

Applicant Misconduct Policy Statement

This policy statement outlines King's College London's stance on applicant misconduct. This is applicable to any person once they have submitted an application to study at the university, for any level of study, and up to the point of enrolment. Post enrolment, students will be required to adhere to the university's [regulations](#) and [policies](#) regarding conduct. This statement will be subsumed into the wider King's College London Admissions Policy once this is reviewed in Summer 2022.

King's College London is committed to creating an inclusive environment that promotes equality of opportunity for everyone in its community. It will not tolerate discrimination, victimisation or harassment.

As aspiring members of the King's community, applicants to the university are expected to demonstrate these values by displaying good conduct, showing respect for the persons within and for the property of the King's community, and to behave in a way that does not interfere with the proper functioning or activities of the university.

This includes, but is not limited to, their behaviour and conduct at university site visits, open days or interviews, correspondence with the university via email, telephone calls and/or King's Apply messages, and the use of social media.

The university reserves the right to withdraw an offer and/or cancel an application where evidence can be provided that an applicant's behaviour falls short of these expected standards.

Examples of unacceptable behaviour can be found in the university's [Academic Misconduct Guidance](#). This list is not exhaustive and other examples of inappropriate behaviour will not be tolerated.

Behaviour related to Academic Misconduct such as plagiarism or falsifying documents as part of the application process, is covered by the university's [Fair Admissions Policy](#). The university reserves the right to withdraw an offer if incorrect or misleading information is provided in the application.

Linked policies

- [King's College London - Equality, Diversity, Inclusion Policy](#)
- [King's College London – Student Misconduct Regulation \(Non-Academic\)](#)
- [Student Misconduct Guidance](#)

Procedure

1. If applicant misconduct is identified, the Head of Admissions (Undergraduate or Postgraduate) (HoA) should be notified in writing as soon as possible. Evidence should also be provided at this time to the HoA of the alleged behaviour.
2. The HoA, or nominee, will then carry out an investigation as to whether the alleged behaviour is misconduct.
3. The applicant in question will be informed via King's Apply that an investigation is taking place into their behaviour. They will also be given the opportunity to provide a written statement within 5 working days to explain their behaviour.

4. If the misconduct is deemed to be a minor offence, the HoA will issue a penalty to the applicant which may include but is not limited to a written warning.
5. If the offence is serious or the applicant conducts multiple or repetitive offences, the HoA will convene a panel to consider the case further. The panel will adhere to the principles outlined in the [Student Misconduct Regulation \(G.27\)](#) and will consist of:
 - i. Associate Director of Admissions or nominee;
 - ii. Representation from a senior member of staff from the faculty such as the Vice Dean for Education, Head of Admissions, Associate Dean for Education, Director of Operations or their equivalent. The representative may appoint an appropriate nominee.
6. The panel should be formed within 10 working days of the collection of the evidence and supporting statement, or at the soonest available time when all representatives can meet. The HoA will present their findings to the panel.
7. The role of the panel is to consider the evidence and supporting statement and decide if misconduct has taken place. The outcome of the meeting will be recorded on King's Apply, and the applicant will be informed in writing via King's Apply of the final decision, which can be one of the following:
 - i. To continue with the application because it is judged that there has not been misconduct;
 - ii. To continue with the application, but there has been some misconduct.
 - iii. To withdraw the offer and/or application due to the applicant's misconduct.
8. If "no misconduct" is the agreed outcome of the panel (point i.), this will be noted on the application, but records of the alleged behaviour will be destroyed.
9. Where an application is permitted to continue, but some misconduct has been identified (point ii above), this will be reported to the Student Conduct and Appeals team. The incident may be treated as a first offence of misconduct if there are future incidents, and a minor penalty may be issued once the applicant has enrolled.
10. The final outcome and communication will be actioned within 5 working days of the panel's decision.

Right to Appeal

Applicants may appeal the decision of the Applicant Misconduct Panel on either or both of the following grounds:

- i. there is new evidence that could not have been, or for good reason was not, made available at the time of the Panel, and the case warrants further consideration;
- ii. evidence can be produced of significant procedural error on the part of the university before or during the Panel, and the case warrants further consideration.

Appeals must be submitted to the [Student Conduct and Appeals](#) team no later than 10 working days after the final outcome from the Applicant Misconduct Panel is communicated. Appeals submitted after this date will not be considered.

The appeal will be considered by the Head of Student Conduct & Appeals (or their nominee) having reviewed the relevant evidence. The outcome will be sent to the applicant within 15 working days.

There is no further right to appeal internally. The decision maker may decide to do the following:

- a) modify or reverse the decision of Panel;
- b) uphold the decision of the Panel.

Where the decision maker rejects the appeal, the decision of the Panel stands.