



DIME ONLINE STUDENT DISCIPLINARY PROCEDURE

1 Application of procedure

1.1 DIME ONLINE may invoke its disciplinary procedure when a student's conduct is deemed to be offensive, obstructive, and/or disruptive, and/or is in breach of the **DIME ONLINE E-Code of Conduct**.

2 The Procedure

2.1 Formal warning

Typically, minor and/or first offences will elicit a written warning from the Head of Education to the student concerned. The student will be asked to confirm their receipt of the warning letter, which must include a written statement to the Head of Education demonstrating that they understand why the warning was issued and stating their agreement to abide by the E-Code of Conduct from hereon in.

2.2 Where there is a repeat offence, or there is perceived to be a serious transgression, DIME ONLINE may request that the student in question attend a disciplinary hearing without recourse to a written warning.

2.3 A 'serious transgression' may include, but is not limited to:

- i. posting of obscene/offensive language and/or imagery in the Virtual Learning Environment;
- ii. bullying, intimidating, and/or harassing behaviour towards others; and/or
- iii. deliberate attempts to hack other user accounts/commit fraud/disrupt the Virtual Learning Environment.

2.4 Disciplinary hearing

The student will be notified in writing that their attendance at a disciplinary hearing has been requested. Disciplinary hearings are convened via Skype/video-conferencing, and the student will be notified of the date and time that the event will take place. DIME ONLINE will endeavour to arrange a date and time that is mutually convenient for all persons concerned. However; where the student does not make reasonable efforts to be available for a hearing, the Head of Education may determine to convene the hearing in the student's absence.

2.5 Disciplinary hearings are carried out before a Panel. The Panel consists of:

- Chair (Head of Education, or Managing Director)
- Two Module Leaders/academic tutors (with no direct connection to the case)

- Two registered students (from a different course and not closely related to the student in question, in terms of family and/or friendship)
- 2.6 The student against which the offence charge has been brought is entitled to be accompanied by one of the following if they wish:
- A currently enrolled student of DIME ONLINE and Falmouth University
 - An FXU Student Union representative
 - An accessibility or academic support worker
- 2.7 The Head of Development and Partnerships will be Secretary to the meeting.
- 2.8 Quorum for the Panel is the Chair, one Module Leader/academic tutor, and one registered student.
- 2.9 The following outcomes are available to the Panel
- i. Dismissal of the case (no further action required)
 - ii. A formal reprimand (which may include the signing of a code of conduct agreement and/or may incur the payment of a fine as determined by the Panel)
- 2.10 The student will be notified in writing via post and email of the outcome of the Panel within seven (7) working days of the hearing.
- 2.11 If the Panel determines that the case warrants further disciplinary action, then the case will be referred to the University's Disciplinary Committee in accordance with the Falmouth University's Student Disciplinary Procedures (www.falmouth.ac.uk/studentregulations).
- 2.12 If the student in question is causing serious distress and/or offence to other students and/or staff, DIME ONLINE may suspend the student with immediate effect. Where a student has been suspended, their status as a registered student remains current, but their access to the VLE is restricted or prohibited. The student will be informed of any suspension in writing, to their home address, and via an appropriate email address or telephone call. In such cases, Falmouth University will be notified within 48 hours of any student suspension and a Disciplinary Committee will be convened under the University's Disciplinary Procedure (www.falmouth.ac.uk/studentregulations).

3 Appealing the outcome

3.1 If the student is dissatisfied with the outcome of a disciplinary hearing then they may submit an appeal. The appeal must be made in writing, **within twenty (20) working days** of the date of issue of the outcome letter, to: Falmouth University's Quality Assurance & Enhancement team using this email address gae@falmouth.ac.uk or the postal address given below

Falmouth University - Quality Assurance & Enhancement
Falmouth Campus
Woodlane
Falmouth TR11 4RH
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