

FNSNM: Management of Student Conduct

These should involve the following staff and steps:

Area of Discipline	Pre Qualification	Post Qualification	Action taken
- Lack of academic progress - Misconduct	CFP /Branch Leader OR Programme Leader	Programme Leader	Step One - Informal verbal warning - Records kept for 3 years
- Lack of academic progress - Misconduct	CFP / Branch Leader OR Programme Leader	Programme Leader	Step Two - Formal verbal warning - Formal letter to student - Records kept for 3 years
Threat of removal from course	Head of School OR Clinical Dean OR 1x Head of Pre Qual Delivery Team	Head of School OR Head of Post Qual Education	Step Three - Formal School warning - Formal letter to student - Records kept for 3 years

NOTES:

1. "Misconduct" is defined in section B3 3.1.1 of the College regulations as improper interference, in the broadest sense, with the proper functioning or activities of the College, or with those who work or study in the College; or action which otherwise damages the College, or action that deviates from accepted institutional, professional, academic or ethical standards, will be regarded as misconduct and an infringement of these regulations.

2. "Failure to make sufficient academic progress" is defined in section B4 4.1.2 of the College regulations as:

- i) inability for any reason to fulfil the requirements of the course;
- ii) lack of industry, including a poor attendance record;
- iii) lack of ability or aptitude;

iv) for any other good academic cause

3. If there is insufficient improvement in the student's academic standard or if there is no significant change in the circumstances under which a removal would be justified, then the Head of School will consult with the appropriate CFP / Branch or Programme Leader and with the student's tutor or supervisor, and will take into account any relevant representations.

4. Before implementing the removal procedure, the Head of School must notify the student in writing, confirming the action, which is proposed. The student will have 14 days from the date of this letter in which to reply and make any further representations. The Head of School will notify the student in writing of the final decision reached within 28 days of the date of the letter.

5. An informal meeting is one defined in the College Academic Regulations as taking place at the local level, between the complainant (student) and College Representative (Programme or Branch Leader, in this case). The purpose is to alert the student to their lack of industry, but to also allow the views of both sides to be heard. Brief notes, outlining what was agreed, time, place etc would be taken afterwards and kept by the Prog/ CFP /Branch leader.

6. A formal meeting is one where the student concerned will be notified in advance (at least 7 days) of the allegations being made and will have the right to be accompanied by a friend, relative or colleague. The College will normally have more than one representative present as well. What is agreed at the meeting will then be summarised in a letter, which will be sent to the student concerned. The College will keep a copy of this letter.

7. These management guidelines must be accessible to students and will be placed on the School website at:
<http://www.kcl.ac.uk/nmvc/>

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FNSNM
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