



## Version Control Statement

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## Regulations for the Conduct of Students

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## 1 Overview and Purpose

1.1 These Regulations set out the standards of behaviour expected of students of Futureworks and the procedures that will apply where a student is alleged to have engaged in non-academic misconduct.

1.2 Futureworks delivers programmes in partnership with The Open University (referred to in this document as the validating partner). Students registered on these programmes are required to comply with both Futureworks regulations and those of the validating partner, where applicable.

1.3 These Regulations:

- apply to non-academic misconduct only;
- do not replace or restate other Futureworks or validating partner policies;
- should be read alongside the policies listed in [Section 13](#).

1.4 Separate procedures apply to:

- [academic misconduct](#) (for example plagiarism or cheating);
- [fitness to study concerns](#);
- [complaints](#) and [academic appeals](#).

## 2 Scope of the Regulations

2.1 These Regulations may be applied to alleged misconduct that takes place:

- on Futureworks premises or in the immediate vicinity;
- during Futureworks activities, including placements, field trips or events;
- online, including on social media;
- elsewhere, where the conduct has a clear link to Futureworks.

2.2 Futureworks may take disciplinary action in relation to misconduct wherever it occurs where the behaviour:





- affects or may affect members of the Futureworks community;
- brings, or may bring, Futureworks into disrepute;
- raises concerns about a student's suitability to remain a member of the Futureworks community or, where relevant, their fitness to practise;
- constitutes a criminal offence.

### **3 Expected Standards of Conduct**

- 3.1 Students are expected to conduct themselves in a professional, respectful and responsible manner at all times.
- 3.2 Students must comply with all reasonable instructions given by Futureworks staff in the course of their duties.
- 3.3 Breaches of other Futureworks or validating partner policies may result in action under these Regulations where the behaviour also amounts to non-academic misconduct.

### **4 Definition and Examples of Non-Academic Misconduct**

- 4.1 Misconduct is behaviour that falls below the standards expected of students and which interferes with the proper functioning, safety or reputation of Futureworks or its community.
- 4.2 Examples of misconduct include, but are not limited to:
  - behaviour that is violent, threatening, abusive, indecent, offensive or disorderly;
  - harassment, sexual misconduct or domestic abuse, as defined in relevant Futureworks policies;
  - disruption of teaching, learning or other Futureworks activities;
  - damage to, or misuse of, property or facilities;
  - dishonesty, fraud, falsification of records or misrepresentation;
  - misuse of IT systems or unauthorised recording of staff or students;





- failure to comply with reasonable instructions of staff;
- behaviour online or on social media that impacts the Futureworks community or reputation;
- failure to comply with the outcomes of any Futureworks procedure.

4.3 Academic misconduct, including plagiarism, cheating and other unfair means, is managed under the [Academic Integrity Policy & Misconduct Procedure](#). Non-academic disciplinary action will normally be taken only where behaviour also constitutes non-academic misconduct or where an academic sanction alone is deemed insufficient.

4.4 Conduct that constitutes a criminal offence may be treated as misconduct under these Regulations wherever it occurs, particularly where it impacts the Futureworks community, reputation or student suitability.

## 5 Classroom Disruption

5.1 Students are expected to behave in a professional and respectful manner during teaching and learning activities.

5.2 Classroom disruption may include, for example, persistent lateness, inappropriate use of mobile devices, talking over others, refusal to follow reasonable instructions, or behaviour that interferes with teaching or learning.

5.3 The following graduated approach will normally apply:

- Level 1 (minor disruption): verbal reminder and informal record;
- Level 2 (repeated disruption): meeting with Programme Leader or Head of School and written warning;
- Level 3 (serious disruption): immediate referral to the formal disciplinary procedure.

5.4 Serious or repeated disruption may be recorded on the student's file and, where relevant, may be referred to in future reference requests.





## 6 Interim Measures: Partial Exclusion and Suspension

6.1 Futureworks may impose partial exclusion or suspension as an interim measure where this is necessary to:

- manage a credible risk of harm to individuals;
- protect the integrity of an investigation;
- comply with external requirements, such as police or court conditions;
- address serious concerns under the [Fitness to Study Policy](#).

6.2 Interim measures:

- are not disciplinary penalties;
- will be used only as a last resort;
- must be proportionate to the identified risk;
- will be kept under regular review.

6.3 When imposing an interim measure, Futureworks will balance the need to protect others with the potential impact on the student and will take reasonable steps to minimise disruption to the student's studies.

6.4 Interim measures will be authorised by a senior manager who will not act as the final decision-maker in any subsequent disciplinary hearing.

6.5 Where an interim suspension is imposed, the student will not normally be permitted to engage in teaching, learning activities, or on-campus provision for the duration of the suspension. Interim suspension is intended to be temporary and time-limited and will normally be imposed for no longer than one month, and wherever possible for a shorter period, subject to regular review. During this period, Futureworks will take reasonable steps to minimise academic disadvantage, which may include arranging catch-up sessions, alternative learning activities, or adjusted deadlines once the suspension is lifted. Students will normally remain liable for tuition during interim suspension as catch-up support will be provided. In circumstances where an





interim suspension leads to a permanent exclusion or withdrawal, liability for tuition fees will be considered in line with the relevant fees and refunds policy, and students will not be charged for tuition that they are unable to access.

## **7 Levels of Misconduct**

7.1 For procedural purposes, misconduct will normally be categorised as:

- Minor misconduct: low-level or first-time breaches;
- Moderate misconduct: more serious or repeated breaches;
- Serious misconduct: behaviour that poses significant risk, involves criminal conduct, or seriously undermines trust and safety.

7.2 Repeated minor misconduct may be treated as moderate misconduct. Some serious misconduct may be referred directly to the formal stage.

## **8 Student Disciplinary Procedure**

8.1 General Principles

- The procedure is fair, transparent and proportionate.
- The burden of proof rests with Futureworks.
- The standard of proof is the civil standard: the balance of probabilities.

8.2 Preliminary Assessment: Allegations of misconduct should be submitted in writing to Student Services. An initial assessment will determine whether:

- there is no case to answer;
- the matter can be resolved informally;
- a formal investigation is required.





- 8.3 Where there is no case to answer, the matter will be closed with no disciplinary outcome. Supportive or educational interventions may be offered but will not constitute a disciplinary finding.
- 8.4 Investigation: Where required, an independent Investigating Officer will gather evidence, which may include witness statements, documents and CCTV footage. A written investigation report will be prepared and shared with the student in advance of any formal hearing.
- 8.5 Informal Resolution: Minor misconduct may be addressed through an informal meeting and written warning. The student will have the right to appeal any written warning.
- 8.6 Formal Stage: Moderate or serious misconduct will be considered through a disciplinary interview or hearing conducted by an independent decision-maker or panel with no prior involvement in the case.

## **9 Disciplinary Hearings**

- 9.1 Students will normally be given at least 10 working days' notice of a disciplinary hearing.
- 9.2 The notice will include details of the allegation, evidence, possible outcomes and the student's right to be accompanied.
- 9.3 Requests to change the hearing date should be submitted to Student Services ([studentservices@futureworks.ac.uk](mailto:studentservices@futureworks.ac.uk)) as soon as possible, with reasons.
- 9.4 Students may question witnesses through the Chair. The Chair may require questions to be submitted in advance to ensure relevance and fairness.

## **10 Findings, Outcomes and Penalties**

- 10.1 The decision-maker will first determine whether the allegation is proven or not proven, based solely on the evidence.





10.2 If an allegation is proven or admitted, an appropriate penalty will be determined, taking into account:

- seriousness of the misconduct;
- mitigating factors, including early admission and cooperation;
- any relevant previous findings.

10.3 Penalties may include:

- written warnings;
- withdrawal or expulsion.

10.4 Written outcome letters will clearly explain:

- the findings of fact;
- the reasons for the penalty imposed;
- why lesser penalties were not appropriate, where relevant;
- the right of appeal.

## 11 Appeals

11.1 Students may appeal against disciplinary decisions on the grounds that:

- new evidence has emerged that could not reasonably have been provided earlier;
- the procedure was not followed fairly;
- there was actual or perceived bias;
- the penalty was disproportionate or not permitted under these Regulations.

11.2 Appeals must be submitted in writing within 14 days of the outcome letter.

11.3 This section applies only to appeals against non-academic disciplinary decisions. Appeals relating to academic matters are addressed in the [relevant separate policies](#).





11.4 Once internal procedures are complete, students may be eligible to refer the matter to the [Office of the Independent Adjudicator \(OIA\)](#). Details and time limits will be provided in the Completion of Procedures letter.

## **12 Records, References and Disclosure**

12.1 Findings of misconduct will be recorded in line with data protection requirements and may be taken into account in future proceedings.

12.2 Where appropriate, relevant matters may be disclosed in references or to third parties, such as professional bodies or UKVI. Students will normally be informed where such disclosures are made.

## **13 Related Policies and Procedures**

- [Academic Integrity Policy & Misconduct Procedure](#)
- [Fitness to Study Policy](#)
- [Student Complaints Procedure](#)
- [Academic Appeals Procedure](#)
- [Student Harassment and Sexual Misconduct Policy](#)
- [Student Domestic Abuse Policy](#)
- [Tuition Fee Policy](#)

