



Cambridge Muslim College

Student Disciplinary Policy

1. Purpose

This document sets out the policy, and associated procedures, for dealing with student disciplinary matters, with the aim of ensuring consistent and fair treatment for all.

2. Scope

This policy applies to students on the College's BA (Hons) programme and staff managing the programme.

3. Principles

3.1. Behaviour expectations are laid down in the Student Code of Conduct and Futuwwa Contract (Appendix A). It is required that students' behaviour reflects these concepts, which apply throughout the period of their registration with the College.

3.2. The following are the broad categories of conduct which are not acceptable:

- 3.2.1. activity which brings the College into disrepute
- 3.2.2. harassment or misbehaviour in dealings with others
- 3.2.3. misconduct in relation to the use of the College facilities and services
- 3.2.4. disruption of the normal operation of activities within the College.

3.3. Most offences are likely to fall into the Minor Offence category (actions which could cause minor offence to the College and its members). If there is uncertainty whether a disciplinary issue should be dealt with as a Minor or Major offence, the issue will be referred to the head of the College.

3.4. Major Offences are serious infringements, which may include, but are not limited to:

- 3.4.1. bringing the College into serious disrepute
- 3.4.2. causing violence
- 3.4.3. all forms of bullying, discrimination, harassment and sexual misconduct.
- 3.4.4. victimisation or retaliation of a student or staff member involved in a complaint
- 3.4.5. actions which may endanger health and safety
- 3.4.6. unreasonably impeding members of the College in carrying out their duties
- 3.4.7. dishonesty in relation to dealings with the College
- 3.4.8. false pretences in connection with academic attainments
- 3.4.9. bribery, theft or fraud in connection with funds or property of any kind in

College

- 3.4.10. causing loss or damage to property, deliberately or through serious negligence
 - 3.4.11. misuse of any aspects of College communications networks, including internet
 - 3.4.12. serious incapability brought on by alcohol or illegal drugs
 - 3.4.13. refusal to pay a fine or comply with any penalty imposed by the College.
- 3.5. Credible evidence must exist for any decisions reached, such as the testimony of witnesses; the statements of the student; documentary or other tangible evidence such as visual or auditory records or material evidence such as physical items. Social networking sites may be referred to.
- 3.6. All cases of student discipline are reported to the Faculty Board, to allow an institution-wide overview.

4. References

- Student Guidance and Support Policy
- Academic Misconduct Policy
- Period of Registration Policy

5. Responsibility

- 5.1. Responsibility for the area of student discipline lies with the BA Programme Manager.
- 5.2. The BA Programme Manager will coordinate with the head of the College, the Tutors and Welfare Team as appropriate.

6. Procedure

- 6.1. Minor offences are corrected rather than punished and are dealt with informally by the BA Programme Manager, who will investigate the evidence, then meet with the student to help them understand how their conduct has failed to reach required standards, and to make the necessary improvement.
- 6.2. Major offences are punished as well as corrected and are dealt with formally.
 - 6.2.1. The head of the College will consider and investigate the evidence, then interview the student, setting out the charge and giving the student the opportunity to refute any charges and/or explain their behaviour.
 - 6.2.2. In the event of a reasonable likelihood that a student has committed a major offence, the head of the College will convene a Panel of Enquiry.
 - 6.2.3. The Panel of Enquiry will comprise up to three further members (including the BA Programme Manager), consisting of a mix of members of the academic and support staff, and a mix of men and women.
 - 6.2.4. The Panel of Enquiry shall conduct an investigation and call a Hearing.
 - 6.2.5. At least five days in advance of the Hearing, the head of the College shall pass to the student a statement of the charges; a list of witnesses (if any) and a written summary of the evidence that each witness will give; and a list of exhibits (if any).
 - 6.2.6. The student must attend the Hearing and has the right to address the Panel and comment on the allegations.
 - 6.2.7. The Panel of Enquiry shall consider their verdict in private, and then announce their decision either immediately or at a later specified date.
 - 6.2.8. The Panel of Enquiry will give their verdict in writing and the student will be informed of any right of appeal.

- 6.2.9. If the student is found to have committed a major offence, the Panel of Enquiry has the options of suspending the student or permanently terminating their registration. Suspension may include:
- 6.2.9.1. temporary or permanent suspension of College funding
 - 6.2.9.2. temporary suspension from College
 - 6.2.9.3. temporary or permanent prohibition either from being present at any part of College, or from using specific services provided by College, or from communicating with a specific member of the College community.
- 6.2.10. The disciplinary process will be progressed in a timely manner and all stages of the investigation will be completed in no longer than 90 days, unless unavoidably delayed. All parties will be informed of the reason for any delay, and the new timetable.
- 6.2.11. Minutes will be kept of all meeting proceedings, decisions made, and any actions taken, with rationales.
- 6.2.12. Due regard will be made to the best interests of the College community and society in general, especially where offences may have legal implications. Depending on the offence, the student may be reported to outside authorities.
- 6.2.13. Students may choose to be accompanied to meetings by one of the student representatives, or a friend. This person must be unconnected with the circumstances.
- 6.2.14. Students will be offered support by the Welfare Team.
- 6.2.15. If a student wishes to complain about any aspect of the way their case was dealt with, or appeal against the Panel's verdict, they may do so via the procedures laid out in the Academic Appeals and Complaints Policy.

This policy has been adapted with reference to All Nations College, with grateful acknowledgment.

REVISION HISTORY

Revision Number	Effective Date	Description of Change
00	March 2017	New Policy
01	March 2018	1. Formatting changes 2. Policy owner changed to BA Manager.
02	May 2021	1. All cases of student discipline are reported to the Faculty Board, instead of Academic Advisory Board (AAB), due to the changes of AAB responsibilities 2. Add sexual misconduct to the major offences.

Appendix A



Cambridge Muslim College

Student Code of Conduct and *Futuwwa* Contract

Introduction

We expect students to show exemplary behaviour at all times, with respect for each other's views, care for the College site and property, and showing courtesy to our staff and guests. By enrolling as a student at Cambridge Muslim College, and signing the *Futuwwa* Contract, you are agreeing to abide by the standards and expectations set out below.

Futuwwa Contract

College behaviour expectations are formalised in this *Futuwwa* Contract, which students are asked to sign on registration.

Futuwwa is a code of conduct for those who seek to emulate the Prophet Muhammad's example. It has been translated in the past as 'chivalry'. A more accurate translation would combine the characteristics of bravery, integrity, generosity, humility, service, kindness, steadfastness, loyalty and personal discipline. By signing the *Futuwwa* Contract, the student pledges to:

- Respect the College as an institution with an Islamic ethos
- Act at all times with the highest moral character
- Maintain the good name of the College
- Behave politely, considerately and respectfully to other students, staff and guests
- Take due care of the College site and property, including the student accommodation
- Understand that the College will not tolerate bullying, discrimination, harassment or sexual misconduct.
- Comply with the guidance in the College's Health and Safety policy
- Adopt a diligent and co-operative approach to all aspects of academic life, complying with the expectations laid out in the College's Attendance policy.

Testimony:

I, _____, agree to abide by the above terms and conditions.

Signature: _____ Date: _____

Form 200.026.01