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Student Conduct and Disciplinary Procedure

STU-003 | Student Lifecycle

VERSION 1.0 · 18 OCTOBER 2026

INSTITUTIONAL REGULATIONS & POLICIES | IEU

Student Conduct and Disciplinary Procedure

DOCUMENT CONTROL / STU-003

Document ID	STU-003
Document family	Student Lifecycle
Document custodian	Student Conduct Case Manager
Version	1.0
Edition date	18 October 2026
Review cycle	Annually and following material change

1 Purpose and applicability

Applies to misconduct in learning spaces, events and digital platforms. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

2 Policy requirements

- 01 Relevant conduct includes harassment, threats, discrimination, abuse, impersonation and serious disruption.
- 02 Reports are recorded, confidentiality is respected and urgent safety cases are escalated promptly.
- 03 A fair inquiry separates complaint receipt, fact-finding and final determination where practicable.
- 04 Individuals receive the substance of allegations and an opportunity to respond.
- 05 Decisions must be evidence-based, proportionate and communicated in writing.
- 06 An independent or separate reviewer handles eligible procedural appeals.

3 Operational procedure

Trigger: Reported bullying, harassment, impersonation, abuse or serious disruption

- 01 Record the report and assess immediate safety or safeguarding needs.
- 02 Assign an impartial reviewer, notify the person concerned and provide an opportunity to respond.
- 03 Review evidence proportionately and communicate the reasoned determination and any measure.
- 04 Refer eligible appeals to a reviewer separate from the original decision-maker.

4 Responsibilities and evidence

Accountable process owner. Student Conduct Case Manager maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

Minimum evidence. Conduct report; risk assessment; correspondence; evidence; decision; appeal record.

Record protection. Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

5 Exceptions, concerns and review

Exceptions. Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

Challenge and escalation. Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

Monitoring. Analyse recurrence, procedural fairness and timeliness of protective measures.

6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

7 Document information and periodic review

Document series	IEU Regulations & Policies
Institution	International European University (IEU)
Applicability	See section 1 and programme-specific terms
Student enquiries	Use the IEU contact and support routes
Document maintenance	Controlled by the responsible function