Disciplinary Guide

What if I’m accused?

If you’re accused of a disciplinary offence you will receive a letter from the College detailing the allegations and what will happen next.

In the majority of cases, you will be invited to attend a Disciplinary Committee where your case will be considered by a panel.

This is an opportunity for you to have your say and explain what has happened. The committee will be considering information and evidence provided by you and any other relevant parties. They’ll then make a decision as to whether the charge against you is upheld, and apply penalties if appropriate.

Who can help me?

If you’re accused of misconduct, it’s really important that you seek advice and support from the Advice Service. Visit kclsu.org/advice to get in touch with us.

Our friendly caseworkers will ensure you understand the procedure and what to expect from your committee. We can:

• Assist you in putting together a written statement by advising on what to include and checking drafts before you submit
• Advise on what supporting documentation to provide
• Spend time with you before your committee to ensure you’re well prepared and able to answer questions you may be asked
• Accompany you to any meetings or committees related to your misconduct. You’re encouraged to present your own case to the committee, but your caseworker can keep you on track, offer clarification on aspects of the procedure, and provide you with moral support throughout the hearing
• Discuss your outcome and explain any consequences. If you wish to appeal the outcome then we can also assist you with this.

What are the outcomes?

It’s really difficult to advise students what outcome they might receive as every case is very different. Penalties available to the committee include:

• a warning
• a reprimand
• payment of compensation for damage
- exclusion for a stated period from specified activities, or specified parts of the College
- conditions for the continuation of student status
- suspension for a stated period, conditions for re-entry may be specified
- a fine
- expulsion

**Contact us**

Get in touch with us if you want to talk through the information in this guide. Email the Advice team directly on advice@kclsu.org or call 020 7848 1588 to speak to the Student Centre, who will pass on your call to us. You can also make an appointment to see us at kclsu.org/advice.