



Student Progress

1. If you fail in any module or unit which is part of your course, or if you are regularly absent from classes, or in any other way fail to make due progress with your course, you will be interviewed by your Personal Tutor, who will offer you such guidance and advice as may be appropriate.
2. If in the opinion of your Personal Tutor, the matter is sufficiently serious to call into question your ability to continue with your course, he will refer the matter to the Principal. The Principal may delegate the matter to another member of Faculty.
3. If in the opinion of the Principal (or his representative), your lack of progress is likely to make it impossible for you to continue with your normal course, he may recommend to the Faculty that you should repeat a year, take a year out, or withdraw altogether from your course, or make such other recommendation as may be appropriate.
4. You will have a **right of appeal** to the Faculty against any decision of the Principal in this regard. The Faculty will hear your appeal within seven days. You will be entitled to state your case to the Faculty and to be accompanied at the hearing by a fellow student if you so wish.
5. If you are studying for a QUEEN'S degree, then you may **also** be required by the University to attend a progress hearing. Details of the procedures are available from the Institute of Theology Office. Your Personal Tutor will offer you advice if you so wish. The College will abide by any decisions made by the University authorities as they affect QUEEN'S courses.

Disciplinary Procedure for students and residents

1. It is hoped that most matters of a disciplinary nature can be resolved informally. However, in certain circumstances it may be necessary to invoke the formal disciplinary procedure.
2. Minor matters may be dealt with by means of an informal meeting with the Principal (or his representative). The Principal (or his representative) may proceed by way of a verbal warning – which will be recorded on your file for a period of six months.
3. In the case of serious misconduct and/or gross misconduct, the Principal will write to a student or resident, have a meeting and then issue a decision.
4. Examples of serious misconduct that will normally lead to formal disciplinary procedures are:-
 - Cheating or plagiarism in assessment or examinations
 - Harassment or inappropriate behaviour towards another member of the College community.
 - Tampering with fire safety equipment
 - Breaches of the rules for the College premises - e.g., consumption of alcohol, unauthorised guests
 - Breaches of Library rules
 - Any conduct which unreasonably affects another member of the College community in an adverse mannerThis list contains examples only – and is not exhaustive. Repeated offences of a minor nature may also be deemed to be serious misconduct.
5. If a formal disciplinary procedure is necessary, then the matter will be heard in the first instance by the Principal (or his representative), accompanied by another member of staff. Witnesses may be called. Any other evidence that is to be taken into account will be made known to you. You will be given full opportunity to state your case. You may wish to call witnesses if you so wish. You may be accompanied at the hearing by a fellow student or resident if you wish.
6. The Principal (or his representative) may proceed by way of a verbal **warning** or by way of a **formal written warning**. Any such warning will be recorded on your personal file for a period of twelve months after which it will be removed from your file provided there has been no need for further disciplinary action. The Principal (or his representative) may also suspend you from certain privileges (such as library use) for a period of up to one semester. Alternatively, the Principal (or his representative) may recommend to the Faculty that you be suspended from the College for a fixed period or required to withdraw altogether from the College. In the case of Ministry students, the Principal may refer the matter to the supervising Presbytery. Any such action will be recorded on your personal file and notified to you in writing.
7. In the case of residents, the Principal may require you to leave the College residence; alternatively he may impose a fine of up to £50. He may also require that the cost of any damage to property be paid for. Any such decision will be notified to you in writing.
8. In the case of repeated cases of serious misconduct and / or in the case of gross misconduct (which would include theft, use of drugs, violent behaviour, harassment of another member of the College community, conduct which puts the safety of others at risk, malicious damage to property, drunkenness, or any serious or repeated breach of the Rules of the College or of the College Residence), then the Principal (or his representative) may recommend to the Faculty that you be required to leave the College and / or the College residence forthwith and without notice. The Principal will notify the student or resident in writing of such a decision.
9. You will have a **right of appeal** to the Faculty against any penalty that is imposed by the Principal. You should give notice in writing of your appeal to the Secretary of Faculty, within three days. The Faculty will normally hear your appeal within seven days. At the hearing, the Faculty shall hear such evidence as it sees fit. You will be given a full opportunity to state your case and to call witnesses on your behalf. You may be accompanied at the hearing by a fellow student if you wish.

The decision of the Faculty on any such appeal will be final and binding. If the student is also subject to Queen's disciplinary procedures, then appropriate consultation/liaison will take place.