

University Schedule of Sanctions and Penalties for academic and non-academic disciplinary offences

UPR SA13 Appendix I version 11.0

Policies superseded by this document

This document replaces version 10.0 of UPR SA13 Appendix I, with effect from 1 September 2022.

This document contains the University’s Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences which applies to UPR SA13¹ and where relevant, to UPR SA15².

For ease of reference, in addition to being issued as Appendix I, UPR SA13, the Schedule is also published as Appendix I, UPR SA15³.

Summary of significant changes to the previous version

This document has been amended to add transparency to the definition of academic student debt and its implications, sanctions and penalties (see section 2).

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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¹ UPR SA13 ‘Student Discipline’
² UPR SA15 ‘Student Fitness to Practise’
³ Appendix I, UPR SA15 ‘University Schedule of Sanctions and Penalties for Academic and Non-Academic Disciplinary Offences’

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1 General

This schedule sets out the sanctions and penalties which may be imposed by University management in the event of unlawful behaviour by students and/or where students have breached University regulations and/or the terms and conditions of their occupancy agreements⁴.

- 1.2 This document should be read in conjunction with UPR SA13¹ and current legislation.
- 1.3 In all cases:
- i the University reserves the right to report an incident to the Police;
 - ii where there is damage to University property, the University reserves the right to recover the full cost of repair and/or replacement and/or cleaning from offending students;
 - iii where fraud has occurred, the University will take all necessary steps to recover any moneys obtained fraudulently by offending students;
 - iv the University reserves the right to require an offending student to sign an Anti-Social Behaviour Statement;
 - v where an offence has been committed in University accommodation, the University reserves the right to exclude the offending student from University accommodation and also reserves the right to move a student to alternative accommodation where it considers that this might resolve a problem;
 - vi the University reserves the right to recover Student Debt (see section 1.5).

⁴ **Board of Governors Minutes:** 702, 24 June 2004; 888.2, 21 June 2006.
This schedule was originally approved by the Board of Governors and was amended further, with effect from 16 March 2011, to reflect decisions of the Academic Board concerning the penalties to be imposed in respect of Academic Misconduct offences, as defined in UPR SA13¹/UPR SA15².

1.4 Counter Terrorism

1.4.1 For the purposes of University regulations, the following definition will apply:

Failure to comply with the Counter Terrorism and Security Act 2015, including but not limited to the expression of views that constitute extremist views that risk drawing individuals into terrorism or are shared by terrorist groups or membership of a Proscribed Organisation (an organisation proscribed by the Home Secretary under the Terrorism Acts 2000 and 2006 for involvement with terrorist activity).

1.4.2 Where an offence has been committed the University reserves the right to exclude the offending student from University.

1.5 Student Debt

1.5.1 For the purposes of University regulations, the following definitions will apply:

i **'Student Debt'**

the general term used by the University to describe instances where a student has failed to pay moneys that they owe to the University. Student Debt may be further categorised as 'Academic Student Debt' or 'Non-Academic Student Debt';

ii **'Academic Student Debt':**

unpaid tuition fees: an outstanding payment owed to the university in respect of tuition fees. This includes but is not limited to:

- an outstanding tuition fee payment from a previous year or programme of study; or
- non-payment of tuition fees or non-payment of an instalment of tuition fees for the current year, by an agreed (instalment) date.

iii **'Non-Academic Student Debt',**

all types on non-academic student debt including, but not limited to, failure to pay for services provided by Library and Computing Services, thereby, for example, incurring library fines; cases where a student has failed to pay accommodation, nursery or other types of charge; fines, repair/replacement costs, cleaning costs; interest; legal costs.

iv Each type of Student Debt (Academic or Non-Academic) attracts different sanctions and penalties.)

1.6 Property owned or leased by the University

1.6.1 This document makes reference to offences that occur on University property or in property leased by the University. For the avoidance of doubt it should be noted that 'property owned or leased by the University' includes, but is not limited to, property owned by the University and property that is not owned by the University but is occupied by the University under the terms of a lease or other legal agreement.

- 1.6.2 The University reserves the right, at its absolute discretion to impose sanctions and penalties, as set out in this document (Appendix I, UPR SA13), in circumstances where an offence has been proven. These sanctions and penalties are not absolute and the University reserves the right to vary them where it deems this to be appropriate.

1.7 Subsequent offences

The University will regard breaches of discipline as cumulative. For the avoidance of doubt, where it is proven that a student has committed a second or subsequent further offence, (regardless of whether it is a repetition of the first offence or some other breach of discipline) for the purposes of applying the sanctions and penalties set out in this document (Appendix I, UPR SA13) that offence will be regarded as a second or subsequent offence and the appropriate sanction or penalty imposed.

2 Failure to pay fees, charges, fines, repair costs and any other debts

2.1 Student Debt - general sanctions and penalties

- 2.1.1 The University appreciates that students can run into difficulties and encourages them to seek advice from the University's Student Finance Team at an early stage to discuss their financial arrangements. However, the University does reserve the right to seek recovery of outstanding Student Debt (Academic Student Debt and Non-Academic Student Debt) through debt collection agencies and the Court process in cases, where students fail to pay fees or charges due to the University in accordance with the applicable payment terms. A student may ultimately be withdrawn from their course or programme for failing to pay tuition fees. Students, studying with a Student Visa, who are withdrawn from the university due to non-payment of fees will have their Student Route sponsorship withdrawn. The University will be required to inform UK Visas and Immigration of such circumstances (see section 3.35, UPR SA14⁵).
- 2.1.2 The University may, at its own discretion, commence legal action to recover outstanding Student Debt, which may include the use of a Debt Collection Agency. This may lead to interest and legal costs being payable in addition to the amount outstanding. Students should also be aware that the Courts keep a register of County Court Judgements (CCJs). CCJs can seriously affect an individual's ability to obtain credit.
- 2.1.3 Where a student has failed to make payment of the applicable instalment of their tuition fees within 28 days of the liability date or has not made alternative payment plan arrangements which are acceptable to the University, the student's record will show that they are a debtor of the University.
- 2.1.4 The University reserves the right to apply sanctions to students with Academic Debt. Please refer to the 'University Fees and Finance Policy'. The Tuition Fee Policy can be accessed via: <https://www.herts.ac.uk/study/fees-and-funding/fee-information/fees-and-finance-policy-documents>

⁵ UPR SA14 version 9.2 'Student Withdrawal Regulations'

2.1.5 Any sanctions (including the restriction of access to StudyNet) or other penalties which have been imposed will be lifted if a student pays in full or obtains an agreed exceptional payment plan from Student Finance and shall remain lifted provided payments are made in accordance with the agreed payment terms schedule. However, where: (1) credit card payments are later charged back by the credit card company, (2) payments are returned by the bank “bounced” (e.g., failed direct debit payment) or (3) claw back of other payment methods (e.g., student loans company claws back previously approved tuition fee payment), sanctions will be restored until such time as cleared funds are received.

2.2 Academic Student Debt – specific sanctions and penalties

2.2.1 This section explains the sanctions applied to any student who, at any stage, has Academic Student Debt and such sum has not been paid to the University by an agreed (instalment) date. It applies notwithstanding that the student is or has become bankrupt or insolvent or has compounded or made any arrangement with or for the benefit of their creditors generally.

2.2.2 The University reserves the right to exclude or bar from re-enrolment any student who has Academic Student Debt and such sum has not been paid to the University. Students who are expected to progress from one academic year to the next, and who are also required to re-register with the University are advised re-registration is not permitted if tuition fees for previous years have not been paid in full.

2.2.3 The University reserves the right to decline to arrange, supervise or validate placements for any student who has Academic Student Debt, and such sum has not been paid to the University or has not obtained an exceptional payment plan from Student Finance. The University will take account of individual student circumstances and ensure every reasonable attempt to collect debts due (including taking steps to agree a payment plan) has been exhausted prior to implementation.

2.2.4 The University will not provide formal notification of a student's examination or assessment results where they have Academic Student Debt and such sum has not been paid to the University. This does not affect any rights of 'subject access' which the student may have under Data Protection legislation and the student is referred to the University's Data Protection policies, procedures and regulations (see UPR IM08⁶).

2.2.5 The University will withhold notification of the conferment of an award upon any student who has Academic Student Debt and such sum has not been paid to the University.

2.2.6 The University reserves the right to decline to give a reference or to confirm to any third party the examination or assessment results of a student who has Academic Student Debt and such sum has not been paid to the University.

2.2.7 The University will implement this policy equally and consistently to all students who default on payments and default on agreed payment terms. The University will review all debts prior to implementing any of the above penalties or sanctions and will ensure every reasonable attempt to collect debts due has been exhausted prior to implementation.

⁶ UPR IM08 'Data Protection Policy and Privacy Statement'

3 Schedule of academic disciplinary offences, sanctions and penalties

3.1 Withholding of awards

(See UPR AS11⁷.)

3.2 Withdrawal of awards from certificate holders, diplomates and graduates

(See UPR AS11⁶.)

3.3 Fines

The University reserves the right, at its absolute discretion, to impose fines for breaches of certain of its regulations. Full information about the fines which may be imposed will be published from time-to-time by University management.

3.4 Cleaning, repair and replacement costs

Where it is proved that a student has been responsible for the loss of, or damage to, property owned or leased by the University, howsoever caused, the University reserves the right, in all cases, to require the student to meet the full cost of cleaning repair and replacement.

3.5 Schedule of Academic Disciplinary offences, sanctions and penalties

See Appendix III, UPR AS14 'Academic Integrity and Academic Misconduct'.

4 Research Misconduct⁸

The University reserves the right, at its absolute discretion, to impose a range of appropriate sanctions and penalties in proven cases of research misconduct. These penalties may include suspension or exclusion.

⁷ UPR AS11 'Schedule of Awards

⁸ UPR RE02 'Research Misconduct'

5 Schedule of Non-Academic Disciplinary offences, sanctions and penalties

5.1 Sanctions and penalties which apply throughout the University, including University accommodation⁹

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|---|--|---|
| Failure to comply with the Counter Terrorism and Security Act 2015 | Exclusion from the University | | |
| Use or threat of use of a Weapon as defined in UPR HS05 ¹⁰ | Exclusion from the University | | |
| Dealing in an illegal substance or psychoactive substance (legal high) | Exclusion from the University | | |
| Possession of a Weapon as defined in UPR HS05 ¹² | Exclusion from the University | | |
| Assault | Final Warning and/or fine of up to £200 and/or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | Exclusion from the University | |

⁹ Student Residential Accommodation 'is defined as 'University accommodation' as 'purpose built or converted residential accommodation, owned, leased or managed by the University, which is specifically allocated to students....'

¹⁰ UPR HS05 'Security and Public Access'

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|---|--|--|--|
| Incitement to commit an unlawful or illegal act or a serious breach of University regulations | Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | Exclusion from the University | |
| Encouraging others to use illegal substances or psychoactive substance | Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | Exclusion from the University | |
| Possession of an illegal substance | Final Warning and fine of up to £100 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | Exclusion from the University |

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|--|---|---|
| Encouraging others to misuse alcohol or Spiking the drinks or food of others | Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | | |
| Fraud | Final Warning or Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | Exclusion from the University | |
| Abuse via social media, verbal abuse of any person, including disruptive, inconsiderate or offensive behaviour of a type not specified elsewhere in this Schedule | First Warning and/or fine of up to £100 or Final Warning and/or fine of up to £200 | Final Warning and fine of up to £200 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |
| Abuse via social media, verbal abuse of any person that is deemed to be racist, sexist or homophobic or otherwise discriminatory or which attacks the religion, sexual preference or age of the abused | Final Warning and fine of up to £200 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | |

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|---|--|--|---|
| Theft | Final Warning and fine of up to £200 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | |
| Non-accidental interference with safety or emergency equipment | Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University | |
| Non-accidental damage to equipment/property belonging to staff, students or other persons or non-accidental damage to other University equipment/property including windows, rooms, communal areas and kitchens | First Warning and a fine of up to £100 or Final Warning | Final Warning and fine of up to £200 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |
| Inappropriate use of University facilities | First Warning and fine of up to £100 | Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|---|--|---|
| Failure to evacuate on the sounding of a fire alarm | First Warning and fine of up to £100 | Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |
| Harassment and bullying (including threatening behaviour; bullying; the victimisation of residents, staff or visitors or the displaying of or permitting the display of, sexually explicit or pornographic material) | Sanctions and penalties will be imposed in accordance with the provisions of UPR EQ10 ¹¹ | | |
| Reckless driving on campus | Final Warning and fine of up to £100 | Suspension for a period determined at the discretion of the Vice-Chancellor | Exclusion from the University |
| Anti-social behaviour, including being drunk and disorderly Excessive noise | First Warning and fine of up to £100 or Final Warning and fine of up to £200 | Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |

¹¹ UPR EQ10 'Bullying and Harassment'

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|---|---|--|---|
| Bringing the University into disrepute | First Warning and fine of up to £100 or Final Warning and fine of up to £200 | Final Warning and fine of up to £200 or Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |
| Smoking in 'No Smoking' areas including the use of e-cigarettes, vapes, bongos and shisha pipes | First Warning | Final Warning and fine of up to £100 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |
| Late/non-return of books, equipment and other University property provided through recognised loan arrangements | Fines and withdrawal of loan privileges will be imposed in accordance with local regulations | Fines and withdrawal of loan privileges will be imposed in accordance with local regulations | Fines and withdrawal of loan privileges will be imposed in accordance with local regulations |
| Misuse of on-line facilities as defined in UPR IM20 ¹² , UPR SA12 ¹³ , and UPR IM13 ¹⁴ | Depending on the severity of the offence penalties ranging from a First Warning to Exclusion from the University may be imposed | | |

¹² UPR IM20 'IT Computing Regulations'

¹³ UPR SA12 'Learning Resources'

¹⁴ UPR IM13 'Software and In-line Resources'

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|--|--|---|
| Failure to produce a University Identity Card when requested to do so by a member of staff | For the proper management and administration of the institution, when on University premises students are required to produce their University Identity Cards when requested to do so by a member of staff. The University imposes separate penalties on examining students who fail to produce their University Identity Cards. However, it should be noted that in other circumstances, failure to produce a University Identity Card will normally be regarded as a disciplinary offence and may result in a student being asked to leave University premises immediately and/or may lead to disciplinary action and a fine and/or other penalty being imposed on the offender. | | |
| Failure to attend a meeting or Hearing convened under the provisions of UPR SA13 ¹ or UPR SA15 ² | First Warning and fine of up to £100 or Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from the University |

5.2 Additional sanctions and penalties which apply in University accommodation ²

The following additional sanctions and penalties apply in University accommodation.

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|---|---|--|
| Possession or use of candles, incense or plug-in air fresheners for whatever purpose | Final Warning and fine of up to £100 | Exclusion from University accommodation and fine of up to £200 | |
| Repair by a resident of Electrical equipment which is the property of the University | Final Warning and fine of up to £100 The equipment will be removed | Exclusion from University accommodation. | |

| Offence | Sanction/penalty for first offence | Sanction/penalty for second or subsequent applicable offence | Sanction/penalty for third or subsequent applicable offence |
|--|---|--|---|
| Use of unauthorised electrical equipment or plug bank (NOTE four-way extension leads must comply with BS 1363/A) | First Warning and fine of up to £100 or Final Warning The equipment will be removed | Final Warning and fine of up to £200 The equipment will be removed | Exclusion from University accommodation. |
| Unauthorised multiple occupation or subletting of University Accommodation | First Warning or Final warning and guest ban The unauthorised guest will be evicted | Final Warning and fine of up to £100 The unauthorised guest will be evicted | Exclusion from University accommodation. |
| Unauthorised events (including parties) | First Warning and fine of £100 | Final Warning and fine of up to £200 | Exclusion from University accommodation |
| Failure to evacuate a building when a fire alarm is sounding | First Warning and fine of up to £100 | Final Warning and fine of up to £200 | Exclusion from University Accommodation |
| Failure to keep rooms or communal areas clean and tidy | First Warning and fine of up to £100 | Final Warning and fine of up to £200 | Suspension for a period determined at the discretion of the Vice-Chancellor or Exclusion from University accommodation |

| | | | |
|--|--|--|--------------------------------------|
| Possession or use of fireworks (indoor or outdoor) within or adjacent to University premises | Final Warning or Exclusion from University accommodation | Exclusion from University accommodation” | |
| Irresponsible behaviour | First warning or Final warning | Final warning or suspension for a period determined at the discretion of the Vice-Chancellor | Exclusion from the University |

Signed:

Date: **1 August 2022**

Sharon Harrison-Barker
 Secretary and Registrar

Alternative format

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