

RG42 Real Group Delegate Conduct & Discipline Policy		Effective date: MM/YYYY
Authorised owner: Katie Hickin	Department(s) / Project team(s)	Last revision: MM/YYYY
Classification: Public	Issue: 01	Next review: MM/YYYY



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1. Introduction

1.1 Real Group (Real Training, Dyslexia Action) is an educational community and delegates are expected to adhere to Real Group's rules and regulations, to show respect for persons and property and act in a way that does not hinder the normal operation of our educational programmes. We are committed to fostering a respectful and inclusive learning environment and expect the same of our delegates. You are encouraged, with our support, to engage actively in the learning process, to be fully committed to your studies and determined to succeed.

1.2 This policy describes the process Real Group uses for dealing with incidents of non-academic misconduct. Within the rules, types of misconduct and consequences are described in the warning and sanction system.

1.3 Where misconduct relates to examinations and academic work, such as plagiarism or cheating you should refer first to *RG46 Academic Integrity and Misconduct policy*.

2. Core Values and Expectations

2.1 Academic integrity is about conducting yourself with honesty, fairness, and responsibility throughout your studies and professional conduct. This includes being truthful in your work, respecting the rights of others, and taking ownership of your learning. It also means valuing intellectual property and giving credit where it's due, ensuring a fair and just academic environment for everyone.

These values also extend beyond the academic context as we believe a thriving educational community is built on a foundation of respect, trust, professionalism, and social responsibility. This



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includes treating everyone with dignity, conducting ourselves ethically, being mindful of our impact on others and the environment, and fostering open communication and accountability.

At the heart of this policy are the core values expected of all delegates regardless of the level of qualification being studied.

Within the Academic Context:

- Honesty
- Fairness
- Responsibility
- Originality
- Respect for intellectual property

Beyond the Learning Environment:

- Civility and Respect
- Professionalism
- Integrity and Honesty
- Social Responsibility
- Environmental Sustainability
- Transparency and Accountability

2.2 By embracing these values, we contribute to a shared environment of trust, fairness, and respect. This allows individuals to flourish, knowledge to be pursued ethically, and Real Group to fulfil its mission of developing reflective, evidence informed practitioners.

2.3 Integrity is not just about avoiding misconduct; it's about actively choosing to uphold good values and contribute positively to the community. It's an ongoing journey of learning, reflection, and responsible action that benefits everyone involved.

3. Types of misconduct

3.1 Real Group defines misconduct in the context of an academic and wider learning community as 'behaviour that violates the established standards of conduct and values held by the institution'.

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Essentially, it's any action that undermines the principles of integrity, fairness, respect, and responsibility that are essential for a healthy and thriving community.

3.2 This may include actions such as:

- Disrupting any Real Group activities, or the duties of Real Group staff and delegates.
- Threatening or offensive behaviour and language regardless of medium (in person, telephone, email).
- Fraud, deceit, deception or dishonesty.
- Action likely to cause injury or harm.
- Harassment, including sexual or racial harassment.
- Breaching Real Group policies.
- Behaviour that brings Real Group into disrepute.
- Conduct on a programme leading to membership of a professional body where that conduct may fall short of the professional codes of conduct

Please note: This is not an exhaustive list.

3.3 Characteristics of Misconduct:

- **Intentionality:** While not always required, the intentional violation of rules or the intention to cause harm often play a role in defining misconduct.
- **Severity:** The severity of the misconduct, its impact on individuals or the community, and any mitigating factors are considered when determining consequences.
- **Policy Violations:** Misconduct typically breaches specific policies and regulations outlined by Real Group.

4. Disciplinary Procedures and Penalties

4.1 Penalties are determined depending upon the gravity of the case and/or the ongoing nature of the misconduct. The range of penalties available include: a formal warning, restrictions/conditions, suspension or expulsion.

4.2 Complaints about misconduct are usually sent to the Head of Service or Lead of the relevant programme you are studying on /engaging with, who makes the decision on whether further action needs to be taken, including making a referral to the Disciplinary Panel (consisting of the Academic &

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Professional Lead, or their nominee, and at least two other members of academic staff). If the Head of Service / Programme Lead finds that the alleged misconduct can be dealt with at a local level, they will hold a preliminary interview with you (this may be conducted via telephone, email or virtual meeting). This is your chance to address the issue by either mitigation or explanation before deciding whether and, if so, how to proceed. It is important that you attend this interview, because failing to attend can be a disciplinary offence in itself.

The Programme Lead can impose a penalty if they think misconduct did take place. These may include:

- An oral reprimand.
- A written reprimand.

4.3 However, if the Head of Service / Programme Lead believes that a major offence has been committed, they could instead refer you to a Disciplinary Panel consisting of the Academic & Professional Lead, or their nominee, and at least two other members of academic staff. The delegate will be advised in writing of the nature of the alleged offence and the date of the panel. This written notification will usually be provided not less than ten working days in advance. Where the Academic & Professional Lead deems there are special circumstances which require a shorter period of notice to be given, the reasons for this will be explained.

4.5 The procedure of the panel meeting will be as follows:

- (i) Panel members meet without the delegate present to consider matters of process.
- (ii) The delegate will join the meeting.
- (iii) Programme Lead will join the meeting and outline the alleged offence.
- (iv) The delegate will be asked to make a statement in response to the alleged offence.
- (v) The Panel may question the delegate and/or the Programme Lead.
- (vi) Witnesses may be called and in each case the witnesses will be asked to make a statement or confirm the contents of a written statement, and may be questioned by the Panel.
- (ix) Witnesses will be asked to withdraw.
- (x) The Panel will hear further statements from the delegate regarding evidence submitted, witness statements etc.

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(xi) The Panel will hear further statements and concluding remarks from the Programme Lead and the delegate respectively.

(xii) The delegate, along with the Programme Lead, will be asked to withdraw to allow the Panel to consider its decision.

4.4 If the Disciplinary Panel determines that a disciplinary offence has been committed, it will have the power to impose one or more of the following penalties:

- exclusion, for such period or periods and subject to such conditions as the Panel shall think fit;
- payment of compensation for any damage to person or property which the Panel may find to have been occasioned by or in the course of the disciplinary offence;
- requirement that a delegate agree to specific conditions, determined by the Panel, to be necessary for their continued progress on their programme of study;
- permanent expulsion from Real Group services and activities.

4.6 Where a delegate is enrolled on a programme leading directly to a professional qualification or to the right to practise a particular profession or calling, any conduct which renders that delegate a person not fit to be admitted to and practise that profession or calling is deemed to be misconduct.

5. Review and Amendment

This policy will be reviewed by the Pedagogy and Learning Team regularly and amended periodically to ensure its effectiveness and relevance.

Related Documents

Document history

Issue 1

Initial release



Company No 6556128



Page 5 of 6

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