What Happens If I Break The Local Rules?

This flowchart is for illustrative purposes only, you should also read the Disciplinary Procedures.

**Category A - Examples**
- Failure to comply with a reasonable instruction given by a member of our staff or partnership
- Failure to maintain the accommodation in a reasonably clean condition
- Smoking outside, but not in the designated area
- Misuse (including loan of) meal card, or bus card
- Failure to maintain accommodation in a clean,
- Low level noise disruption
- Undeclared overnight guest

**Category B - Examples**
- Accessing/trespassing in restricted or out of bounds areas.
- Accidental false fire alarm evacuation
- Petty theft (for guidance only, less than £10 in value)
- Excessive noise disruption causing a nuisance/disturbance and/or other anti-social behaviour
- Deliberate damage to our property, fixtures and fittings,
- Possession of a small quantity of a substance categorised, under the Psychoactive Substance misuse act, including NO2
- Repeated Category A breaches
- Disorderly, threatening, abusive or offensive behaviour
- Note that in serious cases this may be a Category C offence
- Use of premises for inappropriate commercial use
- Non-attendance at a disciplinary mandated awareness course (not a Police course).

**Category C - Examples**
- Breaches of fire safety, e.g., failure to evacuate, use of naked flame e.g. candles, smoking, leaving cooking unattended, interference with fire safety provision e.g. covering smoke detectors, propping open fire doors
- Drug offences
- Repeated category B breaches

**Category D – Examples**
- Criminal activity including criminal damage violence or assault
- Drug dealing
- Harrassment or Bullying
- Repeated category C breaches

**Formal Investigation**

**Disciplinary Interview**

**Student Accepts Responsibility**

**Category B - Sample Penalties**
- A written reprimand;
- A caution, no penalty is imposed, but if the student repeats the breach within a specified period they will be dealt with for both offences:
- A fine not exceeding £300 (£100 where the student accepts responsibility);
- Payment of compensation for identified and quantified loss;
- A written undertaking as to future behaviour
- Unpaid services for the University community to a maximum of 20 hours;
- Exclusion from the use of a specified University service or facility
- A requirement to attend a specified course or programme and to pay the reasonable cost as determined at the relevant time by the University;

**If Proven**

**Category C – Sample Penalties**
- Fire – requirement to attend a fire safety awareness course at own cost plus a discretionary fine of up to £300
- Drug Offences, fine plus referral to University Police Officer for further action
- Referral to The Secretary’s Office

**Placed on Disciplinary Record**

**Notes:**
- The examples given are not exhaustive.
- In the case of deliberate or negligent damage you may also be charged for a repair or replacement.
- Where your behaviour is also a breach of the Residence Conditions you may be served a Notice to Quit the Residence

**Student Does Not Accept Responsibility**

**Category C - Sample Penalties**
- Fire – requirement to attend a fire safety awareness course at own cost plus a discretionary fine of up to £300
- Drug Offences, fine plus referral to University Police Officer for further action
- Referral to The Secretary’s Office

**Placed on Disciplinary Record**

**Category D - Sample Penalties**
- Possible expulsion, suspension or exclusion

**Referral to Secretary’s Office**

**Recorded Locally**