities, or certain privileges of School life. The precise terms of the student's exclusion will be notified to them in writing.
- g) **Expulsion:** the student will be permanently withdrawn from the School.

## 4.8 Outcome and Review

Once a conclusion is reached the Student Disciplinary Panel will write to the student within **fourteen calendar days** to inform them of the outcome case and sanction(s), if applicable.

In limited circumstances the student may be able to request a formal review of the final outcome of their disciplinary case and the sanctions applied. Please refer to Section 5 for more information.

### 5.1 Overview

In limited circumstances a student may request a formal review of the final outcome of their disciplinary case. Students may not request a review until the internal procedures have been fully completed and they have been formally notified of the outcome.

Please note, it is not possible to request a review of a decision made at Stage One to refer a case to Stage Two. In this instance a review may only be requested after the Student Disciplinary Panel at Stage Two has their made their decision.

### 5.2 Permissible Grounds

The permissible grounds for a review are as follows:

- There has been a flaw or irregularity that significantly compromised the disciplinary procedure and had a significant effect on the outcome.
- There is new and significant information which for exceptional valid reasons was unable to be disclosed or made available previously, and which would have had a significant effect on the outcome.

Requests that are submitted on any other grounds will not be considered.

### 5.3 Submission

The request must be submitted using the Review Request Form within **seven calendar days** of the student being notified of the final outcome. The request must clearly set out the grounds for the review and any relevant evidence must be made available when submitting the form.

The request should be submitted as follows:

- For cases that relate to a (final) Stage One or Stage Two outcome, excluding cases where a more severe sanction of suspension, exclusion or expulsion has been applied, the request should be sent directly to the Quality Assurance Team.
- For cases where a more severe sanction of suspension, exclusion or expulsion has been applied by the Student Disciplinary Panel at Stage Two, the request should be sent directly to the School Secretary.

### 5.4 Initial Assessment

An initial assessment will be carried out to establish whether the review should proceed to formal consideration:

- If the request meets the submission criteria it will be accepted for consideration and allocated as follows:
  - For Stage One and Stage Two cases not involving severe sanctions (see 4.7), the reviewer(s) will normally be a faculty member and a senior administrator from the Quality Assurance Team.

- For cases involving severe sanctions, the reviewer(s) will normally be a small group of Governing Body members.
- If the request does not meet the submission criteria and/or there are no grounds for proceeding, it will be dismissed.
- If it appears that the student's expectations are unreasonable or beyond what can be achieved through the review, the student will be notified.

## 5.5 Consideration

Reviews will normally be conducted by way of a file review and by considering the information provided by the student on the Review Request Form. The review will not usually re-hear the case, though additional information or clarification on particular matters may be sought as deemed necessary by the reviewer(s).

The review outcome will normally be one of the following:

- The original outcome is upheld.
- The original outcome and/or sanctions should be reconsidered at the appropriate stage or referred to a Student Disciplinary Panel for further consideration.

In exceptional circumstances the reviewer(s) may conclude the sanctions should be adjusted. This outcome may only be used with the permission of the Dean or Dean's Office.

The School will aim to complete the review within **one calendar month**. The outcome will be communicated to the student and may also be communicated to other parties as necessary.

## 5.6 Office of the Independent Adjudicator

If, after exhausting the School's internal procedures, a student is dissatisfied with the outcome of their appeal, they may be able to apply to the Office of the Independent Adjudicator for a review of the School's final decision.

Requests must be submitted to the OIA on or before 12 months of the date that the School confirms the procedures are complete. The OIA will not normally consider cases where the cases have not been dealt with through the internal procedures and/or they have not been completed.

Details of the OIA, including a guidance note and their complaint form is available on their website: <https://www.oiahe.org.uk/students/how-to-complain-to-us/>.