



The Institute of Ismaili Studies

The Institute of Ismaili Studies (IIS)

Rules of Behaviour for Students of IIS and the Student Disciplinary Procedure

1. Rules of Behaviour for Students of IIS

1.1 All students registered at The Institute of Ismaili Studies (IIS) are responsible for adhering to the following Rules of Behaviour (paragraphs 1.2 & 1.3). Students must also adhere to all policies and procedures published on the [Policies page](#) of the IIS website. These policies are introduced and explained to students during their induction and in student handbooks. Students are encouraged to familiarise themselves with these policies and to seek guidance from Student Services if any provision is unclear. Not knowing or not remembering the rules of IIS is not a justification for not following them.

1.2 A student must:

- a. comply with instructions issued by any person authorised to act on behalf of IIS in the proper discharge of their duties,
- b. comply with all health and safety instructions and rules issued by IIS, the Aga Khan Centre (AKC) and its staff, Victoria Hall and its staff, and any other associated body authorised to act on behalf of IIS,
- c. comply with the [Principles of Conduct](#),
- d. inform IIS of any relevant unspent criminal conviction,
- e. act with honesty, respect and integrity in all academic and non-academic activities, upholding the values of the IIS community.

1.3 A student must not:

- a. damage or misappropriate any property or premises of IIS or associated institution,
- b. engage or attempt to engage in any form of discrimination, harassment, bullying, sexual harassment, sexual violence, or any abusive behaviour,
- c. act in a way that endangers the health and safety of anyone,
- d. engage in any form of academic misconduct,
- e. interfere or attempt to interfere in the activities of IIS or any member of the IIS community in the performance of their duties or the pursuit of their studies,
- f. interfere with freedom of speech or lawful assembly,
- g. use digital tools, including artificial intelligence or ghost-writing services, in ways that breach academic integrity policies.



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Students are reminded that behaviour outside formal IIS settings which may reasonably impact the IIS community, or its reputation can also fall within these Rules.

2. Definitions

2.1 The definitions that are applied under the Rules of Behaviour are as follows:

- a. 'Activities of IIS' include any academic, professional, or community-based activity involving IIS or its partners.
- b. 'Discrimination', 'harassment' and 'bullying' are defined in the IIS [Discrimination, Harassment and Bullying Policy](#).
- c. 'Sexual harassment' and 'sexual violence' are defined in the IIS [Sexual Misconduct, Sexual Harassment and Sexual Violence Policy](#).
- d. 'Academic misconduct' is defined in the IIS [Academic Misconduct Policy](#).

Note. The Academic Misconduct Policy details a specific procedure for investigating suspected academic misconduct that complies with the relevant SOAS policy for students enrolled on an MA programme validated by SOAS.

- e. 'Instructions issued by any person authorised to act on behalf of IIS' includes, but is not limited to, requests to attend meetings, to provide identification upon request, and to share primary datasets or data analysis with a supervisor.
- f. An 'IIS activity' is an academic, sporting, social, or cultural activity held at the AKC, hosted online, or at any other location in the context of a student's membership of the IIS community.
- g. A relevant 'unspent criminal conviction' is as defined by the Rehabilitation of Offenders Act 1974. If a student was convicted outside the United Kingdom, this is also considered a relevant conviction. If a student of IIS is convicted of a relevant offence after they have registered with IIS, either within or outside of the United Kingdom, this must be reported to IIS immediately.
- h. 'Concern' refers to any alleged breach or conduct issue reported under this procedure.
- i. 'Sanction' means a formal penalty imposed for misconduct.
- j. 'Measure' means a supportive or restorative action designed to promote learning or rehabilitation.

The Student Disciplinary Procedure

3. Scope and Principles

- 3.1 The Student Disciplinary Procedure enables IIS to consider whether a student has breached the Rules of Behaviour and, if so, to impose proportionate sanctions or measures. The procedure enables IIS to respond appropriately to breaches of the Rules of Behaviour, to protect IIS and its community and to uphold a safe, inclusive and fair learning environment
- 3.2 IIS reserves the right to investigate and act even after graduation or withdrawal. IIS will act only where a practical remedy or learning outcome is possible.



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- 3.3 IIS will respond to Concerns, which are behaviours causing concern, reported to IIS as described in paragraphs 5.1 and 5.2. Anonymous Concerns may be considered if supported by credible evidence.
- 3.4 This procedure is internal to IIS and is not as formal as criminal proceedings in the UK. The standard of proof used when making decisions is also different; determinations must be made on the balance of probabilities, based on evidence. This means that for a determination to be made that the Rules of Behaviour have been breached, IIS must demonstrate that this is the case. It is not sufficient for a decision to be made that a breach of the Rules of Behaviour is likely to have happened without being able to cite the evidence upon which such a determination rests. This standard means that IIS may decide it is not appropriate to impose a sanction or other measure under this procedure. Decisions must be evidence-based, recorded clearly, and proportionate to the behaviour.
- 3.5 It is possible that breaches of the Rules of Behaviour for Students could be subject to criminal investigations and proceedings. IIS will pause any action under this procedure where it is aware that a criminal investigation or other criminal proceedings are ongoing that relate to behaviour that would be considered by IIS. Following any investigation or other criminal proceedings, or where it appears unlikely that further criminal proceedings will take place, IIS will resume its procedure in the interests of completing its process in a timely manner. Students will not be treated as guilty until findings are made through due process.
- 3.6 If IIS is made aware that a student has been cautioned or fined by the police or that a student has received a criminal conviction, this will be treated as evidence that a breach of the Rules of Behaviour, on which the offence was based, took place. Where any police or criminal proceedings result in a not guilty verdict, or where no further action is taken, IIS will continue with its own investigation, using this procedure.
- 3.7 It is not normally necessary or appropriate for a Respondent or IIS to be legally represented at any meetings that form part of the procedure. However, Respondents may access and use legal representatives, at their own cost, in relation to this procedure in exceptional circumstances with the agreement of the Academic Registrar. Respondents have the right to be accompanied at any stage by a supporter of their choice (e.g. student representative or staff member), and to seek independent advice from Student Services.
- 3.8 IIS may decide that concerns reported using the Student Disciplinary Procedure should more appropriately be investigated under another procedure, such as those detailed in the Academic Misconduct Policy or the Fitness to Study Policy. These decisions will be at the discretion of the Academic Registrar, in consultation with the Investigating Officer. IIS reserves the right to refer a matter to another procedure at any time during this procedure.
- 3.9 Where a Concern involves more than one student, the Academic Registrar will have the discretion to decide whether this should be investigated separately for each student. Should an investigation including more than one student be referred to the Discipline Panel, the Chair of the Discipline



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Panel shall have the discretion as to whether there will be a single hearing for all, or a separate hearing for each student. Where a hearing involves multiple students, any personal mitigation considered by a panel will not be shared with the other student(s), unless it refers to them. Should multiple students appeal a decision of the Discipline Panel, these will usually be considered separately, but by the same Appeal Panel.

- 3.10 IIS has a duty of care to all persons involved in any disciplinary procedure. IIS acknowledges that this can be stressful for all those involved. IIS staff who administer the procedure and investigate concerns will consider and, where possible, minimise the potential effects on all those involved. Members of disciplinary and appeal panels will also be reminded of this aspect of their work and will receive appropriate guidance. IIS is committed to providing reasonable adjustments for students with disabilities or health conditions to ensure equitable participation in the process.

4. Participants in the Procedure

4.1 In this procedure, participants will include:

- a. Academic Registrar – the role at IIS responsible for ensuring that the procedure is followed in as timely a manner as possible, and for making decisions about how this procedure should be applied. This will include determining whether a Concern should be investigated and determining the action taken following the investigation.
- b. Investigating Officer – a staff member at IIS tasked with conducting any investigation as directed by the Academic Registrar.
- c. Reporting Person - a person who is reporting a Concern about a Student.
- d. Respondent - a student of IIS whose conduct is the subject of a Concern.
- e. Witness - a person who has witnessed the Respondent's behaviour or has witnessed a matter connected to the Respondent's behaviour as alleged in the Concern. The Witness may be someone to whom the behaviour was directed, or a third party.
- f. Discipline Panel - three staff members of IIS, empanelled by the Academic Registrar, who determine whether the Rules of Behaviour have been breached and, if so, have the authority to impose sanctions or measures.
- g. Appeal Panel - three staff members of IIS, empanelled by the Academic Registrar, who determine whether an appeal against a decision of the Discipline Panel is upheld or dismissed, with the authority to amend, quash or impose sanctions or measures.

Investigating Officers and Panel members will receive training on procedural fairness, bias awareness and equality duties.

- 4.2 During the Student Disciplinary Procedure, Respondents are prohibited from contacting the Reporting Person, other Respondents, or Witnesses involved in the case, either directly or indirectly. Unless restricted by precautionary measures or otherwise directed by the Academic Registrar, Respondents are allowed to continue their academic activities, including graduation. Any



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precautionary measures shall be reviewed regularly to ensure they remain necessary and proportionate.

- 4.3 If the Academic Registrar determines that precautionary measures are necessary during an ongoing Student Disciplinary process, they will coordinate with the Student Services Manager and the management of the Department of Education to ensure that these are properly coordinated.
- 4.4 Everyone involved in the Student Disciplinary Procedure - including Respondents, Witnesses, Reporting Persons, their supporters, representatives, and those overseeing the procedure - must always behave respectfully and reasonably. Disrespectful or abusive conduct is not acceptable. If such behaviour continues after a warning, it may lead to separate disciplinary measures. The Academic Registrar may also limit or end that person's participation in the process, even if it affects the handling of the Concern or any appeal.
- 4.5 Respondents are expected to cooperate with the Student Disciplinary Procedure and to comply with any imposed sanctions or measures. Should they fail to do so, further disciplinary proceedings may be initiated under Regulation 1.2.a of the Rules of Behaviour.

5. Submitting a Concern

- 5.1 Typically, IIS will be made aware of a possible violation of the Rules of Behaviour through a Reporting Person, who may have experienced, observed, or otherwise learned about the alleged misconduct.
- 5.2 To raise a Concern, the Reporting Person must submit this to the Academic Registrar - either in writing or in person - along with any supporting evidence they wish to include. An online or confidential reporting form may be used to raise a Concern, allowing students or staff to report issues safely and promptly.
- 5.3 Upon receipt of a Concern, the Academic Registrar will acknowledge its receipt, request additional details if the submission is incomplete, and offer the Reporting Person a meeting to explain the procedure - this meeting may also occur before the Concern is formally submitted or at the time of submission, if this is made in person.
- 5.4 For a Concern to be investigated, the Academic Registrar will assess whether the following conditions are satisfied:
 - a. The allegation appears to represent a breach of the Rules of Behaviour;
 - b. this procedure is suitable for investigating the issue; and
 - c. The concern has not previously been addressed through this procedure.
- 5.5 If all the required criteria are fulfilled, the Academic Registrar will proceed to appoint an Investigating Officer. If any of the criteria are not met, the Concern will not be investigated.
- 5.6 The Academic Registrar will provide a written explanation of the decision whether to investigate and will share this with the Reporting Person within seven days. If the Reporting Person is a student and is unhappy with the outcome, they may submit a complaint under the Student Complaints Procedure within 28 days of receiving the decision.



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- 5.7 If no investigation is initiated and any related complaint has been resolved, the Respondent will usually be informed in writing of the Concern, the Academic Registrar's decision and rationale, and confirmation that no further action will be taken - unless the Reporting Person withdraws their complaint. This notification is typically sent within seven days of the Academic Registrar's decision, or, if the Reporting Person is a student, within seven days of the complaint deadline or after the complaint process concludes. However, if notifying the Respondent could interfere with another ongoing investigation or external inquiry, IIS may delay this communication.
- 5.8 IIS shall aim to respond within the following set timescales: seven days for acknowledgement, 20 days for initial decision where possible, and to keep both parties informed of progress.
- 5.9 All records relating to Concerns will be stored securely and handled in line with Data Protection legislation.

6. Investigating a Concern

- 6.1 When an investigation is initiated, the Academic Registrar will notify the Respondent in writing that a Concern has been raised involving them. This communication will outline the alleged behaviour, the Rules of Behaviour that may have been breached, and confirm that an investigation will take place. The Academic Registrar will include a summary of the Concern, identify the Reporting Person (unless the Concern was accepted anonymously), explain the investigation process, outline possible outcomes, including referrals to other procedures such as Fitness to Study, and indicate who may be informed of the results. The Respondent will also be advised of available support services.
- 6.2 The Investigating Officer will conduct the investigation, which may involve gathering written statements, holding meetings, and collecting relevant evidence. Notes will be taken during all investigative meetings. Anyone asked to attend such a meeting may be accompanied by a student representative, fellow IIS student, or a member of the IIS Student Services team if they wish and will be guided to appropriate support resources. During the meeting, they may submit written materials, present evidence, name potential Witnesses, and review and comment on the Investigating Officer's notes from any meeting in which they participate. Students may request notes, or a transcript of their own meeting (if it takes place online) for accuracy; this must be agreed by all participants.
- 6.3 The Investigating Officer will normally meet with both the Reporting Person and the Respondent to hear their accounts in person. The Investigating Officer may also meet with Witnesses or gather their input through written statements. Anyone affected by the alleged behaviour will be given the chance to submit an Impact Statement that will allow them the opportunity to describe the personal impact of an alleged breach of the Rules of Behaviour.
- 6.4 The investigation will also assess the severity of the Concern, any mitigating factors presented by the Respondent, and any prior breaches of the Rules of Behaviour. The Investigating Officer may request additional details or responses from individuals who have already contributed to the



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investigation. Relevant and available evidence may include verification of submitted information, correspondence records, CCTV footage, medical documentation from qualified professionals, Victoria Hall access logs and online activity logs. This list is not exhaustive, and the Investigating Officer may seek any other materials deemed useful. However, IIS does not have the capacity to conduct forensic investigations, so such evidence will only be considered if it already exists. Where appropriate, the Investigating Officer may recommend early resolution through restorative discussion or mediation if all parties agree and the issue is minor.

- 6.5 The Investigating Officer will produce a report that shall be submitted to the Academic Registrar. Investigation Reports should summarise findings, reference evidence objectively, and avoid conclusions beyond the scope of fact-finding.

7. The Academic Registrar's Decision

7.1 Based on the information within the Investigation Report, the Academic Registrar shall make one of the following decisions:

- a. To impose a minor sanction.
- b. Refer the matter to the Discipline Panel.
- c. Take no further action.

Reasons for each decision shall be documented clearly and shared with the Respondent.

7.2 When deciding whether to impose a minor sanction or escalate the case to a Discipline Panel, the Academic Registrar should consider the following:

- a. The severity of the breach.
- b. Any harm or damage caused.
- c. Any benefit gained or potentially gained by the Respondent.
- d. The level of intent and planning involved.
- e. The effect on the wider IIS community, including any Impact Statements.
- f. Whether and when the Respondent admitted to the breach.
- g. Expressions of remorse or understanding from the Respondent.
- h. The Respondent's documented personal circumstances.

The Registrar shall also consider any mitigating circumstances submitted by the student, including evidence of wellbeing, health or personal crisis.

7.3 Any breach of the Rules of Behaviour may be judged more serious if:

- a. The incident occurred while the Respondent was under the influence of alcohol or illegal drugs.
- b. The behaviour was driven by the actual or perceived protected characteristics of another individual.
- c. The Respondent has a prior record of violating the same Rule of Behaviour.
- d. The Respondent failed to adhere to a previously imposed sanction or measure under the Student Disciplinary Procedure.



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- e. The Respondent violated precautionary measures during the disciplinary process.
- f. The Respondent did not supply requested information needed by IIS to evaluate any potential risk they may present to the community.
- g. The Respondent tried to hide or eliminate evidence, or exert pressure or intimidation on the Investigating Officer, Reporting Persons, or Witnesses connected to the breach.
- h. The Respondent abused a position of power or trust.

Aggravating and mitigating factors should be balanced transparently and explained in the decision record.

7.4 Should the Academic Registrar decide to impose a minor sanction or measure, they may make use of one or more of the following:

- a. A written warning, which will be placed on the Respondent's record. Any subsequent breaches of the Rule of Behaviour may then be judged more serious.
- b. To require the Respondent to pay the cost of material damages up to the amount of £250.
- c. To require the Respondent to provide a written apology.
- d. To require the Respondent to engage with a reflective or educational session.
- e. To require the Respondent to complete a written reflection.
- f. To require the Respondent not to contact a Reporting Person or Witness.
- g. To require the Respondent to engage in a restorative or educational activity agreed with Student Services or Heads of Department.
- h. To require the Respondent to attend an academic misconduct awareness or integrity workshop.

7.5 The Academic Registrar shall provide the decision and the reasons for the decision in writing to the Respondent within 7 days of reaching a decision, alongside a copy of the Investigation Report and any relevant evidence. Where a minor sanction or measure is imposed, the Respondent will have 7 days from receiving the decision to confirm whether to accept this outcome or have the case referred to a Discipline Panel.

7.6 The Academic Registrar must refer the case to the Discipline Panel for consideration where the Respondent does not agree with the decision to impose a minor sanction or measure, or where the Respondent does not comply with the minor sanction or measure.

All parties will be informed of expected timescales for any next steps.



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8. Discipline Panel consideration

8.1 When a case is referred to a Discipline Panel, the Academic Registrar will serve as its Secretary and select a Chair and two members from the staff of IIS, ensuring they are available and have had no previous involvement in the Concern.

8.2 A Discipline Panel should consist of:

- a. A Chair, who should be a member of the IIS senior leadership.
- b. Two members of staff who have been employed at IIS for a minimum of one year.

All Panel members must be impartial and declare any conflicts of interest before proceedings commence.

8.3 The Secretary will arrange the Discipline Panel meeting and inform all relevant parties, including Panel members, the Investigating Officer, the Respondent, and the Respondent's programme leader, as well as the meeting's date, time, and location.

8.4 The Respondent will be provided with copies of the Investigation Report and supporting evidence and will be given the chance to submit a written response. They will also be invited to attend the Discipline Panel meeting with a supporter or representative of their choice. Any response or request to call witnesses must be submitted at least 10 days before the meeting. The Chair will decide whether witnesses may attend or provide evidence in another format, as described in paragraph 8.7b. If the Respondent disagrees with the Chair's decision, they may appeal after the Panel has ruled on the Concern. If the Respondent chooses to admit to the misconduct in their written response, the meeting may focus solely on determining an appropriate sanction or measure.

8.5 Respondents are expected to attend the Discipline Panel meeting in person whenever feasible. If this is not practical - such as when the Respondent is overseas - they may join remotely. If the Respondent cannot attend and wishes to reschedule, the Chair will decide whether the reason for absence is valid. If not, the meeting may proceed, and a decision made without the Respondent.

8.6 All parties will receive the full set of hearing documents, including the Investigation Report, evidence, and the Respondent's response, no later than seven days before the hearing. The Respondent shall receive written notice at least 10 working days in advance of the hearing, including the right to be accompanied and the names of Panel members.

8.7 Panel hearings will be conducted in a supportive and non-adversarial manner, allowing both the Investigating Officer and Respondent to present their perspectives fully, and according to the following procedure:

- a. At the meeting, Panel members may question the Investigating Officer and, if present, the Respondent. Both the Investigating Officer and the Respondent (or their representative) will also be allowed to question each other. The Respondent will have the opportunity to make a closing statement.
- b. Reporting Persons and Witnesses are not usually required to attend the meeting, as their evidence is included in the hearing documents. If the Respondent wishes to challenge their evidence, the



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Chair will decide how this should be handled. Options may include having the individual attend in person, or online, or submitting questions through the Chair. Alternatively, the Respondent may outline their objections, and if the Chair finds them relevant, a written response may be requested from the Reporting Person or Witness. The Panel may pause proceedings to gather additional information if necessary.

- c. Once the Panel confirms it has all necessary information, it shall consider this in private and decide either to dismiss the case or to confirm that a breach of the Rules of Behaviour has occurred.
- d. If the Panel concludes that a breach occurred, the Secretary will inform them of any prior violations of the same Rule. The Respondent, their supporter or representative, and the Investigating Officer will rejoin the meeting. The Respondent may then make a statement addressing mitigating factors and any previous breaches. The Investigating Officer may also present additional information, including Impact Statements, and the Panel may ask questions. The Respondent will be given a final opportunity to speak.
- e. Reasonable adjustments shall be made for any participants requiring accessibility support.
- f. The Chair has discretion to pause proceedings if new material evidence emerges, ensuring both parties have a fair opportunity to respond.

8.8 The Panel will then decide whether to impose a sanction or measure, considering the factors listed in paragraphs 7.2 & 7.3 and recording the reasons for the sanctions or measures imposed. Sanctions must be proportionate, evidence-based, and designed to educate, deter, and protect the community rather than simply punish. The Panel may choose a minor sanction as described in paragraph 7.4. If a minor response is deemed unsuitable, the Panel may impose more serious penalties, such as:

- a. Restrictions or conditions on access to IIS facilities or services.
- b. Temporary or permanent exclusion from IIS.
- c. Any lesser penalty deemed appropriate.

The Panel may also recommend supportive measures, such as counselling, mentoring or academic support, alongside disciplinary sanctions.

8.9 The Secretary will send the Respondent a written summary detailing the outcome, the reasoning behind it, any sanctions or measures imposed, and information about the right to appeal within 7 days of the Discipline Panel's decision.

8.10 Should a sanction be issued that includes the exclusion or suspension of the Respondent or their removal from accommodation at Victoria Hall, a Completion of Procedures letter will be issued to the student if IIS does not receive an appeal within the timeframe set in the above paragraph. Students should also be reminded of available welfare or support services following the outcome.



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9. The Appeal Panel

- 9.1 The Respondent has the right to appeal the Discipline Panel's decision within 14 days of receiving the written outcome. The Academic Registrar will serve as Secretary to the Appeal Panel and may extend the appeal deadline if there is a valid and compelling reason. Appeals are reviewed impartially by staff with no prior involvement.
- 9.2 An appeal may be submitted on the following grounds:
- Procedural errors occurred during the process.
 - The decision reached by the Discipline Panel was unreasonable.
 - New, significant evidence has become available that could not reasonably have been provided earlier.
 - There was bias during the procedure, or perception of bias.
 - The sanction imposed was either excessive or not permitted under Student Disciplinary Procedure.
- 9.3 To appeal, the Respondent must submit a written appeal to the Academic Registrar, including all supporting evidence they wish to be considered. IIS will normally aim to reach a decision within 30 days of receiving the appeal.
- 9.4 If the grounds for the appeal are valid and within the required timeframe, the Academic Registrar will select a Chair and two members from the staff of IIS for an Appeal Panel, ensuring they are available and have had no previous involvement in the procedure. The Academic Registrar will serve as the Secretary to the Appeal Panel.
- 9.5 An Appeal Panel should consist of:
- A Chair, who should be a member of IIS senior leadership.
 - Two members of staff who have been employed at IIS for a minimum of one year.
- All Appeal Panel members must complete bias and equality awareness training before serving.
- 9.6 The Secretary will arrange the Appeal Panel meeting, either in person or online, and inform the Panel members and the Respondent of the meeting's date, time, location, and the Panel's composition.
- 9.7 The Appeal Panel should be provided with the Respondent's appeal and evidence, the outcome and notes from the Discipline Panel, and all materials considered during the original hearing at least 7 days before the meeting.
- 9.8 The Appeal Panel will usually review the appeal privately based on written submissions. However, it may request additional information, which will be shared with the Respondent, who will then have the opportunity to respond in writing.
- 9.9 An Appeal Panel can decide either to reject or uphold an appeal. The Appeal Panel must normally reach a decision within 30 working days. If this is not possible, the student will be informed of the reasons for the delay and given an expected completion date.
- 9.10 If the appeal is upheld, the Appeal Panel may either return the case to a new Discipline Panel for reconsideration or make its own decision, including imposing sanctions. If a breach is



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confirmed, the Panel may apply any sanction listed in paragraphs 7.4 or 8.8. The Appeal Panel can choose more or less severe sanctions or measures than those originally imposed.

- 9.11 The Secretary will send the Respondent a written summary detailing the outcome, the reasoning behind it, and confirmation of any revised sanction(s) or measure(s). The Respondent will also be issued with a Completion of Procedures letter at this time.
- 9.12 If a sanction has been imposed and the Respondent appeals, the sanction will usually not be enforced while the appeal is under review. However, once the Appeal Panel has made its decision, any sanctions will be implemented, even if the Respondent plans to escalate the matter externally. Precautionary measures may remain in place during the appeal period only if justified by ongoing risk and must be reviewed weekly.

10. External Review

- 10.1 Respondents studying for an award validated by SOAS who have exhausted the Student Discipline Procedure have a right of appeal to SOAS for matters related to either SOAS' or IIS' academic regulations, policies or procedures.
- 10.2 Any such appeal will be dealt with by SOAS in accordance with SOAS' Regulations. Any decisions made by SOAS on any such appeal shall be final and binding on all parties.
- 10.3 Respondents studying for an award validated by SOAS who have exhausted the Student Discipline Procedure have no right of appeal to SOAS for matters related to either SOAS's or IIS's non-academic regulations, policies or procedures. Any decisions made by IIS on any such matter shall be final and binding on all parties. External review to SOAS applies only to academic matters. Non-academic cases end with the IIS internal procedure.
- 10.4 Clear signposting to SOAS appeal routes (where relevant) and links to their regulations shall be provided in decision letters.

11. Complaints to the Office of the Independent Adjudicator for Higher Education

- 11.1 IIS subscribes to the independent scheme for the review of student complaints. Students who are dissatisfied with the outcome of the Student Disciplinary Procedure may be able to apply for a review of their case to the Office of the Independent Adjudicator for Higher Education (OIA) provided that the complaint is eligible under its Rules.
- 11.2 Students must submit their OIA application within 12 months of the Completion of Procedures letter. IIS will cooperate fully with any OIA review.
- 11.3 It should be noted that any OIA review shall focus solely on whether IIS followed its procedures fairly and reasonably, not on re-investigating the original misconduct.
- 11.4 IIS will provide information to all students who have completed the internal procedure of IIS about how to contact the OIA in a Completion of Procedures letter that will be issued under the circumstances described in paragraphs 8.10 and 9.11.



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12. Monitoring and Reporting of the Student Disciplinary Procedure

- 12.1 IIS shall monitor all Concerns that use this procedure and shall produce an annual report summarising the anonymised decisions made by the Academic Registrar, Discipline Panels and Appeal Panels. The annual report shall include anonymised data on the types of cases handled, timescales, outcomes and any relevant equality trends to ensure transparency and continuous improvement. The annual report shall be submitted to the Academic Council.
- 12.2 The object of monitoring the Student Disciplinary Procedure is to ensure that decisions are made consistently and at the correct level, that identified issues are addressed appropriately, and that the information collected is used to enhance the guidance and support provided to both students and staff involved in the process. As such, the IIS Academic Council will use this data to review training needs, assess policy effectiveness and ensure equitable treatment of students.
- 12.3 Summary statistics may be published in anonymised form on the IIS website to demonstrate accountability.



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Student Disciplinary Process Flowchart

