

LONDON SCHOOL OF THEOLOGY

STUDENT DISCIPLINARY PROCEDURE

Preamble

London School of Theology is a Christian academic learning community that seeks to achieve excellence in all areas of School life and live according to the teaching of the Bible. This document sets out the procedure to be followed when the School wants to take up a disciplinary issue with a student.

Following the teaching of Jesus in Matthew 18.15-17 we believe that the School should first try to resolve the matter face-to-face with the student concerned and only subsequently move through the successive stages of the disciplinary procedure if the matter is not resolved.

Definitions

This procedure deals with how LST handles concerns and allegations about failings in a student's personal behaviour and conduct. It is not to be used when allegations about a student's academic work, e.g. plagiarism, are under consideration.

There is a separate disciplinary procedure that deals with staff members.

General guidance about student conduct is given in the student handbook, 'ABC of LST', which is sent to all new students and is available on the School intranet site.

Procedure

1. Informal stage

If anyone has concerns about a student's conduct, it is appropriate to speak to the student concerned direct and privately, so that the matter may be resolved without recourse to any formal procedure.

If the issue concerns an apparent abuse of the rules that govern non-academic aspects of School life, it may be helpful to involve a relevant student representative, resident warden or senior staff member.

Serious concerns or allegations about a student's personal behaviour, with any supporting evidence, should be referred to the Vice Principal Community or Academic Secretary for investigation or further action as considered necessary. The further action may include meeting with the student concerned to discuss the issues raised. If the Vice Principal Community or Academic Secretary considers that the allegation is substantiated s/he may issue a verbal warning [no written record] that the offending behaviour must be changed within a given timeframe and that repeat or other offences will result in formal disciplinary action.

2. Formal stage

If the issues are not resolved at an informal stage or if the same or other unacceptable behaviour continues, the Vice Principal Community or Academic Secretary may bring the matter to the attention of the Chief Operating Officer for further action and investigation.

2.1 Meeting

A nominated member of the Senior Leadership Team and two other members of staff [who are not concerned with the allegations and who may or may not be members of the Senior Leadership Team] may, after giving notice, interview the student concerned and those bringing the allegations and/or receive written evidence and submissions from them. The student concerned may be accompanied by a fellow student or friend.

2.2 Outcome

The nominated member of the Senior Leadership Team will give the decision of the panel to the student concerned in person and in writing. If the allegations are not upheld the matter will be dropped but if proven one of the following sanctions or penalties may be invoked:

- written warning [copy on the student's file for an agreed period] with time for improvement or change in behaviour; failure to comply may result in deregistration
- written rebuke or reprimand [copy on student's file for an agreed period]
- suspension while a serious allegation is investigated, e.g. by the police
- dismissal in a case of gross misconduct [see below]
- community service relevant to the offence

Gross misconduct

Allegations of serious misconduct by a student that are proven may result in dismissal. Examples of gross misconduct are given below although the list is illustrative, not exhaustive :

- theft, wilful damage to School property, fraud, drunkenness, alcohol abuse, illegal drug use, physical assault, sexual misconduct, misuse/abuse of email/internet systems, gross insubordination, criminal convictions (other than summary road traffic offences) or other conduct likely to affect the good name of the School.

Appeal

A student who is dissatisfied with the outcome of the formal investigation may write to the Chief Operating Officer who has power to take any action deemed appropriate. There is no further appeal stage.

DB/DT 18/10/05 revised by WPA, 18.12.12, and again 07.05.14, agreed by SLT.