

Procedure Name: Disciplinary Procedures in Respect of Students

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Description:	The purpose of this procedural document is to make clear the processes for students when MIE takes disciplinary action and for students who are the subject of disciplinary action so that all concerned understand their rights and obligations.
Author (Position):	Registrar and Vice President of Academic Affairs
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Disciplinary Procedures in Respect of Students

1. Context

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. MIE is responsible for the promotion of consistent and agreed codes of conduct and standards of behaviour within MIE. This policy aims to balance justice for the student with the need for discipline in MIE. Disciplinary procedures should be fair and uniform throughout.

2. Purpose

- 2.1. The purpose of this procedural document is to make clear the processes for students when MIE takes disciplinary action and for students who are the subject of disciplinary action so that all concerned understand their rights and obligations.
- 2.2. All students are bound by MIE policies such as [Child Safeguarding Statement](#), [Safeguarding Policy: Children](#), [Safeguarding Policy: Vulnerable Persons](#), the [Dignity and Respect Policy](#), the [MIE IT Acceptable Use Policy](#) and the [MIE Staff & Students Code of Conduct for Use of IT Systems](#), [Procedure for Preventing and Responding to Cases of Suspected Plagiarism](#).
- 2.3. The procedure to be followed for such serious offences, are described in detail in this procedure (See [Section 6](#)).

3. Benefits

The disciplinary procedure is designed to assist students whose conduct is in question, or is of less than a satisfactory standard, and its initiation should be seen as giving an opportunity to improve.

4. Principles

MIE considers that the Management within MIE who have responsibility for implementing disciplinary procedures should have a thorough knowledge of them and know how to conduct disciplinary interviews and hearings. MIE will ensure that they receive adequate training for this important responsibility.

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- 4.1. These procedures are consistent with considerations of due process, fair procedure, natural justice, and the right of students to be accompanied and/or represented by their Tutor¹ or person of their choice. The student's representative may be not any other person or body unconnected with the Institute.
- 4.2. MIE will ensure that a proper fact-finding exercise is carried out. This may involve interviewing all parties concerned. At all stages disciplinary proceedings will be completed as quickly as compatible with the need to ensure that justice is done and seen to be done. Time limits may be varied at any particular stage by mutual consent.
- 4.3. MIE has an obligation and a right to retain material(s) in student files. MIE will keep a written record of each disciplinary meeting, which will include details of the student's case, the response of Management and the outcome of the meeting. The student will be asked to agree and sign the record of the meeting, after the consultation with their representative. Where a formal verbal warning or written warning is given, records will be kept by MIE in the student's file detailing the nature of any breach of discipline, the action taken and the reasons for it, the date of the action taken, whether an appeal was lodged, its outcome and any subsequent developments. Disciplinary action will be treated confidentially as far as possible.
- 4.4. Any disciplinary action will be appropriate to the insubordination, incompetence, inefficiency or misconduct established. Consistency of treatment in similar situations will apply. The issuing within this procedure of verbal and/or written warnings to employees for different types of issues and/or shortcomings will be regarded as related. MIE reserves the right to suspend a student pending investigation in cases of major offences.
- 4.5. Any mitigating circumstances and the previous record of the student concerned will be taken into account.

5. Definitions

5.1. Minor Offence

Minor offences may result in a fine being imposed upon a student. For minor offences, where the facts of the case are agreed, the actions taken range from a fine to requesting a formal apology to the injured party. Students are entitled to be accompanied at all

¹ See [Tutor System Policy](#) and [Tutor System Procedure](#)

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interviews by the person of their choice - usually their Tutor¹. The following list describes possible sanctions which may be applied in cases brought before the Dean of Education (Policy & Practice) in relation to undergraduate students or the Dean of Education (Curriculum and Childhood) in relation to postgraduate students. The list emphasises the most common offences and is exemplary but not exhaustive. The relevant Dean is not bound by an error or omission in the following exemplary list. The primary purpose served by the possibility of the imposition of a sanction is not retributive but preventative: it is to the benefit of all that the regulations are obeyed.

- a. Unauthorised guest/s in residences: The Resident is liable to face a reprimand, a fine of up to €150, and the possible revocation of guest privileges on a temporary or even permanent basis or any combination thereof. Guests are reminded that they must ensure that they are properly “signed in” for the sake of their own safety. It should be noted that an unauthorised guest may also face reprimand, a fine of up to €150, and barring from MIE residences on a temporary or even permanent basis or any combination thereof.
- b. An unauthorised party: The Resident is liable to face a reprimand, a fine of up to €500, and the possible revocation of party privileges on a temporary or even permanent basis or any combination thereof. An unauthorised party may also face reprimand, a fine of up to €200, and barring from MIE residences on a temporary or even permanent basis or any combination thereof.
- c. Urinating in a public place within MIE: This is a public order offence which, by this very fact, may prompt police involvement. A fine of €100 is imposed against each and every offence.
- d. Climbing over MIE walls or gates: This offence is treated with the utmost seriousness because, aside from the fact of being against MIE regulations, it is inherently dangerous and likely to lead to the serious injury or possible death of any student attempting such activity. Students caught climbing the walls or gates will face a fine of €250.
- e. Activities that result in a risk to the health and safety of others: Tampering with fire alarms, fire safety equipment and other activities which place others in danger of risk or injury will result in a fine of €100 for each respective incident for each respective individual involved in the activity.

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- f. Failure to evacuate in case of a fire alarm: Residents or guests who fail to evacuate a building in which a fire alarm had sounded face a fine of €100.
- g. Misuse of MIE/MIE residential identification (ID): A MIE ID and/or a MIE residential key/s are the responsibility of the student of MIE to whom they have been issued. Passing over such means of ID to another party, MIE member or not, is an offence. Using such ID falsely is an offence. When MIE ID or MIE residential key/s have been improperly or falsely both parties are liable and may face reprimand and a fine of up to €150. In the case of the improper use of MIE residential key/s the resident may also face the possible revocation of guest privileges on a temporary or even permanent basis. The student found in possession of MIE residential key/s in such a case may also face barring from MIE residences on a temporary or even permanent basis.

5.2. Major Offence

Major offences can result in a student being expelled from MIE. Students are entitled to be accompanied at all interviews by the person of their choice - usually their Tutor - although this is usually only necessary in the case of major offences. The following examples would normally be regarded as major offences:

- a. Conduct which does, or is liable to cause, violence to a person or damage to property;
- b. Conduct which does, or is liable to obstruct, the holding of, or frustrate the purpose in holding, any lecture, class or other instruction given by the Institute, or any laboratory work or any research in the Institute, or any meeting, hearing or other function (including administrative and sporting activities) authorised to take place within the Institute;
- c. Seriously interfering with, or unreasonably impeding any member of the Institute in carrying out his/her duties;
- d. Theft, fraud or misapplication in connection with funds or property of any kind in MIE;
- e. Offences in connection with degrees or diplomas, annual examinations or tests conducted by the Institute, including refusal, without good reason, to comply with the lawful instructions or request of an invigilator;
- f. Falsification or serious misuse of MIE records, including degree or diploma parchments;
- g. False pretences or personation of others, within or without the Institute, in connection

with academic attainments or financial awards;

- h. Refusal or failure to pay a fine or comply with any penalty (subject to the right of appeal applicable) imposed by the relevant Dean or Librarian²;
- i. Refusal to produce a Student ID card or other acceptable means of identification at the request of the relevant Dean, or any of their assistants or any Institute Security Officer;
- j. Sexual harassment, including any attempt to coerce an unwilling member of MIE into a sexual relationship, or to subject such person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidatory, hostile or offensive working, educational or social environment.

6. Procedure

6.1. Reporting of Offences

6.1.1. Any disciplinary offence alleged to have been committed by a student must be notified to the relevant Dean. The person charged with responsibility over a particular area of the Institute (for example, the Registrar in the case of examinations) will normally be responsible for such notification. A reportable offence will be any breach of MIE's regulations, with the exception of the late return of Library books, where the penalty shall be imposed by the Librarian². Notice of an alleged offence must be given to the relevant Dean, as soon as possible after the alleged offender has been identified.

6.1.2. In MIE, the relevant Dean will exercise the procedures and appeal mechanisms shall be identical to those described below.

6.1.3. No student shall be charged with an offence for which they have previously been charged and acquitted.

6.2. Procedures to be followed by the Relevant Dean

6.2.1. Where the relevant Dean is notified of an alleged disciplinary offence they shall furnish to the student a note of the specific Institution regulations under which the student is charged and shall, except where the student is unavailable, interview the student as soon as is practicable following notification of the alleged offence. The student shall, at that interview, be given a full opportunity to comment on the allegations made against them.

² See [Library Access and Borrowing Policy](#)

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- 6.2.2. The relevant Dean shall, following the interview, decide whether a case has been made against the student and, if so, whether, in the case of each offence in question, it is a minor or major offence.
- 6.2.3. Without prejudice to the general power of the relevant Dean to decide whether an offence is major or minor (see [Section 5](#) for definitions).

6.3. Summary Procedure in Respect of Minor Offences

- 6.3.1. Where the relevant Dean finds that a minor offence has been committed by a student, he/she shall impose what he/she considers an appropriate penalty.
- 6.3.2. The penalties which may be imposed by the Relevant Dean include;
 - a. A fine
 - b. An order temporarily excluding a student from MIE or specified areas of MIE
 - c. An order prohibiting a student from driving a vehicle within MIE
 - d. An order prohibiting a student from holding or attending specified functions within MIE
 - e. An order restricting the number of guests that a student may entertain in their room
 - f. An order to furnish a written apology to an offended party.
- 6.3.3. The maximum fine which the relevant Dean may impose in respect of any one minor offence shall be €500. The relevant Dean may in addition require a student to make reparation for damage arising out of a minor offence.
- 6.3.4. All minor offences notified to the relevant Dean must normally be dealt with in full by them within 21 working days of such notice. This period of time may be extended by the relevant Dean only where it is necessary to do so in the interests of the student, as for example, where the student is temporarily unavailable for interview.
- 6.3.5. Appeal from any penalty or order for reparation imposed by the relevant Dean in respect of a minor offence, and from any penalty imposed for the late return of library books³, lies to the Panel of Enquiry. Such appeal must be lodged with the Registrar within seven working days of the student receiving notice of the relevant

³ See [Library Access and Borrowing Policy](#)

Dean's decision or other penalty.

6.4. Summary Procedure by Consent in Respect of Major Offences

- 6.4.1. Where the relevant Dean finds that a major offence has been committed by a student they shall decide whether the offence should be dealt with by summary procedure or by reference to a Panel of Enquiry.
- 6.4.2. The relevant Dean may deal with a major offence by summary procedure where, and only where:
 - a. The student admits responsibility and consents in writing to such procedure, and
 - b. The relevant Dean is of the opinion, having regard to all the circumstances and, in particular, the range of penalties available, that it is appropriate to deal with the case by summary procedure.
- 6.4.3. In the case of any major offence related to an academic activity, the relevant Dean shall, before making a decision, seek and take into account the views of the Registrar, including their views as to an appropriate penalty, which views shall be made known to the student.
- 6.4.4. Where the relevant Dean decides to deal with a major offence by summary procedure, he shall invite the student to make submissions in mitigation or otherwise relating to an appropriate penalty. The student shall have the right to make such submissions in writing or orally and may be represented in doing so by a person of their choice.
- 6.4.5. Where a major offence is dealt with summarily, the relevant Dean shall impose what he/she considers an appropriate penalty. The penalties which may be imposed by the relevant Dean include:
 - a. Suspension for a year
 - b. Disqualification from an examination
 - c. A fine not exceeding €500 in respect of each major offence, and other penalties specified in Section 5.3.2 above.
- 6.4.6. All major offences notified which are subject to the summary procedures must normally be dealt with in full by the relevant Dean within 21 working days of such notice. This period of time may be extended by the relevant Dean only

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where it is necessary to do so in the interests of the student, as for example, where the student is temporarily unavailable for interview.

- 6.4.7. A student charged with a major offence may withdraw their consent to the summary procedure at any time, in which case the relevant Dean shall refer the case to a Panel of Enquiry. A student who is dissatisfied with a penalty imposed by the relevant Dean in respect of a major offence may, by request in writing to the relevant Dean within seven working days of receiving notification of the penalty, have the case referred to a Panel of Enquiry. Where a case is referred to a Panel of Enquiry, evidence related to any prior summary proceedings shall be inadmissible.

6.5. Pre-Trial Procedure in Respect of Major Offences not Dealt with Summarily

- 6.5.1. Where the relevant Dean finds that a major offence has been committed and
- a. The student does not admit responsibility, or
 - b. The student does not consent to the case being dealt with by summary procedure, or
 - c. The student withdraws their consent to the summary procedure or notifies the relevant Dean that they do not accept the penalty imposed by them following summary procedure, or
 - d. The relevant Dean is of the opinion that it is not appropriate to deal with the case by summary procedure,

The Relevant Dean shall refer the case to a Panel of Enquiry.

- 6.5.2. Reference to a Panel of Enquiry shall be made by written notice to the Registrar, containing a brief specification of each charge against the student. Such notice must be received by the Registrar, in circumstances (a), (b) and (d) above, within 21 working days from the date on which the relevant Dean received original notification of the offence in accordance. In circumstance (c) above, the notice must be received by the Registrar within seven working days from the date on which the relevant Dean received notice that the student had withdrawn consent or had not accepted the penalty.
- 6.5.3. A student charged with a major offence which has been referred to a Panel of Enquiry shall receive a written summons in the name of the Panel, and signed by

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or on behalf of the Chairman of the Panel, by recorded delivery or registered post or by personal delivery by any Officer in MIE, giving a brief specification of each charge and requiring him on at least 10 working days' notice to appear before the Panel. The summons shall be accompanied by a copy of these disciplinary regulations and shall draw attention in particular to the student's right to representation, their right to submit written evidence and their right to call such witnesses in defence as they may think fit.

- 6.5.4. The student shall, at least three working days in advance of the hearing, notify the Chair of the Panel in writing of the names and addresses of the witnesses they propose to call, and supply to the Chairman a copy of any documents, which they propose to submit at the hearing. Copies of all such communications shall be furnished to the relevant Dean as soon as possible following their receipt by the Chairman.
- 6.5.5. The relevant Dean shall, at least three working days in advance of the hearing, cause the following documents to be served on the student and the Chair of the Panel of Enquiry:
 - i. A statement of the charges against the student;
 - ii. A list of witnesses whom the relevant Dean proposes to call;
 - iii. A summary in writing of the evidence that it is proposed should be given by each of them;
 - iv. A list of exhibits (if any).
- 6.5.6. The student shall have the right to inspect all exhibits;
- 6.5.7. At any time the relevant Dean may, with the permission of the Chair of the Panel of Enquiry, cause to be served on the student and furnished to the Panel a further statement of the evidence to be given by any witness, or a statement from a new witness whose name has not already been supplied to the student. The Chair shall grant such permission, unless satisfied that it would be unfair to the student to accede to the relevant Dean's request.

6.6. The Panel of Enquiry

- 6.6.1. The Panel of Enquiry shall:
 - a. Hear appeals from decisions and penalties imposed on students by the

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- relevant Dean, the Librarian and other relevant party of MIE;
- b. Hear cases of major offences referred to it by the relevant Dean;
 - c. Consider matters referred back to it by the Governing Body
- 6.6.2. The Panel of Enquiry shall consist of three full-time members of the academic staff and three students of the Institute, all chosen at random for each case, and a Chair. The Chair shall be a person with legal training and shall be appointed by the Board with the agreement of the [Students' Union](#) to serve for a period of three years or until retirement if that occurs earlier. The Chair shall be eligible for re-appointment.
- 6.6.3. The Board may also appoint a deputy Chair, on the same terms and conditions as the Chair, who shall act as Chair in any case in which the Chair is unable to act. The relevant Dean and their assistants and members of the Board may not be members of a Panel of Enquiry, nor may any other person adjudged by the Chairman to have a direct interest in the hearing.
- 6.6.4. Fresh staff and student members shall be empaneled for each offence, or for each group of offences arising out of the same incident or occasion. It shall be the duty of the Registrar to arrange for this empaneling and of the Chair to decide if offences may be grouped. The Chair may, in exceptional circumstances, at his discretion, excuse any person from serving on the Panel. In any case involving an allegation of sexual harassment, the staff and student membership of the panel respectively shall include at least one man and one woman. An opportunity shall be afforded to the parties to a hearing to object, for stated reasons, to a particular student or member of the academic staff serving as a panel member. The Chair shall determine whether or not such objection shall be upheld.
- 6.6.5. A student party in proceedings before a Panel of Enquiry may avail of professional representation or representation by their Tutor⁴ or other person of their choice. The relevant Dean, or other MIE Officer party in proceedings before a Panel of Enquiry, may also avail of representation.
- 6.6.6. Panel of Enquiry hearings shall be open to members of the Institute. The

⁴ See [Tutor System Policy](#) and [Tutor System Procedure](#)

Chair may at his discretion impose such restrictions on admissions as are necessary to ensure the orderly conduct of the proceedings. The Chair may, at the request of the student or the relevant Dean or of his own notion, order that proceedings be conducted in private if he is satisfied that there are good reasons for doing so. The Chairman may not make such order without the consent of each student party to the proceedings unless there are compelling reasons for doing so.

6.6.7. The Panel of Enquiry shall observe formal procedures and shall conduct its business according to the rules set out herein, subject to such amendments and additions as the Board may from time to time approve. It shall be the duty of the Chairman, subject to the aforesaid rules, to make rulings on matters of procedure.

6.6.8. The penalties which may be recommended by the Panel of Enquiry in respect of major offences lie within the discretion of the Panel, subject to the further sequence of the disciplinary procedures. Such penalties may include reprimand, fine, disqualification from an examination, suspension from academic and other privileges, rustication or expulsion from MIE, as well as, in the case of damage to property or premises, requirement to make good the damage in whole or in part.

6.6.9. The Panel of Enquiry shall be serviced by a full-time member of MIE staff. In all cases, whether of alleged major offences or of appeals or of matters referred to it by the Board or Visitors, a minute of the proceedings and, where appropriate, a précis of the statements of the parties, the witnesses and the Chairman shall be kept.

6.6.10. In any proceedings before the Panel, any official MIE document shall be admissible in evidence and the facts stated therein shall be presumed to be true, unless the contrary is proved. For the purposes of this rule 'official MIE document' includes a certified copy of any examination paper, examination script, transcript of results, examiner's report and minutes of a meeting of the Board or the Council, or any of their sub-committees, or of a School or Department.

6.7. Hearings in Respect of Major Offences

6.7.1. The Panel of Enquiry shall meet within 21 working days of the referral of a major offence to it by the relevant Dean. At this meeting the Chair may, at its

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- discretion, grant to the student a further period of not more than 15 working days to prepare their case, if so requested in writing by them.
- 6.7.2. A student charged with a major offence shall attend in person throughout the hearing of their case. If a student does not appear, the Panel may proceed to deal with the charge or charges and, if it considers it appropriate to do so, determine a penalty in their absence.
- 6.7.3. A student wishing to do so may plead guilty to any charge or charges made against them, either in person before the Panel or by letter addressed to the Chairman prior to the hearing. In either such case the student shall appear before the Panel to answer questions, and make such submissions, as they wish, in relation to the matter of penalty, and to be informed of the Panel's decision.
- 6.7.4. The Chairman shall conduct the hearing in accordance with the principles of natural justice and fair procedures. Having opened the proceedings, the Chairman shall invite the relevant Dean and/or their representative to make their case to the Panel. The student and/or their representative shall then be heard. Where witnesses are called, they may be examined, cross-examined or re-examined by the parties and by members of the Panel. When the presentation of evidence is complete, the Chairman shall invite the parties or their representatives to address concluding remarks to the Panel. The Chairman shall then, in the presence of the parties, address the staff and student members of the Panel, summarising the evidence presented, giving directions as to the proper approach to evidence adduced and instructing them as to their functions.
- 6.7.5. Following the Chair's address, the staff and student members of the Panel shall retire to consider their verdict in private and in the absence of the Chair and the parties. A verdict of guilty shall not be returned unless at least five of the six panelists are in agreement with such verdict. The six panelists shall nominate from amongst themselves a spokesperson. When the Panel has reached its decision, the spokesperson shall, in the presence of the Panel, the Chair and the parties, announce the Panel's verdict. Where a verdict of guilty is returned the Chair shall address the panelists on factors relevant to the determination of an appropriate penalty. The six panelists shall then again retire to consider an appropriate

penalty. Their spokesperson shall, in the presence of the Panel, the Chairman and the parties, announce their decision. The Chair may, if they are of the opinion that the proposed penalty is ultra vires or unreasonable, ask the panelists to reconsider the matter. Where the panelists are unable to decide (which decision may be made by simple majority) upon an appropriate penalty, the penalty shall be determined by the Chair.

- 6.7.6. The Chair shall, following announcement of the penalty, inform the student of their right to appeal to the Visitors in the event of the Panel's decision being confirmed by the Board.

6.8. Hearings in Respect of Appeals

- 6.8.1. Students have a right of appeal to a Panel of Enquiry against all decisions and penalties imposed on them by the relevant Dean, the Librarian or any other MIE Officer.
- 6.8.2. A student wishing to appeal against such decision or penalty shall, within seven working days of formal notification of the penalty, serve notice of appeal to the Registrar, stating briefly the grounds on which the appeal is made. The Chair of the Panel of Enquiry shall, as soon as possible, after receipt of the note of appeal, call on the MIE Officer concerned for a brief written report of the circumstances of the case and the reasons for their decision. A copy of that written report shall be furnished to the appellant at least three working days before the appeal hearing.
- 6.8.3. The appeal hearing shall take place within 21 working days of receipt by the Registrar of the notice of appeal. The Appellant shall be given at least seven working days' written notice of the date and place of the hearing. They shall at the same time be furnished with a copy of these rules and informed of his right to be represented.
- 6.8.4. In an appeal hearing before a Panel of Enquiry the Appellant shall be first to present their case, and thereafter the MIE Officer concerned. The Appellant shall be entitled to be heard in reply.
- 6.8.5. At the conclusion of the appeal hearing and following the address and directions of the Chair to the six panelists, the panelists shall retire to reach a

decision in private. The Panel may uphold, set aside, vary or increase the penalty imposed by the MIE Officer. Any increased penalty may not exceed any limit appropriate to summary offences. Where the members of the Panel are equally divided as to whether the appeal should be allowed or the penalty varied or increased, the decision of the relevant MIE Officer shall stand.

- 6.8.6. The decision of the Panel shall be announced in the presence of the Chair and the parties and, where the appeal is unsuccessful, the Chairman shall inform the Appellant of his right to appeal to the Visitors.
- 6.8.7. In other respects, the rules of procedure in the case of appeals shall be as far as possible the same as those for major offences.

6.9. Role of the Board

- 6.9.1. It shall be the duty of the Chairman of the Panel to report to the Board, within 14 working days, on all findings made by the Panel of Enquiry, whether in respect of alleged major offences or appeals. The Chair's report shall contain a summary of the proceedings and of the evidence given in each case. The Board shall take a decision on the report of the Panel of Enquiry within 21 working days of receiving it and the student shall be immediately notified by registered post.
- 6.9.2. The Board, after receiving the report of the Panel of Enquiry, may adopt it, refer it back to the Panel for further consideration or, if unwilling to adopt it, refer it to the Visitors.
- 6.9.3. If, in the case of an alleged major offence, the Panel of Enquiry is unable to reach a decision, as for example where the vote is evenly divided, the Chair shall communicate this fact to the Governing Body, which may, with the agreement of the Visitors, revoke the appointment of the Panel of Enquiry and request the Registrar to proceed to empanel a new Panel of Enquiry, if the Board does not choose to hear the case itself.
- 6.9.4. If it is for any reason impossible to appoint a Chair or staff or student members of a Panel of Enquiry, the Governing Body may determine the matter itself. If the Chair reports that a Panel of Enquiry is unable to proceed, the Board may, with the agreement of the Visitors revoke the appointment of the Panel of

Enquiry, and either determine the matter itself or appoint a new Panel of Enquiry. If the Board decides to determine the matter itself, it shall delegate this function to a sub-committee of the Board which shall be appointed by the Registrar following consultation. The sub-committee shall report to the Board which shall accept the recommendation.

6.10. Appeal to the Visitors

Appeal from a decision of the Board in a disciplinary matter lies to the Visitors. A student shall inform the Registrar of their intention to appeal to the Visitors within three weeks of notification of the Board's decision. If, within a further period of two weeks, the matter has not been settled to the satisfaction of all parties the student may, within a further period of one week, direct the appeal in writing to either of the Visitors, and the Visitors shall consider the appeal as soon as may be consistent with justice. The Visitors may confirm the decision of the Board in whole or in part, or amend it, or declare it null and void, and their decision shall be binding on all parties. The Visitors' decision shall be promulgated as soon as is practicable.

6.11. Rules in Relation to Appeals Generally

6.11.1. It shall be the duty of any person or body imposing or upholding a penalty on a student to indicate to them their rights of appeal or further appeal.

6.11.2. No penalty imposed by the relevant Dean, Librarian or Board shall come into effect until either the due processes of appeal have completed or, where no notice of appeal has been lodged, the time for giving such notice has expired.

6.12. The Rules Committee

The Board may from time to time constitute a committee charged with reviewing the regulations governing disciplinary procedures. Such a committee shall be drawn from areas in MIE with appropriate expertise and its composition shall be agreed between the Board of the Institute and the [Students' Union](#).

7. Responsibility

7.1. The responsibility for maintenance of this procedure rests with the Registrar and Vice President for Academic Affairs.

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- 7.2. Disciplinary action is the responsibility of the Registrar and Vice President for Academic Affairs.

8. Related Documents

- 8.1. [Procedure for Preventing and Responding to Cases of Suspected Plagiarism](#)
- 8.2. [Tutor System Policy](#)
- 8.3. [Tutor System Procedure](#)
- 8.4. [Library Access and Borrowing Policy](#)
- 8.5. [Child Safeguarding Statement](#)
- 8.6. [Safeguarding Policy: Children](#)
- 8.7. [Safeguarding Policy: Vulnerable Persons](#)
- 8.8. [Dignity and Respect Policy](#)
- 8.9. [MIE IT Acceptable Use Policy](#)
- 8.10. [MIE Staff & Students Code of Conduct for Use of IT Systems](#)
- 8.11. [Fitness to Study Policy](#)